oshpd

Office of Statewide Health Planning & Development

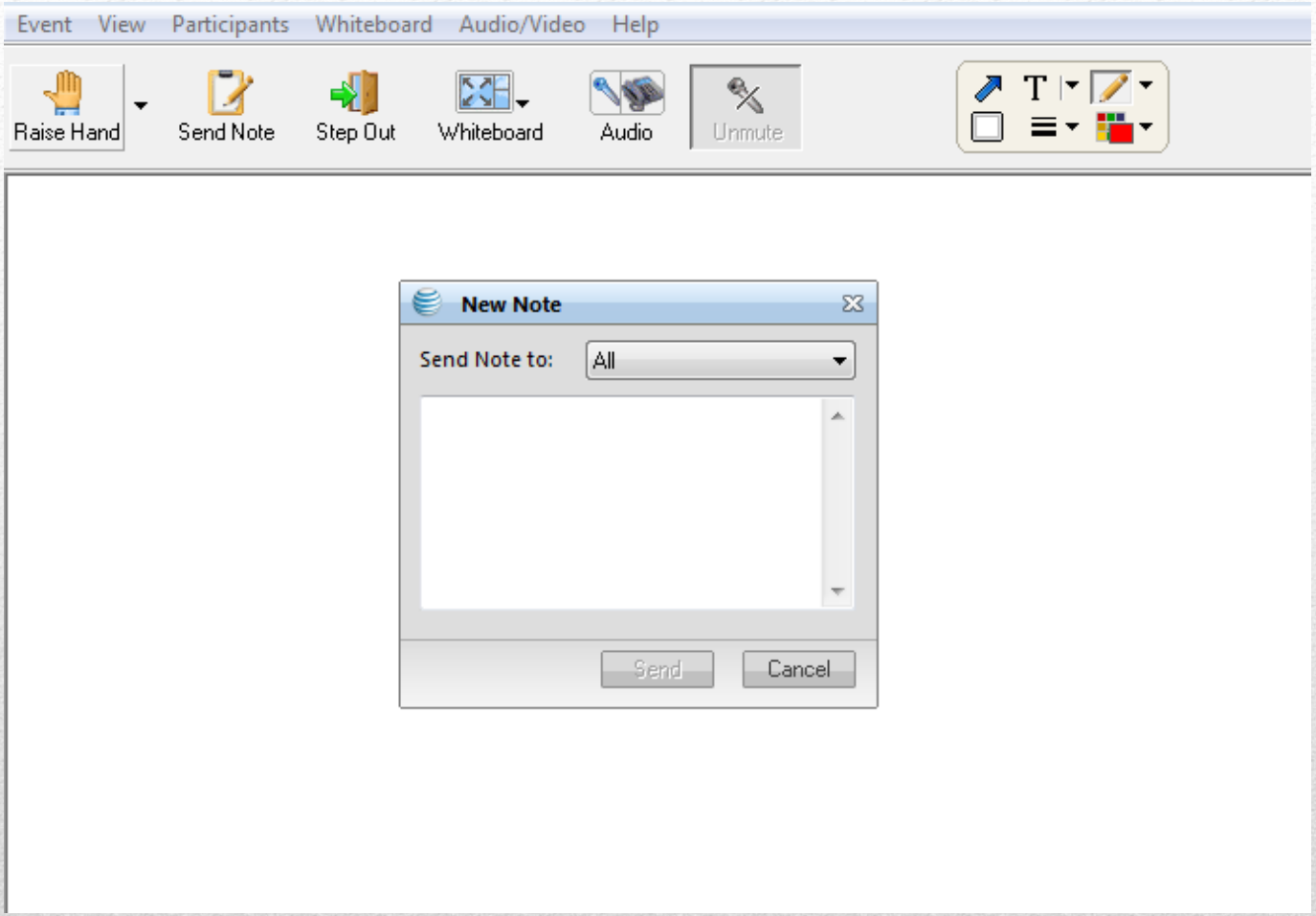
HCTP Mini-Grant RFA 12-4500 Technical Assistance Webinar

March 5, 2013

10:00-11:00 am

Healthcare Workforce Development Division HWDD

WELCOME EVERYONE!
Thank you for joining us today



Sending Notes or Questions

oshpd

Office of Statewide Health Planning & Development

HCTP Mini-Grants RFA 12-4500
Technical Assistance Webinar

Tuesday, February 26, 2013
10:00-11:00 am

Presenters: Jalaunda Munroe, Felicia Borges, Lhoi Clingman, Joyce Meade

Host: Trysh Strayhand

Healthcare Workforce Development Division HWDD

Office of Statewide Health Planning and Development

OSHPD Healthcare Workforce Programs

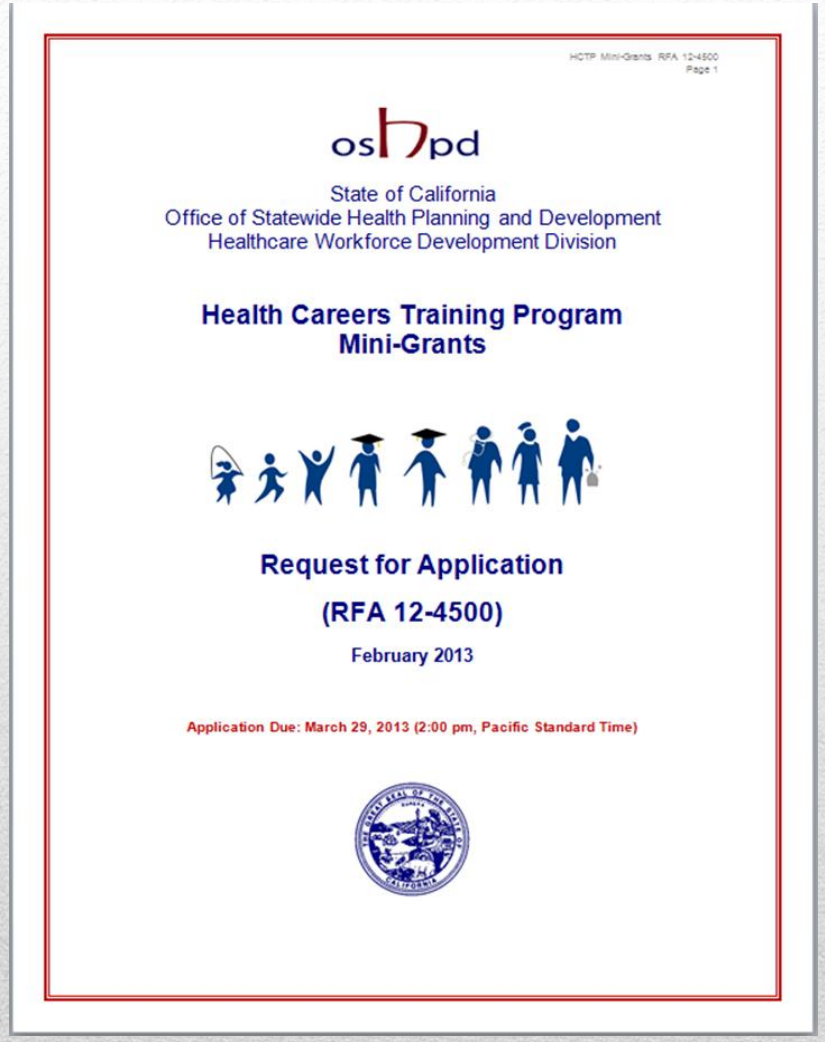
Career Awareness
- Health Careers Training Program
- Mini-Grants

