

Recipient: Bellevue Community College

Grant Number: TC-23745-12-60-A-53

Quarter Ending: 06/30/2013

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**Quarterly Narrative Progress Report  
Trade Adjustment Assistance Community College and Career Training  
(TAACCCT) Grants**

**Project Name:**

Health e-Workforce Consortium

**Grant Number:**

TC-23745-12-60-A-53

**Award Year:**

2012

**Report Quarter Ending:**

06/30/2013

**Date of Submission:**

08/13/2013

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**A. Quarterly Summary for Grant Activities**

Infrastructure: Approval was received for a consolidated Consortium budget revision request and revised evaluation plan. Co-grantees are implementing allowed changes, primarily in the area of Personnel. Two key personnel changes: Veterans PM and Fiscal PM both exited project; replacement hiring is underway for Fiscal PM. Permission will be sought to move Veterans PM from co-grantee Northern Virginia CC (NOVA) to Bellevue, due to changes at NOVA. All co-grantees have completed a policy and procedures manual, in a uniform manner. Final contracting was completed this quarter. Continuous Improvement: All onsite co-grantee support visits were completed. Adjustments to goal completion strategies were made in several cases, as a result. Regular monthly virtual compliance meetings are underway between individual co-grantees and Bellevue Lead staff. The Continuous Improvement Cabinet has met monthly in order to agree on criteria for assessing Consortium improvement across goals. Deliverable Production: Curricula production is, with few exceptions, on time. A plan for intensive, final phase onsite assistance is ready for early Q4 execution by the Consortium Curriculum Development Specialist and Instructional Design Specialist. EMR STAR development is on track for fall deployment. The HIT Apprenticeship has a significant hurdle: the Dept. of Veterans Affairs is unable to implement the planned pilot site, due to staff shortages in HR. Prior Learning Assessment activity is on track. The Health Information & Management Systems Society partnership is approximately one quarter late in startup, due to contracting issues, now resolved. The online Nursing and Allied Health Self Study

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and the Common IT Core Curriculum are both completed (on time). Northern Virginia Community College has discontinued AA degree development, which is one of their deliverables. Bellevue College Lead staff is working with them on budget and outcomes implications. A strategy to reposition effort towards meeting student outcomes is the priority. Other: Ongoing collaboration with the Gates Foundation-funded Open Learning Initiative continues to be informative and capacity expanding, but very resource intensive. Co-development continues through October 2014. Losing the Veterans Program Manager is a blow to the Consortium. A budget revision request will be submitted in early Q4 seeking permission to move this position from Northern Virginia Community College to Bellevue College.

## **B. Status Update on Leveraged Resources**

### **Provide an update on the organizations that contributed the resources:**

The Consortium Q3 leverage total is \$105,312. This sum reflects two primary sources: Carnegie Mellon Open Learning Initiative has detailed \$78,307 of leverage in the January June, 2013 interval. The second most frequently cited leverage source is participation by faculty and administrators uncompensated by Consortium funding. In addition, a Veterans Center, focus group membership and advisory councils all contributed effort to underwrite attainment of Consortium goals, as well as strengthening collaboration with staff from Washington state-funded Hospital Employee Education and Training grant staff.

### **Provide an update on the ways in which the resources were used during the current quarter:**

The Carnegie Mellon Open Learning Institute has selected the Health eWorkforce Consortium for their highest level of curriculum development assistance offered to grantees, through Gates Foundation funding. This intense effort, through Oct 2014, will result in design and implementation of a web-based interactive learning environment for a Certified Associate in Health Information & Management Systems exam preparatory course. Significant internal participation across Consortium colleges is essential to the significant amount of curriculum development being undertaken, requiring many touch points for review and consideration. As always, industry advisories have provided critical direction.

### **Comments:**

Carnegie Mellon's collaboration was not anticipated during the proposal phase. Although it was a Consortium goal, projects are selected by the Gates-funded group.

