



Building State Capacity: Primary Care Office Training Academy



REQUEST FOR MENTEE APPLICATIONS

Due: January 24, 2019

Overview

Primary Care Offices (PCOs) serve a vital function in addressing access to care issues in all states and territories. To support this important work, ASTHO will provide PCO directors and their staff with targeted technical assistance (TA) focused on helping newer staff and leaders to orient themselves and work efficiently in their new roles. ASTHO and the National Organization of State Offices of Rural Health (NOSORH) have strategically partnered to support the PCOs. In this partnership, ASTHO and NOSORH will select a cohort of PCO staff to participate in an approximately year-long “training academy” that will provide technical assistance and mentorship via an in-person convening, a series of in-state site visits, webinars and conference calls, and other assistance as needed to allow PCO staff learn from one another. NOSORH will provide logistical support, while ASTHO will continue to provide guidance, coordination, and other resources for this program.

The goals of the Training Academy are to:

- Measurably increase PCO directors’ or their staffs’ familiarity with all the major components of the work of Primary Care Offices, including knowledge of the Health Resources and Services Administration’s (HRSA) role and processes relating to PCO funding, support, and oversight;
- Build useful working relationships among PCO directors and staff, both through a learning community of PCO directors who are able to consult and strategize amongst each other, and between newer PCO directors and more experienced ones who are able to provide guidance and expert advice; and,
- Foster PCO director and staff leadership in the fields of primary care and access to healthcare in their states/territories and communities by helping them form connections with other partners in state/territorial government and the public health community more broadly, especially focused on strengthening the connection between PCO directors and state/territorial health officials (S/THOs).

The Training Academy will include a “mentorship” component in which newer PCO directors will be able to learn from and ask questions of veteran PCO directors. ASTHO and NOSORH will invite these more experienced PCO directors to participate as presenters and facilitators at the in-person convening and to serve as “mentors” throughout the Training Academy, sharing their experience and insights into the unique work and challenges that PCOs face. Newer PCO directors (and/or staff) will be paired with mentors based on commonalities in activities, challenges, and goals.

Activities

The core components of the Training Academy will be:

- In-person convening: The Training Academy will begin with an in-person convening in the Washington, D.C. area. This meeting will last approximately 1-1.5 days and will be an opportunity for all participants to hear from experts in the field and from HRSA, so that everyone is working with the same set of common knowledge about PCO roles and

responsibilities. The convening will include focused sessions on areas of interest and technical assistance needs among the participating PCO directors, as specified in the statement of interest below. Potential sessions for the in-person convening include:

- Presentations from HRSA staff on their role in PCOs' work, the scope of PCO responsibilities, and federal requirements, timelines and processes for PCOs,
- Workforce subject matter experts to discuss best and promising practices around provider training, recruitment, and retention, and how best to use the tools available to PCOs,
- Primary care association (PCA) leaders to discuss how to form effective PCO/PCA partnerships,
- and subject matter experts in payment and delivery reform to discuss how PCOs can participate in their states'/territories' healthcare transformation efforts to ensure that primary care, prevention, and workforce capacity are part of the conversation.

All mentee participants will be expected to attend the in-person convening.

- Mentorship site visits: ASTHO and NOSORH will help to pair newer PCO directors with more experienced peers who can help provide guidance and expertise. The partnership is aimed at helping newer PCO directors better orient themselves to their positions and more efficiently complete their responsibilities. This component will include a site visit in which either the mentor PCO director or the mentee PCO director visits their counterpart's state/territory to learn or teach in a hands-on setting. All participants will be expected to participate in a site visit.

Eligibility

All PCO directors and staff are eligible to participate in the Training Academy. The mentorship and site visit portion of the Training Academy can occur directly between peers with the same roles (PCO director to PCO director, Shortage Designation to Shortage Designation, NHSC to NHSC, etc.) or cross-programmatic (PCO director receiving mentoring from an experienced Shortage Designation staff, etc.).