Training and Placement
- Cal-SEARCH
- Rural Health Service Unit

Systems Delivery
- Shortage Designation Program
- Health Workforce Pilot Projects

Financial Incentives
- Song-Brown Program
- Health Careers Training Program
- State Loan Repayment Program
- Health Professions Education Foundation
- MHSA WET

Research And Policy
- Research Policy and Planning
- Health Care Reform
- Healthcare Workforce Clearinghouse



HCTP Mini-Grants RFA 12-4500
Page 1

oshpd

State of California
Office of Statewide Health Planning and Development
Healthcare Workforce Development Division

Health Careers Training Program
Mini-Grants

Request for Application

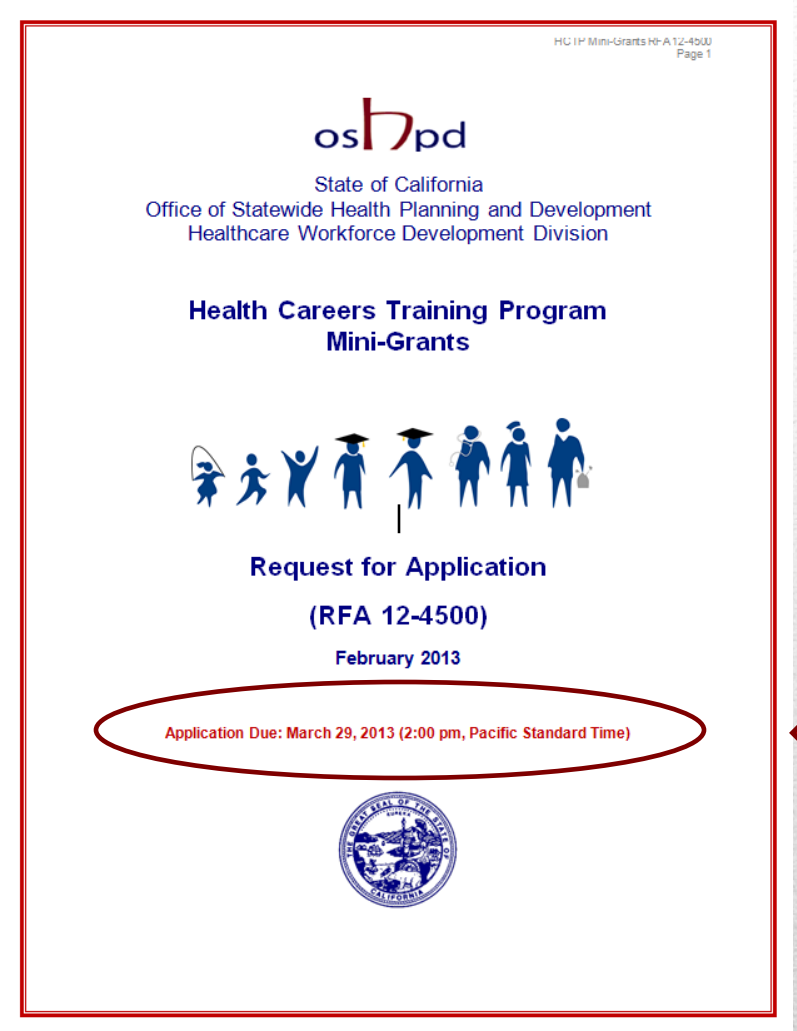
(RFA 12-4500)

February 2013

Application Due: March 29, 2013 (2:00 pm, Pacific Standard Time)

Agenda

- ~~Welcome/Introductions~~
- RFA Highlights
- RFA Q and A
- Review of CalREACH Application System
- More Q and A



HCTP Mini-Grants RFA 12-4500
Page 1

oshpd

State of California
Office of Statewide Health Planning and Development
Healthcare Workforce Development Division

Health Careers Training Program
Mini-Grants

Request for Application

(RFA 12-4500)

February 2013

Application Due: March 29, 2013 (2:00 pm, Pacific Standard Time)

Application Deadline is March 29, 2013 at 2:00 pm!!

Webpage Address: www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Award Category A: Health Career Conferences and/or Workshops
Five (5) awards of up to $12,000 each are available ($60,000 in total awards given).

This award category focuses on introducing participants to a wide variety of health career options by offering health “career fair” type experiences and/or workshops. Programs will support a minimum of 100 participants and:

Provide presentations by a variety of health professionals (examples could include: dental, mental health and counseling, public health, and health information technology). Incorporate a participant pre and post awareness survey identifying health career opportunities and/or trends.

Create and/or strengthen educational partnerships, community support, and workforce preparation efforts between entities, where applicable, such as middle school, high school, higher education, community organizations, government, funding organizations, and employers.

Integrate additional components including: promoting primary care careers, making resources available to students, and support of cultural and linguistic responsive care.

Available Funding and Award Categories: Category A

Award Category B: Health Career Exploration
Six (4) awards of up to $15,000 each are available ($60,000 in total awards given).

This award category focuses on direct engagement of participants in one or more health careers through hands on experiences that include direct interaction with health care professionals in real or simulated health care settings. Programs will support a minimum of 50 participants and:

Develop and use comprehensive curriculum to engage participants.
Incorporate a participant pre and post awareness survey identifying health career opportunities and/or trends.

Offer hands-on experiences over a period of time (days or weeks) that includes direct interaction with health professionals in real or simulated healthcare settings.

Create and/or strengthen educational partnerships, community support, and workforce preparation efforts between entities, where applicable, such as middle school, high school, higher education, community organizations, government, funding organizations, and employers.
Integrate additional components including: promoting primary care careers, making resources available to students, and supporting cultural and linguistic responsive care.