**During this quarter, did you receive any additional leveraged resources beyond what is listed in your statement of work?**

Yes

## **C. Status Update on Employer(s) Involvement**

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**Discuss how the required employer(s) has been involved during the current phase of the project.**

Health Information Management & Systems Society (HIMSS): This quarter Consortium Staff has worked with HIMSS to set a meeting and compose an agenda with the leadership of the American Health Information Management Association(AHIMA), and disseminate project goals. Health IT Industry-Education Councils: Completed a pilot of a state employer workforce survey. Veterans employer participation has been negatively affected by the loss of the Consortium Veterans PM.

**Outline specific roles and contributions of the employer(s) during this quarter.**

Effecting collaboration between HIMSS and AHIMA in the areas of 1) prior learning assessment and award of academic credit; and 2) veterans initiatives is a landmark. The Q4 meeting will open communication (closed for decades) to the benefit of learners, employers and Consortium goals. Washington state health employers piloting the workforce survey represented nearly all categories of healthcare organizations. Responses will be analyzed for instrument and process dissemination.

**Identify any challenges encountered/resolved in the development and management of the employer involvement.**

Two healthcare employer commitments are needed to pilot the Health IT Apprenticeship. A proposal-phase intention by the U.S. Dept. of Veterans Affairs was abandoned this quarter, due to lack of HR personnel. This development creates an urgency to locate a replacement site. Consortium staff is pursuing discussion with the SKlallam Tribe in addition to MultiCare Health System, the remaining committed partner.

**Discuss new employers and commitments that may have been added to support the project.**

New collaboration with the American Health Information Management Association (detailed above). Initial and planning meetings with Open Source Electronic Health Record Agent (OSEHRA), for contribution to EMR STAR development, and creation and participation in an academic affiliate program, and conference presentation. Nine commitments from health IT experts, to record lectures for national dissemination with curricula.

**Comments:**

**Have you had any consultation or advisory meetings with business or employer partners during this quarter?**

Yes

**Were there any direct hires of program of study completers by employer partners during this quarter?**

No

**Were internships or other work-based learning opportunities posted during this quarter?**

No

**Did you acquire any additional employer partners during this quarter?**

Yes

**D. Timeline for Grant Activities and Deliverables**

**General Comments:**

Consortium Q3 activity has focused on curriculum & EMR STAR development, as planned. All other goals are in progress, as well; the majority align with estimated timelines. Apprenticeship activity lags goals by approximately one quarter. One of two apprenticeship pilot sites dropped out, causing delay. Contractor is geared for a tandem January 2014 start. The CAHIMS interim credential curriculum is complete. Curriculum development is approximately 47% complete, in line with overall goals. A few colleges are lagging in estimated completion. Remediation is planned for early Q4 by Consortium Lead staff, including onsite assistance for curriculum specialists. Faculty development has been scoped and tentatively scheduled for early Fall, 2013. EMR STAR platform development is on time for Fall class pilots. Faculty orientation and open chat sessions held this quarter. Documentation and curriculum will scale from basic to robust as implementation progresses. College and student Prior Learning Assessment (PLA) resources for electronic distribution are near completion and discussed as part of the ongoing navigation dialog. Brochures for hard copy dissemination are in final draft. The National Veterans Career Service Initiative: approximately one quarter behind schedule, due to contractor and hiring challenges. HIMSS is fully committed to the effort, and now has leadership in place to onboard program management. Health IT Industry Education Council start up is on time. The sample Washington education program inventory is complete. The Key Expert Series is being designed and scheduled for Fall, 2013. Student services are on time. Exception: two colleges now hiring Navigators, delayed by budget revision. Progress in outreach, recruitment, social media presence and veterans focused activity are supported by monthly meetings. Evaluation contracting concluded in July. Evaluators first on site visit is being planned for early Q4.

**How many programs are you planning to offer?**

20

**As of this quarter, how many programs have you launched to date?**

11

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**Activity ID:** 1

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 1.1 Activity 1

**Narrative:** Develop and pilot

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/09/2012

**Actual End:**

**Notes:** 02/09/2013: Contract executed. First of two apprenticeship pilot sites confirmed for first steps. Engaged in the Dept. of Labor work process documentation.

05/13/2013: Due to budget issues, Ft. Belvoir Community Hospital is unable to pilot the Health IT Apprenticeship as they had hoped. MultiCare Health System has agreed to be a pilot site. We continue to work with the VA medical system in Washington.

