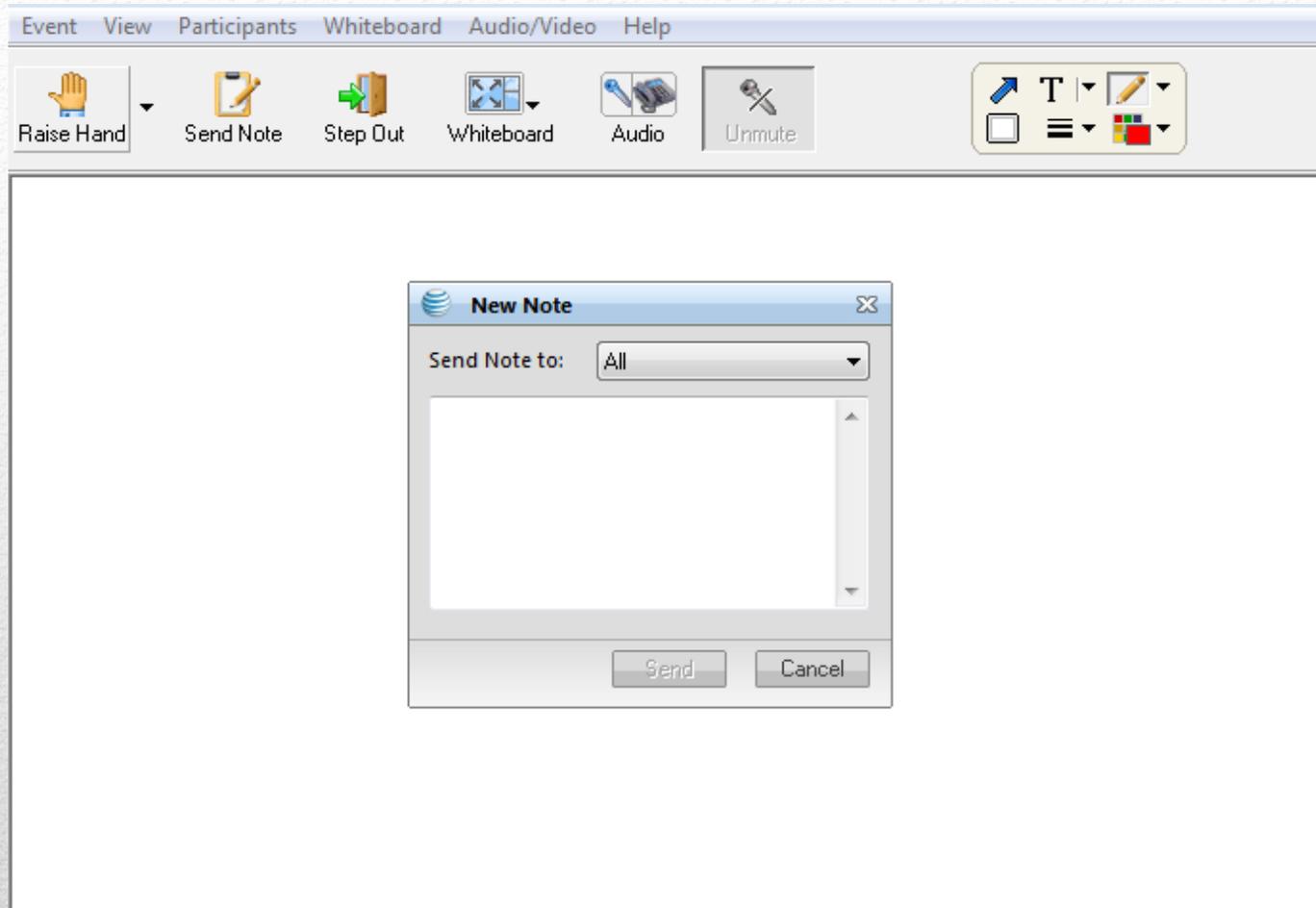


HCTP Mini-Grant RFA 12-4500 Technical Assistance Webinar

February 26, 2013

10:00-11:00 am

WELCOME
EVERYONE!
Thank you for joining
us today



Sending Notes or Questions



***HCTP Mini-Grants RFA 12-4500
Technical Assistance Webinar***

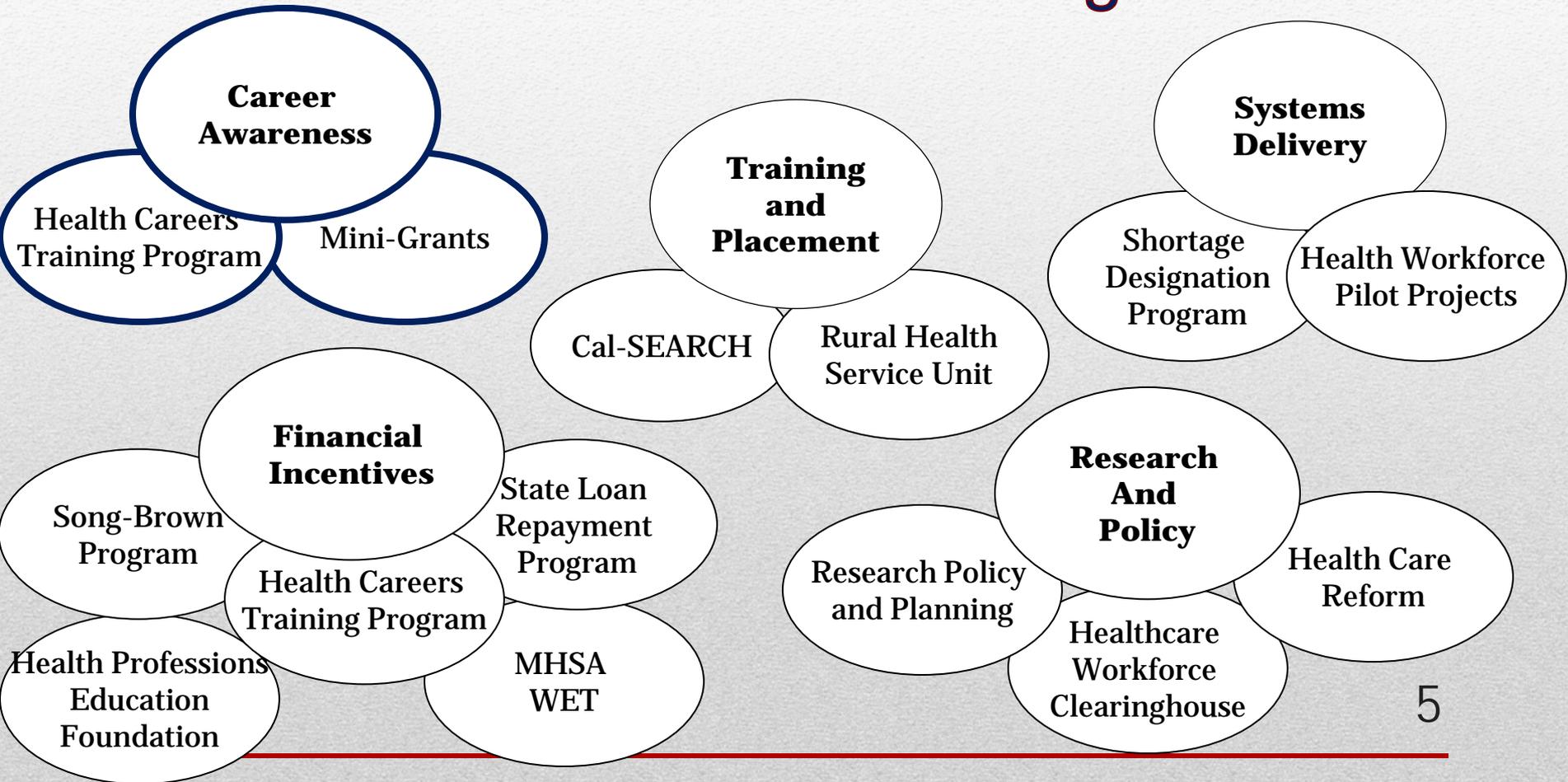
*Tuesday, February 26, 2013
10:00-11:00 am*

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

Host: Trysh Strayhand



OSHPD Healthcare Workforce Programs





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



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!!

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.

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.

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.

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.

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.

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



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

Health Careers Training Program Mini-Grants



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

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

The [Office of Statewide Health Planning and Development](#) (OSHPD) is proud to launch CaIREACH 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 CaIREACH.

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

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- Get to know the [Health Professions Education Foundation](#).
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- [Get Health Careers Training Program Resources](#)

Login

Username

Password

[New User?](#)
[Forgot Password?](#)



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

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- [Get Health Careers Training Program Resources](#)

Login

Username

Password

LOGIN

[New User?](#)

[Forgot Password?](#)

- 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



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- Get to know the [Health Professions Education Foundation](#).
- Get to know the [Healthcare Workforce Development Division](#).

The screenshot shows a web browser window with the URL <http://www.calreach.oshpd.ca.gov/Module/CAOSHPD/Registration2.aspx>. The page header includes the CalREACH logo (State of California Office of Statewide Health Planning & Development) and logos for the Health Professions Education Foundation and the Healthcare Workforce Development Division (HWDD). A "System Login" button is visible in the top right. A red oval highlights a "Registration Complete" message box containing the text: "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." Below this message is a "Back" button. The main content area is titled "Registration" and includes a note: "Please complete all the required fields below. Required fields are marked with an *." The "Contact Information" section contains a form with the following fields: Name (Prefix, First, Middle, Last, Suffix), Last Four SSN#, Program (HCTP Mini-Grants), Organization, Title, Address, City, State, Zipcode, County, Phone #1, Phone #2, Fax, and Cell Phone. A large red arrow points from the right side of the page towards the registration form area.