Available Funding and Award Categories: Category B

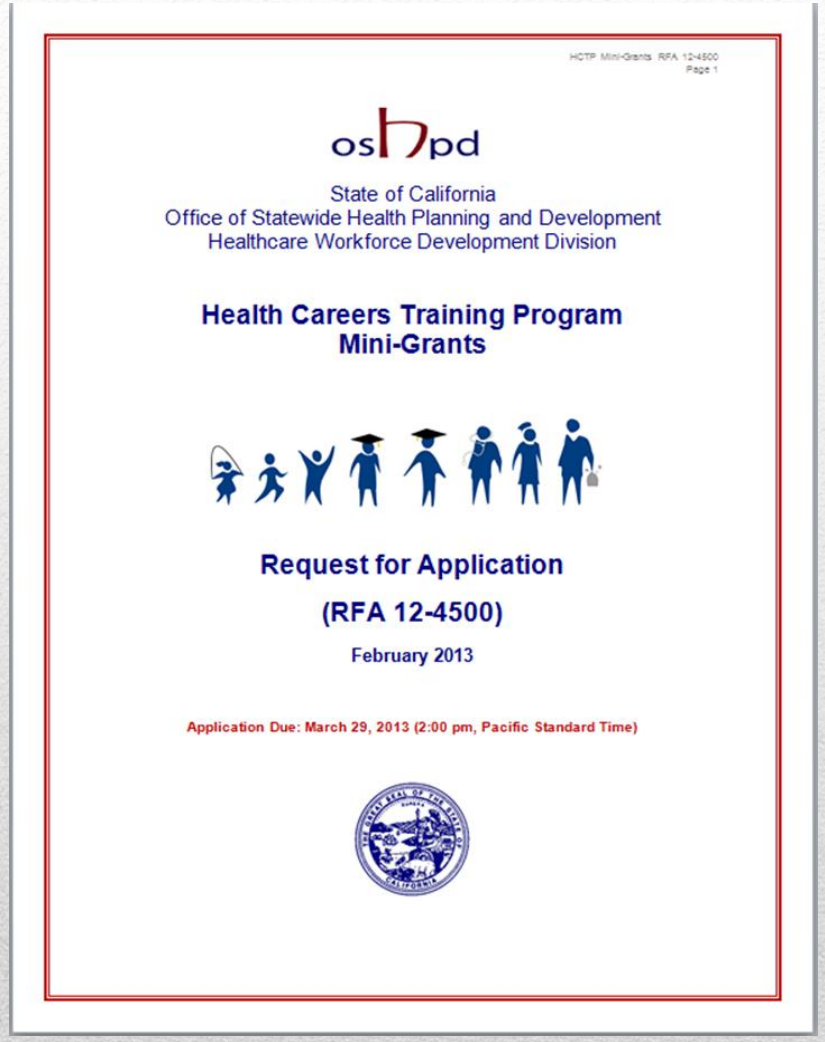
Eligible Applicants

Proposals will be accepted from public, private non-profit, and private for-profit organizations located within the State of California. Individuals are not eligible to apply.

Target Participants

The HCTP funded activities are open to all participants regardless of age, gender, race or ethnicity. However, due to the large percentage of African American, Latino/Hispanic, Native American, and Southeast Asian individuals who are underrepresented in the health professions, outreach and recruitment efforts for these populations should be included. Applicants are also encouraged to conduct outreach and recruitment in rural and other medically underserved areas whenever possible.

Who Can Apply?



HCTP Mini-Grants RFA 12-4500
Page 1

oshpd

State of California
Office of Statewide Health Planning and Development
Healthcare Workforce Development Division

Health Careers Training Program
Mini-Grants

Request for Application

(RFA 12-4500)

February 2013

Application Due: March 29, 2013 (2:00 pm, Pacific Standard Time)

Agenda

- ~~Welcome/Introductions~~
- ~~RFA Highlights~~
- RFA Q and A
- RFA Highlights Continued
- Demonstration of CalREACH Application System
- More Q and A

All application materials, including two letters of recommendation must be submitted in CalREACH no later than the due date listed in this RFA. Detailed information regarding CalREACH, including how to register and how to complete and submit your application, can be found in the Technical Guide Section of this RFA. We will accept more than one application per organization, but a separate CalREACH application must be received for each submission by the due date.

NOTE: All application materials become the property of the State and are subject to the Public Records Act. Information received may be used for outreach, publicity and marketing purposes.

Submission Requirements

The applicant's budget in response to this RFA shall not exceed $12,000 (Category A) or $15,000 (Category B) which is the maximum assistance available for any single award. Funds allocated to indirect costs shall not exceed eight percent (8%) of the total project budget funded by this RFA. (Note: OSHPD reserves the right to modify/reduce any/all portions of applicant's submitted budget.)

Additionally, the following budget requirements shall apply to all submitted applications:

Funds CANNOT be used:

For out-of-state travel.
For entertainment purposes including but not limited to raffles, games, contest prizes, gambling, and bingo, etc.
To construct or renovate facilities or to purchase equipment.
To supplement the salaries of existing full-time staff of the contracting organization.
SWAG (i.e., promotional items, conferences giveaways)

However, funds CAN be used:

To hire consultants or sub-contractors for the delivery of contract services.
For in-state travel, advertising, meals, supplies and facility costs.
For release time to free full-time staff for participation in the program. If release time is being used for staff, it must be noted in the application justification.