08/11/2013: Due to shortage in HR staffing, VA Medical Center Puget Sound has cancelled participation as an apprenticeship pilot site. Consortium staff is pursuing a replacement. Curriculum for CAHIMS interim credential is complete.

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**Activity ID:** 2

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 2.1 Activity 1

**Narrative:** Develop, review, implement, and disseminate

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/02/2013

**Actual End:**

**Notes:** 02/10/2013: On track for on-time implementation of programs. Creating credentials portable across multiple colleges is problematic but worthy work. Evidence-based standards for course materials are defined; an all-day training in online learning was held.

05/13/2013: First deliverable, IT Common Core Curriculum, is complete. Individual member colleges are engaged in certificate development to Consortium standards, and gaining organizational approval to pilot them in the coming academic year.

08/12/2013: Curricula and course materials for both infusion and HIT certificate programs are about 47% complete. To ensure quality, detailed feedback is provided on each submission.

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**Activity ID:** 3

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 3.1 Activity 1

**Narrative:** Develop, implement and disseminate

**Expected Start:** 04/01/2013

**Expected End:** 09/30/2014

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**Actual Start:** 03/04/2013

**Actual End:**

**Notes:** 08/12/2013: IT and health faculty were surveyed about interests and needs. Based on the results, core online content for was identified. Development of additional content and activities and planning for synchronous webinars in the Fall are underway.

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**Activity ID:** 4

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 4.1 Activity 1

**Narrative:** Develop, implement, pilot, and create sustainability path

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Contract executed; initial staff hired. Technical design completed. Outreach to potential software organization participants underway.

05/13/2013: The initial electronic medical record application implementation (Open EMR) is 75% complete. This proof of concept is an excellent indicator of success for this innovative (speculative) project.

08/12/2013: Regular communication established with contractor. Information and specifications gathered about the varied program needs at each college to inform EMR curriculum development. EMR-STAR on track for implementation Fall quarter.

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**Activity ID:** 5

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 5.1 Activity 1

**Narrative:** Develop and implement "A HIMSS Heroes' Welcome to Health IT"

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/29/2012

**Actual End:**

**Notes:** 02/10/2013: Contracting in progress. HIMSS National Career Services Task Force adopted Initiative as 2013 focus. First step: assembling health IT employers hiring best practices for veterans.

05/13/2013: Contracting has proved cumbersome, and is behind schedule. As of March 31, 2013, final revisions to this initiative were underway. Administrative detail at both Bellevue College and HIMSS have resulted in a slow process, but no points of contention.

08/11/2013: Contracting complete. Hiring estimated completion date: early Q4. HIMSS VP of Govt. Relations is leading activity in interim. Q4 meeting with major professional association in related sector, AHIMA, is planned for veterans initiative collaboration.

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**Activity ID:** 6

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**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 6.1 Activity 1

**Narrative:** Expand and implement model, and consult

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Contracting in progress. Washington state health IT program inventory in progress.

05/13/2013: Project Manager was hired by contractor in March, immediately after contract was executed. Educational program inventory is underway, as is an employer's workforce need survey.

08/11/2013: Contracting & PM hiring completed. Washington education program inventory complete. Employer workforce survey complete. Key Expert Series now in planning process. Evangelization of Council model is done at every opportunity.

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**Activity ID:** 7

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 7.1 Activity 1

**Narrative:** Develop, implement, pilot, and document PLA strategies for vets and others

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/15/2013

**Actual End:**

**Notes:** 02/10/2013: PLA Specialist hired.

08/06/2013: Expanded PLA resources and developed web-based materials for consortium colleges. Identified and distributed PLA opportunities (CLEP, DSST, etc) and tools for measurement to begin preparing for fuller implementation in Fall.

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**Activity ID:** 8

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 8.1 Activity 1

**Narrative:** Recruitment & Retention, Employment Services

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/15/2013

**Actual End:**

**Notes:** 02/10/2013: No Activity Q1

05/13/2013: Co-grantee Navigators now staff most colleges (1 hire is pending Budget Revision Request, 2 hires are now in progress). Navigators lead recruitment, retention and employment services. Their first meeting will be held in April.