Registration Process

http://demo.agate.../intelligrants_caoshpd/

File Edit View Favorites To help

Convert Select

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

Back

My Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

HCTP Mini-Grant 2012/13 for Equestria

Offered By:
CAOSHPE_CALREACH

Application-HCTP Mini-Grants Period:

Application-HCTP Mini-Grants Due Date:

Description:
OSHSPD, through the administration of the Healthcare Workforce Development Division (HWDD), works toward increasing and diversifying California's health workforce. HWDD's Health Careers Training Program (HCTP) works to reinforce skill sets needed to successfully complete health professional education preparation through a continuum of health workforce development, education, and training programs.

In an effort to develop a more culturally and linguistically-competent healthcare workforce for Californians, HCTP seeks to fund programs that encourage economically/educationally disadvantaged and/or underrepresented groups to pursue health careers. The HCTP awards HCTP Mini-Grants to programs that encourage diversity in the health professions through the annual Request For Application (RFA) process.

Funded activities focus on various categories, such as health career conferences and workshops or health career exploration. HCTP Mini-Grants are offered each fiscal year, with contract activities covering 12 consecutive months.

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](#)

APPLY NOW

Accessing and Completing Application Forms



Agreement

Please make a selection below to continue.

I 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](#)



View, Edit and Complete Forms

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



[Back](#)

Application-HCTP Mini-Grants Menu - Forms

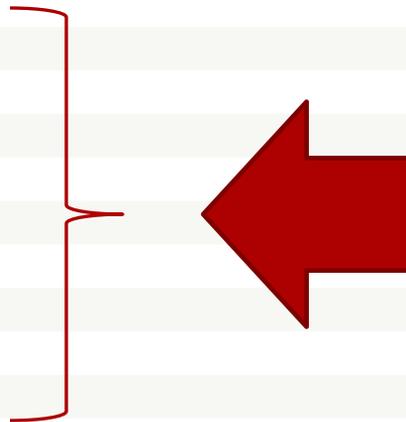
Please complete all required forms below.

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			





SAVE

CHECK GLOBAL ERRORS

[Back](#)

Document Information: [HCTP-2012/13-Equestria-00040](#)

[Details](#)

You are here: > [Application-HCTP Mini-Grants Menu](#) > [Forms Menu](#)

APPLICANT AND PROGRAM GENERAL INFORMATION

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](#)

Award Category A B *

Category A: Health Career Conferences and/or Workshops

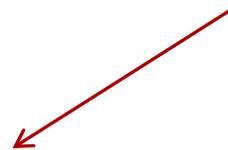
Category B: Health Career Exploration

Organization: Equestria

Program Name

Brief Program Description

0 of 2000



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

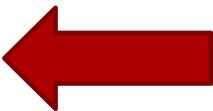
Instructions:

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 *

Letter of Recommendation *



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

[Navigation Links](#)

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 this application

Advertising	<input type="text" value="\$250.00"/>	
Meals	<input type="text" value="\$65.00"/>	
Supplies	<input type="text" value="\$1,200.00"/>	
Transportation	<input type="text" value="\$850.00"/>	
Facility Costs	<input type="text" value="\$580.00"/>	
Other Direct Expenses	<input type="text" value="\$100.00"/>	

Explanation:

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 MI Last Name
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)

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

Total

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

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 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.

CalREACH
 State of California
 Office of Statewide Health Planning & Development

My Home | My Applications | My Work Plans

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

SHOW HELP

Welcome Felicia
 Primary External Program Director
[Change My Picture](#)

Instructions:
 Select the **SHOW HELP** button above for detailed instructions on the following.
 > Applying for an Opportunity
 > Using System Messages
 > Understanding your Tasks
 > Managing your awarded grant

Hello Felicia, please choose an option below.

View Available Opportunities
 You have **1** My Opportunities available.
 Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

My Inbox
 You have **0** new messages.
 Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

My Tasks
 You have **2** new tasks.
 You have **0** tasks that are critical.
 Select the **Open My Tasks** button below to view your active tasks.

OPEN MY TASKS

My Tasks

Export Results to: Screen | Sort by: -- Select -- | GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Application-HCTP Mini-Grants	Test	HCTP-2012/13-Test-00024	Application in Process	2/19/2013	3/29/2013
	Application-HCTP Mini-Grants	Test	HCTP-2012/13-Test-00025	Application in Process	2/19/2013	3/29/2013

CLOSE MY TASKS

Accessing a Saved Application



[Back](#)

Application-HCTP Mini-Grants Menu

Organization - CAOSHPD_CALREACH

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

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Information

Name *

Organization Members

Administrators with the authority to add members to your organization can follow these steps:
To add a member to your organization, select the **Add Members** link below.
If a member has already added his/her information in the system, you can search for them.
If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

[Current Members](#) | [Add Members](#)

Person Search

[SEARCH](#)

[NEW MEMBER](#)

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





[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.

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

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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](#)

Deadline is March 29, 2013
2pm Pacific Standard Time

Possible Statuses

APPLICATION SUBMITTED

APPLY STATUS



SUBMIT

APPLICATION CANCELLED

APPLY STATUS



DELETE



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)



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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!