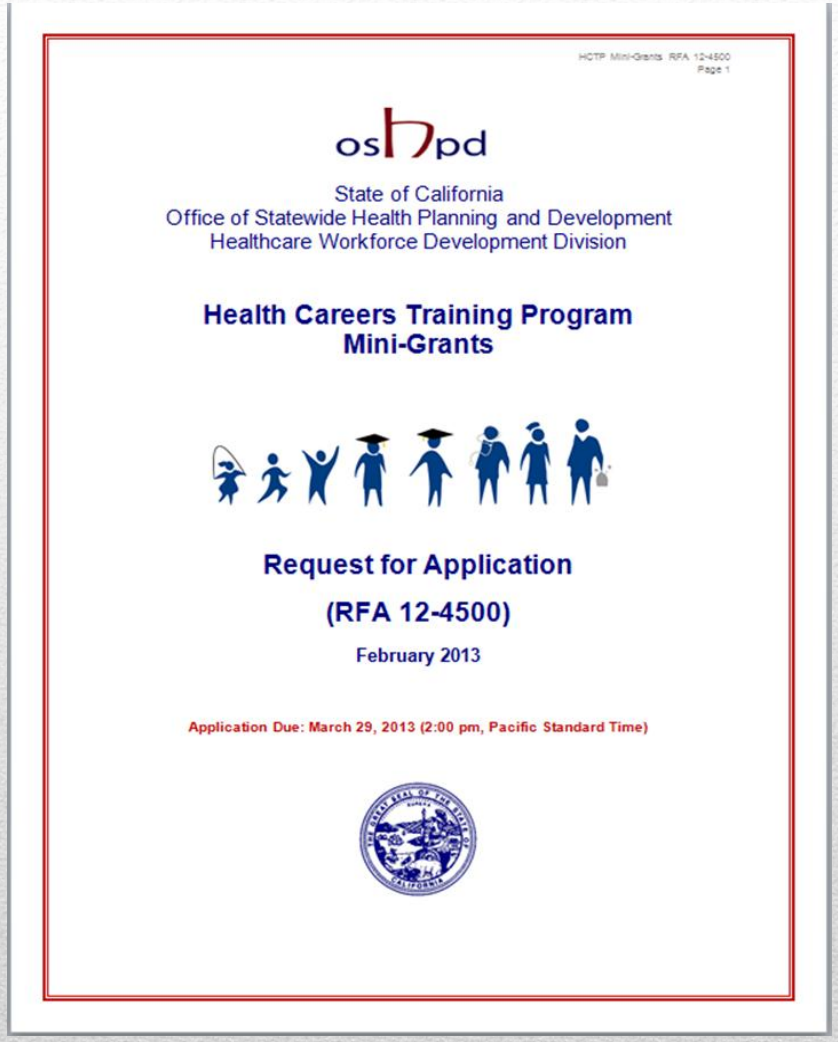
Budget Restrictions

Scoring Criteria

1. Proposal
2. Numbers Served
3. Organization Background
4. Program Proposal
5. Personnel
6. Program Objectives and Workplan Activities
7. Promotion of Resources
8. Promotion of Primary Care Careers
9. Promotion of Cultural and Linguistic Responsiveness
10. Marketing and Outreach
11. Partnerships
12. Evaluation and Data Plan
13. Program Sustainability

Deliverables

1. Signed Contract
2. Project Workplan
3. Final Report



HCTP Mini-Grants RFA 12-4500
Page 1

oshpd

State of California
Office of Statewide Health Planning and Development
Healthcare Workforce Development Division

Health Careers Training Program
Mini-Grants

Request for Application

(RFA 12-4500)

February 2013

Application Due: March 29, 2013 (2:00 pm, Pacific Standard Time)

Agenda

- ~~Welcome/Introductions~~
- ~~RFA Highlights~~
- ~~RFA Q and A~~
- ~~RFA Highlights Continued~~
- RFA Q and A
- Demonstration of CalREACH Application System
- More Q and A

CalREACH
State of California
Office of Statewide Health Planning & Development

HEALTH PROFESSIONS EDUCATION FOUNDATION
Giving Golden Opportunities

Healthcare Workforce Development Division HWDD

System Login

Login
Username
Password
LOGIN
New User?
Forgot Password?

Welcome to CalREACH!
(Responsive Electronic Application for California's Healthcare)

The Office of Statewide Health Planning and Development (OSHPD) is proud to launch CalREACH to make applying for and receiving healthcare scholarships, loan repayments, and/or grants easier and more efficient.

You will now be able to apply for any Health Professions Education Foundation (Foundation) and/or Healthcare Workforce Development Division (HWDD) scholarships, loan repayments, and/or grants through CalREACH.

Find Opportunities!

The following scholarships, loan repayment, and/or grant opportunities are currently available or are scheduled to be released soon. Visit program websites and/or contact program administrators for more information.

Program	For More Information
Health Careers Training Program (HCTP) Mini-Grants	HCTP Mini-Grants Webpage

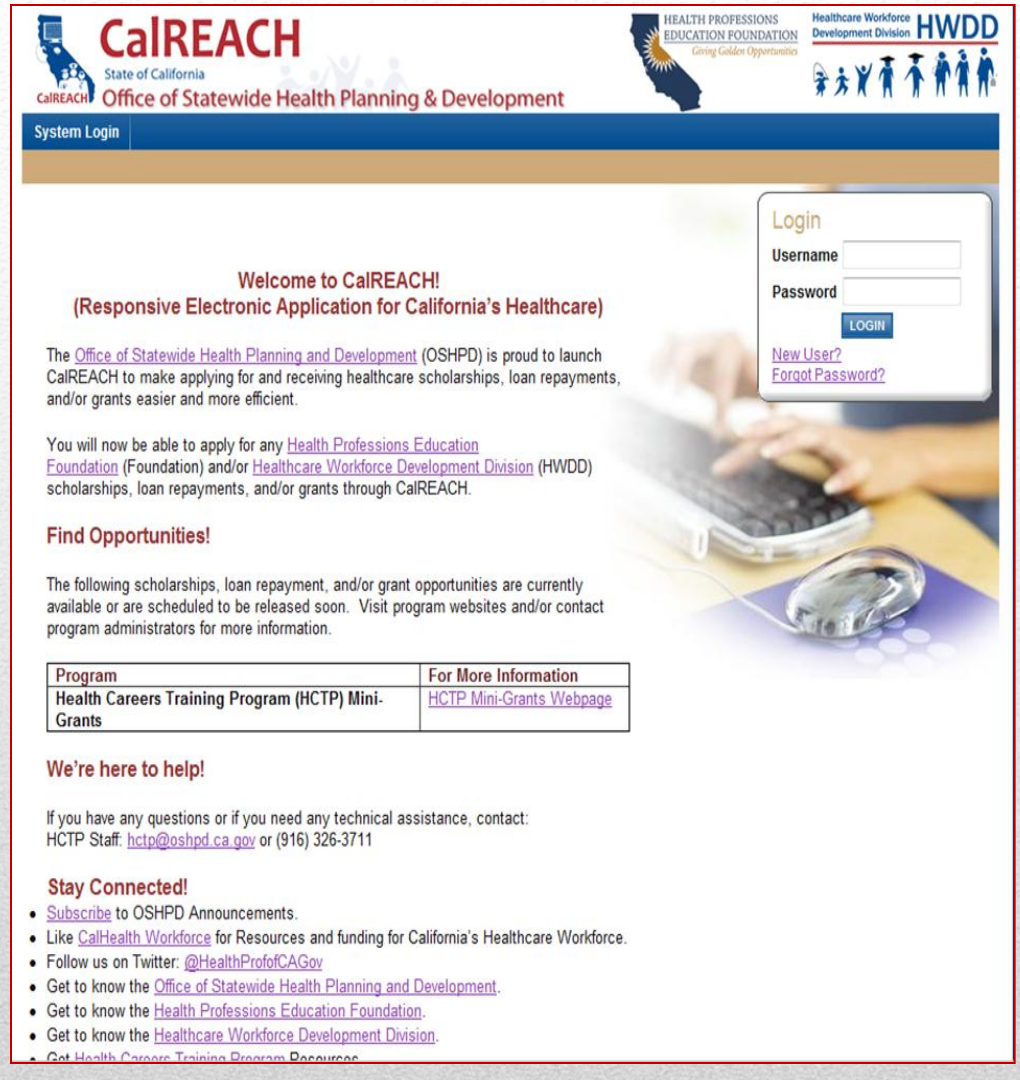
We're here to help!