08/12/2013: Student services staff are actively engaged at 6 of the 9 colleges. Hiring was delayed at

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3 colleges due to budget revisions. Monthly meetings were held to share best practices and veteran and TAA-eligible recruitment strategies.

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**Activity ID:** 9

**Status:** Ongoing

**Activity Type:** Activity

**Project Goal:** Strategy 9.1 Activity 1

**Narrative:** Program&fiscal data capture,analysis,&reporting;implement& oversight of cont. impr. and evaluation

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 03/07/2013

**Actual End:**

**Notes:** 05/13/2013: Consortium templates have been implemented for fiscal, leverage, student data, quarterly and annual reporting, and curriculum submission. The Continuous Improvement Cabinet is developing scope and leadership. Evaluation is pending DoL approval.

08/02/2013: Two quarterly reporting cycles have been completed using fiscal and data templates. Evaluation partners contracting nearly completed. Continuous Improvement Cabinet has had three meetings after forming in April. All Policy Manuals are now completed.



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**Deliverable ID:** 1

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 1.1 Activity 1

**Narrative:** Curriculum

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 08/12/2013: Curricula will vary with employer; it will be completed as pilots are implemented on an individual basis. The common core (CAHIMS) is complete

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**Deliverable ID:** 2

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 1.1 Activity 2

**Narrative:** Employers Guide

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 07/12/2013

**Actual End:**

**Notes:** 05/13/2013: This deliverable will be undertaken when HIMSS contracting is completed, in Q3.

08/12/2013: Synthesis from prior apprenticeship employer guidance and review of best practices is underway

08/12/2013: A new relationship has been formed with the American Health Information Management Society, representing thousands of healthcare employers

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**Deliverable ID:** 3

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 1

**Narrative:** 10 Certificates

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/02/2012

**Actual End:**

**Notes:** 02/10/2013: Curriculum approval standards under development. Post-award clarification from co-grantees in process. As noted in Comments, actual number of certificates includes both new and infused programs.

08/12/2013: Curricula for 5 of the 10 certificates are complete and on track for on-time implementation. One change has occurred--WCC will develop HIT certificate curricula but will likely not pilot.

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**Deliverable ID:** 4

**Status:** Complete

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 2

**Narrative:** IT and Health IT core

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 11/14/2012

**Actual End:** 03/07/2013

**Notes:** 02/10/2013: IT:Curriculum crosswalk with Microsoft Technology Associate curriculum completed. Meeting set for co-grantee faculty assigned to this project. Process for defined. Health IT: Not yet started.

08/12/2013: Successfully completed in Q2. No further work planned on this element.

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**Deliverable ID:** 5

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 3

**Narrative:** Curricular elements for infusion

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 12/10/2012

**Actual End:**

**Notes:** 02/10/2013: Bellevue College project staff met with nursing program chair to prototype need and possible infusion points. Next step: faculty course review for extraction, updating and insertion activity.

08/12/2013: All colleges have submitted at least preliminary drafts of curricular elements for infusion into existing programs. Several colleges piloted programs Spring term and are now working on enhancements and revisions.

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**Deliverable ID:** 6

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 4

**Narrative:** Courseware for all of the above

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 12/10/2012

**Actual End:**

**Notes:** 02/10/2013: Consortium Curriculum Lead and Instructional Designer hired. Initial meeting held to define Consortium standards for courseware components.

08/12/2013: Course materials for infusion into existing programs are about 31% complete. Course

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materials for HIT certificates are about 11% complete, but are on track for on-time implementation.

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**Deliverable ID:** 7

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 2.1 Activity 5

**Narrative:** Dissemination of modular elements

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 03/07/2013

**Actual End:**

**Notes:** 05/13/2013: Health IT Core Curriculum has been disseminated to member colleges.

08/12/2013: The foundation for national dissemination was established with the implementation of standardized templates by all Consortium colleges. Dissemination activity is planned for Q5.