For 2019, ASTHO and NOSORH will select up to six PCO directors (and/or staff) to participate as mentees in the Training Academy and up to six PCO directors (and/or staff) to participate as mentors. For mentees, priority will be given to new PCO directors with less than two years' experience. Based on the availability of funds, other PCO staff may be eligible to participate. Selection will be based on the factors below and the availability of an appropriate peer match.

To be eligible, the Primary Care Office director (and/or staff) will be expected to:

- Demonstrate the state/territorial health agency's commitment to the proposed effort, including how the project further builds the capacity for that state/territorial health agency to address primary care workforce shortages. This should be articulated in responses to the application questions below.
- Agree to share resources and lessons learned with ASTHO, NOSORH, other state and territorial health agencies, and partner associations across the country.

Proposal Components and Application Process

Statement of Interest Application (Mentees ONLY) – DUE January 24, 2019

PCO directors and staff are invited to complete the appropriate sections of the form below (page 4) to apply for the Training Academy.

Letter of Commitment (Mentees ONLY) – DUE January 24, 2019

Each application must include a letter of commitment signed by the State/Territorial Health Official or their designee, to include state/territory name, name of parent state/territorial agency, and name and contact information (name, title, address, phone, email, fax) for the applicant. For PCO directors whose agency head is not the State/Territorial Health Official, please provide a letter of commitment from your own agency head noting their title and department.

Timeline

This RFA will be released on **December 13, 2018**. The project period will run from January 2019, until July 31, 2019. Please see the timeline below for additional details.

NOSORH must receive full applications by January 24, 2019. Please submit an *electronic copy* of the application to Beth Kolf at bethk@nosorh.org.

- **January 24, 2019: Full Applications due to NOSORH. (Please submit as an email attachment)**
- February 14, 2019: Participants will be notified of their selection status.
- February 14 - March 1, 2019: Survey of selected PCO directors on their technical assistance needs to establish baseline understanding of knowledge and capabilities and to help inform agenda and TA program at in-person meeting and in-state visits.
- April 16-17, 2019: In-person convening in Washington, DC area, to share educational resources, expert insights from experienced PCO directors, and connect with key federal staff, state/territorial health officials, and subject matter experts.
- May 1 – July 26, 2019: Up to six one-day site visits to states/territories with veteran PCO directors presenting their work with mentee PCO directors.
- July 1, 2019 - July 31, 2019: ASTHO will conduct follow-up with participating PCO directors and staff via an online survey to evaluate the usefulness of the TA, including measuring knowledge and relationships improved and built upon and new activities undertaken or planned during the TA period.

PCO Director & Staff Training Academy Program

Statement of Interest Application

CONTACT INFORMATION		
Name:	Title:	State:
E-mail address:	Phone:	
How long have you served in your current position?		
Training Academy Project Proposal:		
Please use the space below to provide more detail about your goals and plans for the training academy project:		
1. In what areas of PCO work would it be most useful to receive technical assistance?		
2. What would you gain from being a mentee?		
3. What topics would you most like to see discussed at the in-person convening in April?		
4. What is your vision and goals for the mentorship program? What specific activities do you plan to incorporate technical assistance into? How will this program enhance your office's work and effectiveness?		

Please select the area(s) about which you would like to learn more:

(To indicate your selection, please place an "X" next to your areas of interest. You can also type in an explanation.)

Shortage designations

Data sources/management

J-1 visa waivers

National Health Service Corps

Value-based care

Needs assessments

Rural health issues

Student Loan Repayment Program

Working with your state/territorial health official

Recruitment/Retention

Working with health centers/safety net providers

Working with Primary Care Associations

Other, please specify:

Additional Information and Program Contact

For questions about this RFA, contact:

Beth Kolf, Project Coordinator

National Organization of State Offices of Rural Health (NOSORH)

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586-745-7458 | bethk@nosorh.org



The Association of State and Territorial Health Officials (ASTHO) is the national nonprofit organization representing the state and territorial public health agencies of the United States, the U.S. Territories, and the District of Columbia. ASTHO's members, the chief health officials of these jurisdictions, are dedicated to formulating and influencing sound public health policy, and to assuring excellence in state-based public health practice.