If you have any questions or if you need any technical assistance, contact:
HCTP Staff: hctp@oshpd.ca.gov or (916) 326-3711

Stay Connected!

- Subscribe to OSHPD Announcements.
- Like CalHealth Workforce for Resources and funding for California's Healthcare Workforce.
- Follow us on Twitter: @HealthProfofCAGov
- Get to know the Office of Statewide Health Planning and Development.
- Get to know the Health Professions Education Foundation.
- Get to know the Healthcare Workforce Development Division.
- Get Health Careers Training Program Resources

Website Address: www.calreach.oshpd.ca.gov



- Registration Process
- Accessing and Completing Application Forms
  - Budget Form
  - Letters of Recommendation
- Providing Access to an Application to Others
- Printing or Deleting an Application
- Application Submission

Login Screen

http://www.calreach.oshpd.ca.gov/Module/CAOSHPD/Registration2.aspx

IntelliGrants - New ...

File Edit View Favorites Tools Help

CalREACH
State of California
Office of Statewide Health Planning & Development

HEALTH PROFESSIONS EDUCATION FOUNDATION
Giving Golden Opportunities

Healthcare Workforce Development Division HWDD

System Login

SAVE

Registration Complete

Your information has been submitted. When you have been approved you will receive an email.
Your approval to access the system may require 1 to 2 business days.
You may now close your browser or visit another website.

Back

Registration

Please complete all the required fields below. Required fields are marked with an *.

Contact Information

	Prefix	First	Middle	Last	Suffix
Name		Felicia *		Borges *	

Last Four SSN# 0000 *

Program HCTP Mini-Grants *

Program Information

Organization Test *

Title SSM I

Address 123 Any Street *

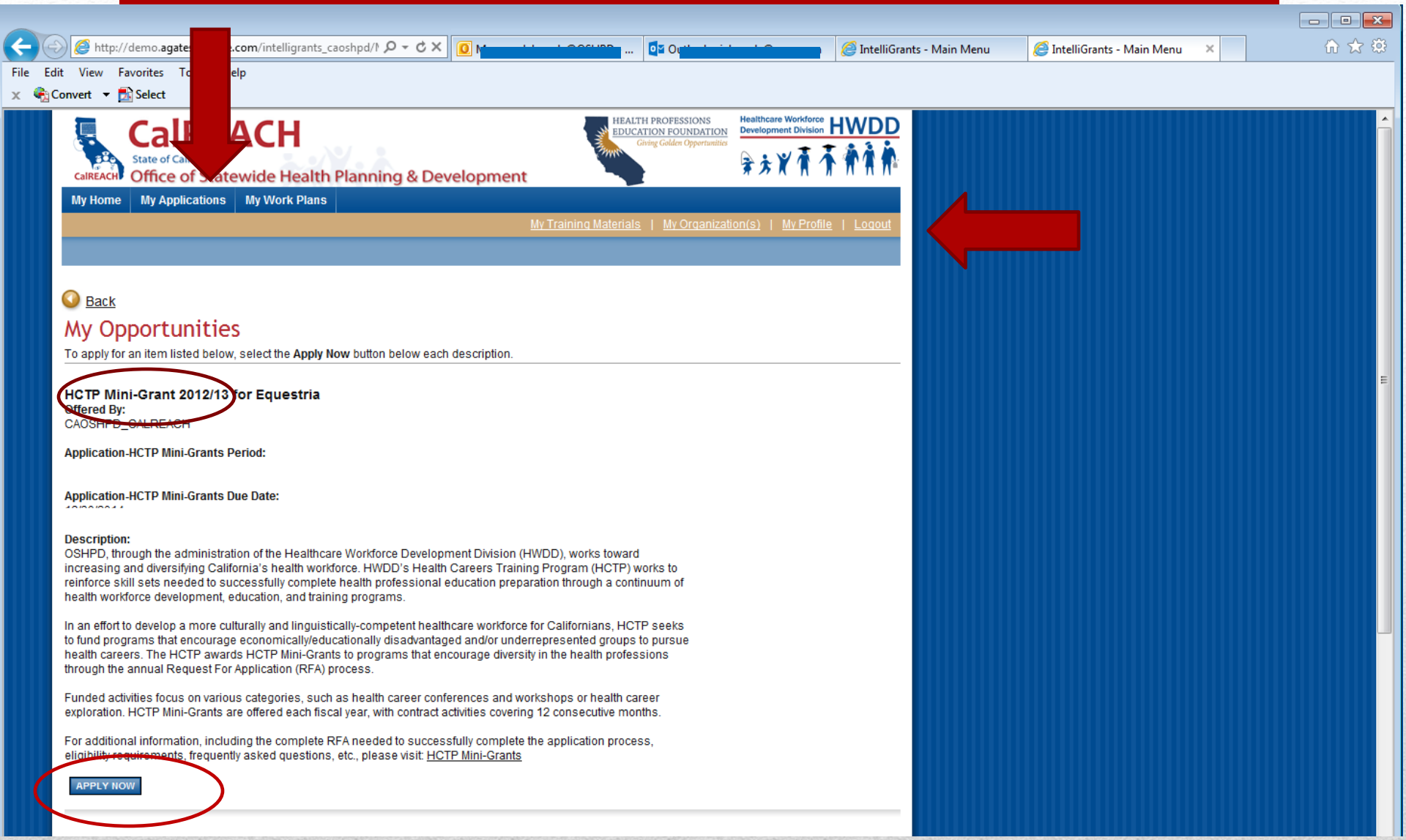
City Sacramento * State California * Zipcode 12345 *

County Sacramento County *

Phone #1 (123) 123-1234 Phone #2 (123) 123-1234

Fax Cell Phone

Registration Process



Accessing and Completing Application Forms

CalREACH
State of California
Office of Statewide Health Planning & Development

HEALTH PROFESSIONS EDUCATION FOUNDATION
Giving Golden Opportunities

Healthcare Workforce Development Division HWDD

My Home | My Applications | My Work Plans

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Agreement

Please make a selection below to continue.