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**Deliverable ID:** 8

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 3.1 Activity 1

**Narrative:** Synchronous, online and recorded faculty development opportunities

**Expected Start:** 04/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 05/06/2013

**Actual End:**

**Notes:** 08/12/2013: Faculty were surveyed, topics were identified, format was established, LMS for online activities was identified and materials are being uploaded. Planning for synchronous and recorded webinars is underway. On track for Fall implementation.

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**Deliverable ID:** 9

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 4.1 Activity 1

**Narrative:** 5-9 EMR software applications access

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Contract executed. Technical staff hired. Review of open source electronic medical record applications undertaken.

05/14/2013: First EMR application implemented in Q2 (Open EMR).

08/12/2013: Contractor has fully operationalized one EMR application and is in the process of implementing 2 additional systems. Anticipate that students will have access to at least 2 systems by the end of Fall quarter.

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**Deliverable ID:** 10

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 4.1 Activity 2

**Narrative:** Curriculum

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 01/07/2013

**Actual End:**

**Notes:** 08/12/2013: Input and technical specifications were elicited from Consortium colleges to inform EMR curriculum. Prototypes for and scope of lab activities were defined.

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**Deliverable ID:** 11

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 4.1 Activity 3

**Narrative:** Student Access Guide

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

**Notes:** 08/12/2013: Development of student access protocols and guide for each individual EMR-STAR system is underway. Two of the EMR systems are browser-based and access is simple, requiring only a simple guide.

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**Deliverable ID:** 12

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 4.1 Activity 4

**Narrative:** Faculty Orientation Resource

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 06/10/2013

**Actual End:**

**Notes:** 08/12/2013: Preliminary faculty orientations were held in May to introduce faculty to EMR-STAR. These sessions were recorded. Plans are currently underway for Aug and Sept orientations to help faculty use EMR applications and curricula with their students.

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**Deliverable ID:** 13

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 1

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**Narrative:** Employer outreach

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Met with HIMSS National Career Task Force to present this initiative as a 2013 priority. The Task Force agreed and is framing next steps for membership.

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**Deliverable ID:** 14

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 2

**Narrative:** Employment resources

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 01/07/2013

**Actual End:**

**Notes:** 08/12/2013: An inventory of appropriate employment resources, such as healthcare employer veterans preference practices, is in progress.

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**Deliverable ID:** 15

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 3

**Narrative:** Annual & Virtual Conference events

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 02/22/2013

**Actual End:**

**Notes:** 08/12/2013: Consortium Executive Director and Contractor CHIRP met with Open Source Electronic Health Record Agent (OSEHRA) to plan Q4 conference presentation. Project staff presented at HIMSS Workforce Virtual Briefing this quarter

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**Deliverable ID:** 16

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 4

**Narrative:** Monthly webinars

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 01/09/2013

**Actual End:**

**Notes:** 08/12/2013: Exit of Veterans PM from project has halted production of this deliverable, until

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replacement is hired (requires budget revision approval).

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**Deliverable ID:** 17

**Status:** Not Yet Started

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 5

**Narrative:** e-Mentoring

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:**

**Actual End:**

**Notes:** 08/12/2013: Exit of Veterans PM from project has halted production of this deliverable, until replacement is hired (requires budget revision approval).

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**Deliverable ID:** 18

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 6

**Narrative:** Industry Advocacy

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 02/11/2013

**Actual End:**

**Notes:** 05/14/2013: HCA contract executed 2.8.13

08/12/2013: Met with HIMSS VP of Government Relations and Executive Director of Career Services Q3 to scope advocacy steps.

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**Deliverable ID:** 19

**Status:** Complete

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 7

**Narrative:** Special Interest Group

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 01/29/2013

**Actual End:** 03/04/2013

**Notes:** 05/14/2013: HIMSS Special Interest Group / Education - Career Services - Veterans formed and convened March 4, at HIMSS annual conference.

08/12/2013: Mechanism for convening is in place for HIMSS 2014 Annual Conference. Further steps on hold until HIMSS PM hiring is complete early Q4

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**Deliverable ID:** 20

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**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 5.1 Activity 8

**Narrative:** Career Services Task Force Outreach

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: HIMSS National Career Services Task Force agreed to be volunteer agents for this initiative, and move it forward among peers.

