



Building State Capacity: Primary Care Office Training Academy REQUEST FOR APPLICATIONS

Due: February 8, 2018

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. A strategic partnership between ASTHO and the National Organization of State Offices of Rural Health (NOSORH) has enabled NOSORH to manage the logistics of this program. 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.

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 with experience and insights into the unique work and challenges that PCOs face. 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. Newer PCO directors (and/or staff) will be paired with more experienced ones based on commonalities in activities, challenges, and goals. Through this program, PCO directors and staff will learn from others who have faced similar challenges and share the same goals. In addition, the program will also foster greater coordination and collaboration among state and territorial Primary Care Offices.

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).

Activities

The core components of the Training Academy will be:

- An 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.
- Ongoing remote learning opportunities: ASTHO and NOSORH will support PCO directors and staff learning by providing opportunities for them to learn from one another and experts remotely. These opportunities can include up to two topical webinars or conference calls for the group of participating PCO directors, regular mentor-mentee calls, or technical assistance from ASTHO staff as needed, potentially including emails and connections to subject matter experts.

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 2018, 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 – DUE February 8, 2018

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 – DUE February 8, 2018

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 January 8, 2018. The project period will run from February 22, 2018, until July 31, 2018. Please see the timeline below for additional details.

NOSORH must receive full applications by February 8, 2018. Please submit an *electronic copy* of the application to Beth Kolf at bethk@nosorh.org.

- **February 8, 2018: Full Applications due to NOSORH. (Please submit as an email attachment)**
- February 22, 2018: Notification of participants.
- February 22 - March 1, 2018: 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.
- February – July 2018: Conduct remote learning opportunities with selected states, which may include: webinars, conference calls, and opportunities to discuss challenges with nationally-recognized subject matter experts (as needed). ASTHO and NOSORH will also provide TA via email and written memos and help to facilitate regular contact between mentors and mentees.
- April 17-18, 2018: In-person convening in Washington, DC, to share educational resources, expert insights from experienced PCO directors, key federal staff, state/territorial health officials, and subject matter experts.
- May - June 2018: Up to six site visits to states/territories with veteran PCO directors presenting their work with mentee PCO directors.
- July 1, 2018 - July 31, 2018: NOSORH will conduct follow-up with participating PCO directors and staff via an online survey and telephone interviews 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 (Both Mentees and Mentors)		
Name:	Title:	State:
E-mail address:	Phone:	
Are you interested in being a mentor <input type="checkbox"/> or mentee <input type="checkbox"/> ?		
How long have you served in your current position?		
Training Academy Project Proposal: MENTEE Applicants		
Please use the space below to provide more detail about your goals and plans for the training academy project:		
1. For mentee applicants: 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?		

Training Academy Project Proposal: MENTORS

Please use the space below to provide more detail about your goals and plans for the training academy project:

1. What areas of PCO work or topics do you feel most able to provide technical assistance?
2. What you would gain from being a mentor?
3. Describe the topical or functional areas in which you would like to offer assistance.
4. What topics would you most like to see discussed at the in-person convening in April?
5. What is your vision and goals for the mentorship program?

ALL APPLICANTS: Please select the area(s) about which you would like to share information, or 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)

44648 Mound Road, Suite 114 | Sterling Heights, MI 48314

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.