II have read and agree to application requirements outlined in the Health Careers Training Program (HCTP) Mini-Grants Request for Application (RFA), located at: HCTP Mini-Grants

I AGREE | I DO NOT AGREE

Powered by IntelliGrants™

© Copyright 2000-2010 Agate Software, Inc.

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Accessing Application Forms

CalREACH
State of California
Office of Statewide Health Planning & Development

HEALTH PROFESSIONS EDUCATION FOUNDATION
Giving Golden Opportunities

Healthcare Workforce Development Division HWDD

My Home | My Applications | My Work Plans

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

Application-HCTP Mini-Grants Menu - Forms

Please complete all required forms below.

Document Information: HCTP-2012/13-Equestria-00040

Details

Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	Applicant and Program General Information			
	Organization Background			
	Program Proposal			
	Program Objectives and Work Plan Activities			
	Program Elements			
	Marketing and Outreach			
	Partnerships			
	Letters of Recommendation			
	Data Plan and Evaluation			
	Program Sustainability			
	Budget			
	Contract Information			

Completing Application Forms

Completing Application Forms

SAVE | DELETE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Page Error(s)
Please upload a Letter of Recommendation

Back

Document Information: HCTP-2012/13-A-Equestria-00021

Details

You are here: > Application-HCTP Mini-Grants Menu > Forms Menu > Application

LETTERS OF RECOMMENDATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

For additional information, including the complete RFA needed to successfully complete the application process, eligibility requirements, frequently asked questions, etc., please visit HCTP Mini-Grants

Letter of Recommendation [ ] Browse... *
Letter of Recommendation [ ] Browse... *

When finished, click SAVE and continue on to the other forms.

Navigation Links

Letters of Recommendation

Instructions:

SAVE | DELETE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

For additional information, including the complete RFA needed to successfully complete the application process, eligibility requirements, frequently asked questions, etc., please visit: HCTP Mini-Grants

Direct Expenses

Identify the direct expenses that are needed to provide for the program's event. A justification of these expenses will need to be provided as part of thie application

Advertising	$250.00
Meals	$65.00
Supplies	$1,200.00
Transportation	$850.00
Facility Costs	$580.00
Other Direct Expenses	$100.00

Explanation: Explanation goes here

Direct Expense Justification

Direct Expense Justification goes here

38 of 2000

Personnel

Describe the personnel, consultants, volunteers and others who will be working on the program. Each person named (maximum of 3) will need to include a description of their background, experience and duties as they relate to the funded program activity or event along with compensation and travel costs.

First Name: Sample MI: Last Name: Personnel
Title
Organization
Credentials Type

Compensation Provide a dollar amount.
If using a percentage, convert to a dollar amount
(i.e. 1% * $10,000.00 (salary) = $1,000.00) $5,620.00

Travel 250 $500.00
i.e. 100 miles * .50/mile = $50.00

Total $6,120.00

Justification / Duties
Provide a brief justification for the amount entered above including duties or assignments that individuals will perform.

Justification for personnel expenses

36 of 1000

Experience
Provide the experience that qualifies the individual to work on the program.

Description of personnel experiences

36 of 1000

Budget Form – Direct Expenses

Indirect Expenses

Provide the total amount and justification for indirect expenses requested as part of this application. Indirect expenses should not be included in any other expense category. Although indirect costs are acceptable expenses, they will not be provided over and above the total award amount (not in excess of 8% of the total dollars requested).

Total $50.00 Provide the total dollar amount for Indirect expenses.

Indirect Justification

Provide a brief description of how the funds will be used.

Description of how indirect expenses will be used goes here.

60 of 2000

Summary

Direct Expenses	$3,045.00
Personnel Expenses	$6,120.00
Indirect Expenses	$50.00
Total Requested	$9,215.00

Overall Cost and In-Kind Contribution

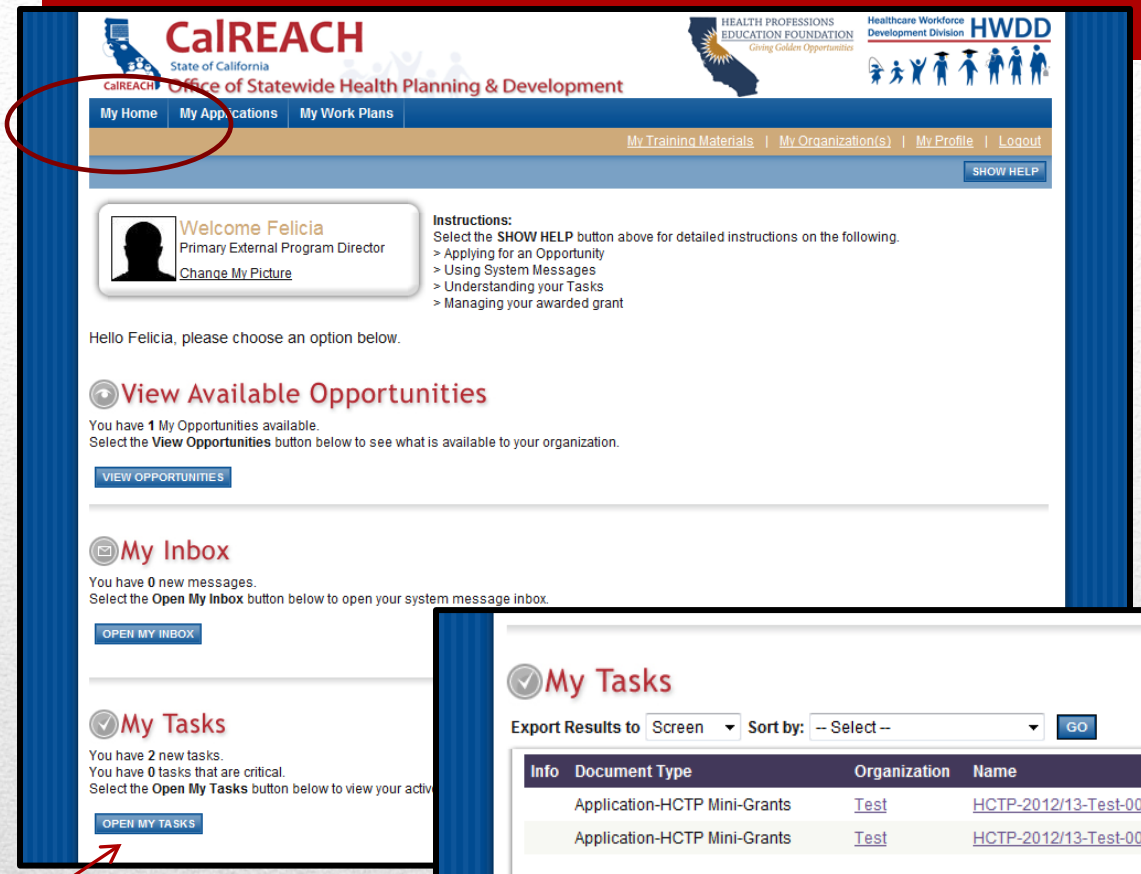
Provide a description of the total amount needed to carry out the program including the types of in-kind contributions (over and above amount requested for this grant).