08/12/2013: A new HIMSS Ex. Director of Career Services was hired Q3. She has committed to maintain veterans hiring as a Task Force priority.

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**Deliverable ID:** 21

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 6.1 Activity 1

**Narrative:** State program inventory online resource

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Data gathering undertaken from all health IT-related programs, secondary through graduate.

08/12/2013: Washington state prototype is complete.

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**Deliverable ID:** 22

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 6.1 Activity 2

**Narrative:** Key Expert Series

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 02/11/2013

**Actual End:**

**Notes:** 08/12/2013: Contractor has scheduled early Q4 Council Meeting for finalizing dates and participants for first in Series, probably late Q4.

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**Deliverable ID:** 23

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 6.1 Activity 3

**Narrative:** Model Documentation

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**Expected End:** 09/30/2014

**Actual Start:** 03/26/2013

**Actual End:**

**Notes:** 08/12/2013: Sample resource inventory and employer workforce need survey are ready for dissemination, as well as suggested implementation and maintenance procedures.

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**Deliverable ID:** 24

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 6.1 Activity 4

**Narrative:** Consultation

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2014

**Actual Start:** 02/22/2013

**Actual End:**

**Notes:** 08/12/2013: Project staff is assembling best practices and documentation in an ongoing manner to prepare for consultation if requested.

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**Deliverable ID:** 25

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 7.1 Activity 1

**Narrative:** PLA Plan

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 02/04/2013

**Actual End:**

**Notes:** 08/01/2013: PLA Plan COMPLETED March-June 2013. Wrote PLA plan and disseminated to member colleges. Sections included: Introduction to PLA, Setting Up PLA-the Basics, Informing Students and Staff, PLA Types and Options, Outcomes and Deliverables

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**Deliverable ID:** 26

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 7.1 Activity 2

**Narrative:** PLA Veterans Plan

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 02/04/2013

**Actual End:**

**Notes:** 08/01/2013: Veteran Crosswalk tools-Created spreadsheet matching program prereqs to CLEP/DSST challenge tests. Onet tools-Created methods for using Onet to match HIT skills to military occupations. Draft Student Veteran PLA flyer-PLA info specific to student Vets



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**Deliverable ID:** 27

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 7.1 Activity 3

**Narrative:** College implementation guide and training to facilitate dissemination

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 02/04/2013

**Actual End:**

**Notes:** 08/01/2013: Preliminary PLA implementation guide for Consortium colleges was developed. Planning for PLA tools and guide for national dissemination is underway.

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**Deliverable ID:** 28

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 7.1 Activity 4

**Narrative:** Implementation

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/14/2013

**Actual End:**

**Notes:** 08/01/2013: Created a preliminary draft of web-based PLA materials and PLA information templates. Designed CLEP and DSST test approval process for Consortium members. Development of outcomes tracking tool underway.

---

**Deliverable ID:** 29

**Status:** Complete

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 1

**Narrative:** Marketing Plan

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 05/06/2013

**Actual End:** 06/28/2013

**Notes:** 08/12/2013: Presentations on student recruitment strategies were provided to Consortium staff. Formal marketing plan development scheduled for beginning of Q4.

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**Deliverable ID:** 30

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 2

Recipient: Bellevue Community College

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Quarter Ending: 06/30/2013

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**Narrative:** Student services plan

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/14/2013

**Actual End:**

**Notes:** 08/12/2013: All Consortium colleges are currently providing services to students in grant-sponsored programs. Formal plans slated for development in Q5 when Students Services Lead position is hired.

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**Deliverable ID:** 31

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 3

**Narrative:** Staff training resources

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/14/2013

**Actual End:**

**Notes:** 08/12/2013: Monthly webinars instituted. Primary focus in Q3 was on effective student recruitment strategies, with a focus on recruitment of TAA-eligible individuals and veterans. Student service resources were also assembled for Consortium staff on our website.

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**Deliverable ID:** 32

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 4

**Narrative:** Link to Priority 5

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/28/2013

**Actual End:**

**Notes:** 08/12/2013: Numerous veteran outreach events attended. Presentation for navigators on tactics for recruiting veterans. This deliverable has not been as robust as hoped due to lack of Veterans PM.

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**Deliverable ID:** 33

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 5

**Narrative:** One-on-one employment advising

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 05/06/2013

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**Actual End:**

**Notes:** 08/12/2013: One-on-one employment advising has begun at many of the colleges with students who will soon be graduating from HIT-infused health programs.

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**Deliverable ID:** 34

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 8.1 Activity 6

**Narrative:** Employment links through social media

**Expected Start:** 01/01/2013

**Expected End:** 09/30/2014

**Actual Start:** 01/07/2013

**Actual End:**

**Notes:** 08/12/2013: Lead institution has developed a strategic social media plan.

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**Deliverable ID:** 35

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 9.1 Activity 1

**Narrative:** Continuous Improvement plan

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 10/22/2012

**Actual End:**

**Notes:** 02/10/2013: Continuous improvement plan includes elements of evaluation. Evaluation Plan has been revised and submitted to FPO for approval. Contracting is complete, pending FPO approval of Plan.

08/02/2013: Contracting for Evaluation nearing completion. Continuous Improvement Cabinet (CIC) began monthly meetings as of April 2013, including all PMs, lead grant staff and evaluators.

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**Deliverable ID:** 36

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 9.1 Activity 2

**Narrative:** Consortium Procedures Manual

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 11/19/2012

**Actual End:**

**Notes:** 02/10/2013: Data, Compliance and Reporting Manager hired. Procedures manual template development underway.

08/02/2013: Consortium Policies and Procedures Manual template distributed and completed by all Consortium partners. Member college grant staff have easy access to hard copies.

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Recipient: Bellevue Community College

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Quarter Ending: 06/30/2013

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**Deliverable ID:** 37

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 9.1 Activity 3

**Narrative:** Consortium Data and Fiscal Reporting Instruments

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 10/01/2012

**Actual End:**

**Notes:** 02/10/2013: Beta data and fiscal templates developed and sent to co grantees for comment and review.

08/02/2013: Data and Fiscal templates used for Q1 and Q2 reporting cycles. Participant tracking database nearing completion for dissemination as an additional collection and analysis mechanism.

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**Deliverable ID:** 38

**Status:** Ongoing

**Deliverable Type:** Deliverable

**Project Goal:** Deliverable 9.1 Activity 4

**Narrative:** Monthly Consortium Meetings & Notes

**Expected Start:** 10/01/2012

**Expected End:** 09/30/2015

**Actual Start:** 10/10/2012

**Actual End:**

**Notes:** 02/10/2013: Consortium Weekly Update e-mail communication, beginning 10.10.12. At least monthly individual calls to co-grantees as PM hiring progressed. In-person Consortium meeting held in Dec. First virtual Consortium meeting scheduled for January.

08/02/2013: Consortium Weekly Update email communications have continued, along with monthly PM meeting and Continuous Improvement Cabinet meetings. Monthly Data/Fiscal calls have continued since 12/2012, also including curriculum and program related matters.

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**E. Status of Progress and Implementation Measures**

No strategies recorded

## **F. Key Issues and Technical Assistance Needs**

<b>Title</b>	<b>Description</b>
VA Cancellation	The VA supported our proposal, and encouraged the Consortium to pursue seating one or more apprenticeship pilots in the VA Medical system. VA Puget Sound strongly advocated for it and invested significant development time. This quarter, they exited participation due to lack of HR personnel to facilitate a new apprenticeship. Consortium staff is concerned this turn of events, in addition to slowing progress, is detrimental to opening the pathway to veterans throughout the VA medical system.

## **G. Best Practices, Promising New Strategies and Success Stories**

### **Best Practices and Promising New Strategies**

#### **1 None to report this quarter.**

No best practices or promising strategies to report for this quarter.

### **Success Stories**

#### **1 New Bridge for Vets**

TAACCCT funding is breaking down a significant barrier for veterans attempting navigation into the field of health IT. For decades two professional associations representing different points of that sectors career spectrum have resisted establishing the trust and communication necessary to assist learners into their respective fields. The significance of the Health eWorkforce Consortiums focus on veterans is creating a new bridge between the two organizations, facilitated by grant staff.

## **H. Additional Outcome Information**

No additional information available.