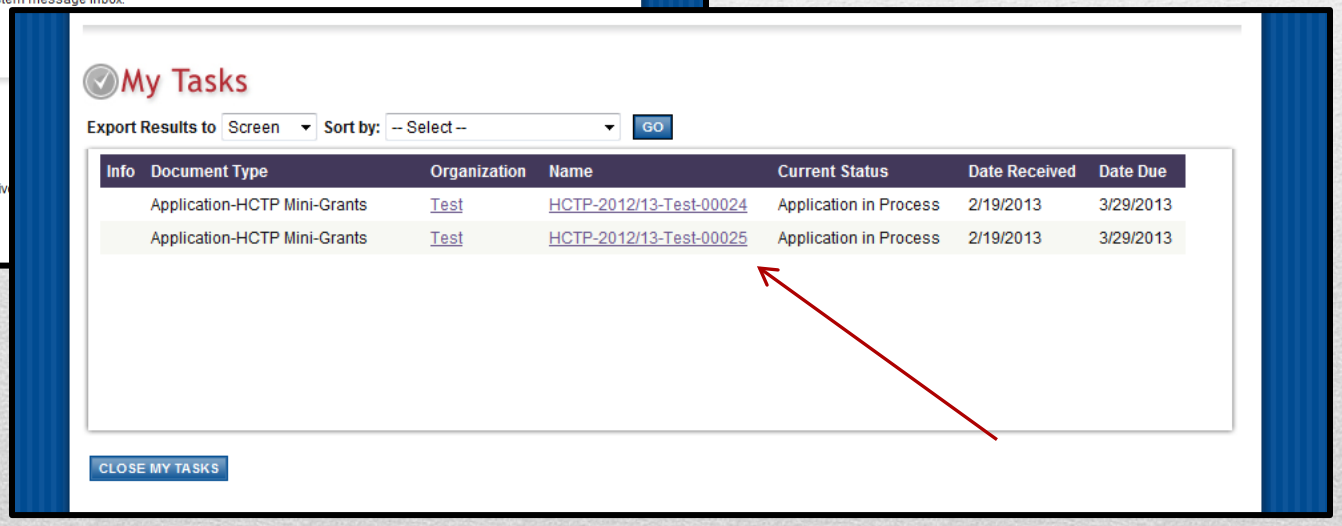
Description of total cost of program including in-kind contributions goes here.

79 of 2000

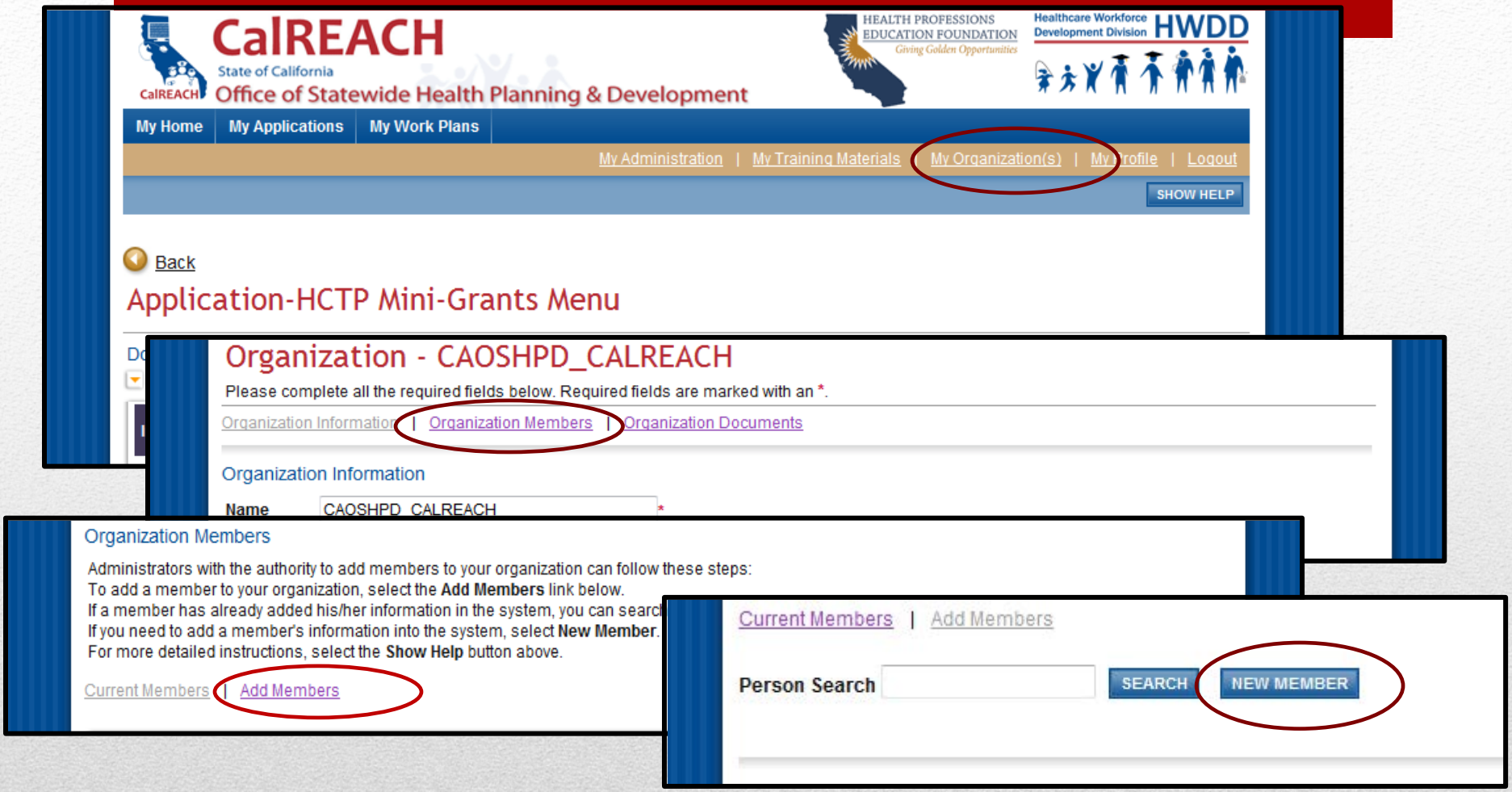
When finished, click SAVE and continue on to the other forms.

Budget Form Continued – Indirect Expenses and Total





Accessing a Saved Application



Providing Access to an Application to Others

Back

SHOW HELP

Application-HCTP Mini-Grants Menu

Document Information: HCTP-2012/13-Equestria-00040

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application-HCTP Mini-Grants	Equestria	Primary External Program Director	Application in Process	01/01/2012 - 12/30/2013 12/30/2014 11:59PM PST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Printing an Application

CalREACH
State of California
Office of Statewide Health Planning & Development

HEALTH PROFESSIONS EDUCATION FOUNDATION
Giving Golden Opportunities

Healthcare Workforce Development Division HWDD

My Home | My Applications | My Work Plans

My Training Materials | My Organization(s) | My Profile | Logout

ADD NOTE | SHOW HELP

Back

Application-HCTP Mini-Grants Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: HCTP-2012/13-Equestria-00040

Details

Management Tools

CREATE FULL PRINT VERSION
Select the link above to create a printable version of the document.

CREATE FULL BLANK PRINT VERSION
Select the link above to create a blank printable version of the document.

ADD/EDIT ORGANIZATIONS
Select the link above to manage the organizations associated with this document.

ADD/EDIT PEOPLE
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

STATUS HISTORY
Select the link above to view the status history of this document.

CHECK FOR ERRORS
Select the link above to check the entire document for errors.

PROCESS FLOW SNAPSHOT
Select the link above to view the details of the current and next possible status for this document.

VIEW MODIFICATION HISTORY
Select the link above to view various modifications that people have made to specific pages in the document.

Printing an Application

Back

SHOW HELP

Application-HCTP Mini-Grants Menu

Document Information: HCTP-2012/13-Equestria-00040

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application-HCTP Mini-Grants	Equestria	Primary External Program Director	Application in Process	01/01/2012 - 12/30/2013 12/30/2014 11:59PM PST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Deleting or Submitting an Application

CalREACH
State of California
Office of Statewide Health Planning & Development

HEALTH PROFESSIONS EDUCATION FOUNDATION
Giving Golden Opportunities

Healthcare Workforce Development Division HWDD

My Home | My Applications | My Work Plans

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

Application-HCTP Mini-Grants Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: HCTP-2012/13-A-Equestria-00032

Details

Possible Statuses

APPLICATION SUBMITTED

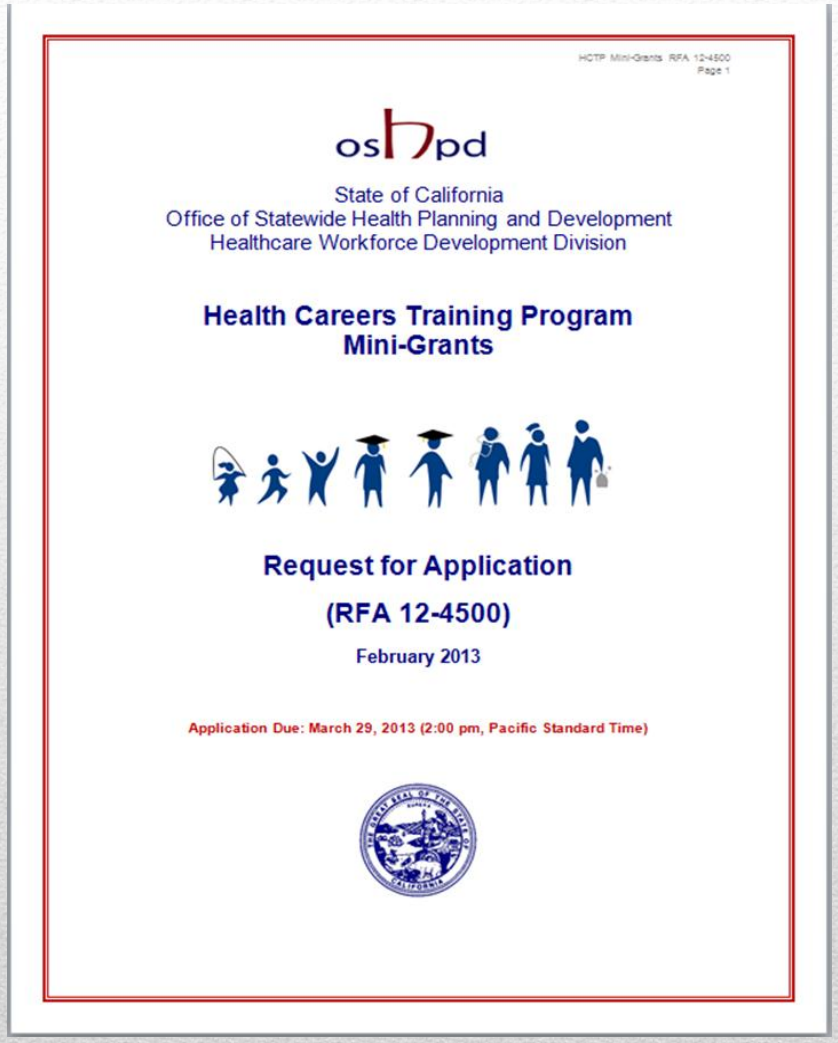
APPLY STATUS ← SUBMIT

APPLICATION CANCELLED

APPLY STATUS ← DELETE

Deadline is March 29, 2013
2pm Pacific Standard Time

Deleting or Submitting an Application



HCTP Mini-Grants RFA 12-4500
Page 1

oshpd

State of California
Office of Statewide Health Planning and Development
Healthcare Workforce Development Division

Health Careers Training Program
Mini-Grants

Request for Application

(RFA 12-4500)

February 2013

Application Due: March 29, 2013 (2:00 pm, Pacific Standard Time)

Agenda

- ~~Welcome/Introductions~~
- ~~RFA Highlights~~
- ~~RFA Q and A~~
- ~~RFA Highlights Continued~~
- ~~Demonstration of CalREACH Application System~~
- More Q and A

Contact Information:

www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Jalaunda Munroe

hctp@oshpd.ca.gov

916.326.3711

Thank you for joining us!