

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013

**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:

09/30/2013

Date of Submission:

12/04/2013

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A. Annual Summary for Grant Activities

Primary Consortium Q4 activity was composed of curricula completion, student recruitment and advising, detailed evaluation plan composition, reassessment of the apprenticeship and veterans initiatives and monitoring readiness. Curriculum development is more than 90% complete. Many program pilots were undertaken summer and fall terms. 50 program participants completed this quarter. Recruitment into fall programs was uneven; newly launched course enrollment lags that of established infused classes, possibly due to an ambitious Consortium expectation. Overall Year 1 enrollment exceeds goals. Both Federally Registered Apprenticeship pilot sites have had to withdraw from implementation, due to budget reductions and resultant narrowed capacity in human resources. Consortium staff have apprised FPO, and suggested a delay in implementation of this initiative may be necessary as an active search for new partners progresses. Evaluators made initial on-site visits to Bellevue College and a co-grantee location, to inform preparation of a detailed evaluation plan expected in October. Development of the cloud based electronic health record (EHR) academic access system (EMR STAR) is on schedule. The first of 4-6 planned EHR products is available for use; curriculum development underway. Faculty orientation has been offered. Contractor Health Information & Management Systems Society (HIMSS) completed hiring and initiated both projects. The HIMSS Heros Welcome to Health IT initiative planning

launched in Sept. Consortium-wide veterans activity has been seriously hampered by the loss of the Veterans Program Manager and subsequent budget revision approval process necessary to move this position to Bellevue College. Approval is pending, at the close of Q4. Consortium administration has focused on establishing and maintaining consistency across co-grantees, defining continuous improvement criteria, and providing support to ensure compliance. Northern Virginia CC has experienced departmental changes, preventing attainment of their goal to establish an associates degree in health IT. At request of the Consortium lead college, related spending was stopped and budget forecasted for this initiative frozen. Phase 1 of a groundbreaking Prior Learning Credit resource has been created, and Consortium colleges are individually pursuing this important aspect of student success.

B. Status Update on Leveraged Resources

Provide an update on the organizations that contributed the resources:

Reflecting the nature of the primary work focus for Q4, most leverage emanated from co-grantee institutions. Participation by deans, registrars, career center staff and advisors were the most common categories of contributed effort. Several colleges reported participation from their workforce development councils and Workfirst partners. Q4's Consortium leverage total is \$151,000.

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

Q4's leverage focus has been on student recruitment and program roll out. Co-grantees turned to their institutions for expertise and collaboration. Evaluation of prior learning by registrars is an example frequently cited. College leadership, especially deans, were consulted, as course pilots were seated within programs and practical realities were ironed out. A few workforce development councils joined the effort to source students for pilot programs. Several project staff members worked with their institution's veterans center to assist in recruitment and registration. One college benefited from three employers who were willing to advise on curriculum and employment issue

Comments:

The larger sphere of in-kind participation is gratefully acknowledged, but more difficult to inventory. Examples include advice and frequent support by the Office of the National Coordinator for Health IT, and the members of its National Health IT Policy Committee Workforce Workgroup. The Consortium's Executive Director serves on this group, but also derives significant benefit for Consortium activity from it. The same is true of the Washington Health IT Industry-Education Council, whose membership is composed of leadership from professional associations.

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

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

The Health Information & Management Systems Society launched HIMSS Heros Welcome to Health IT initiative planning. Employer involvement is a key element (membership =50,000 individual; 570 corporate; 120 non-profits). A commitment to piloting the Veterans Health IT Apprenticeship was made by Rush Medical Center (Chicago), pending HR review. The Washington Industry-Education Council has completed data gathering and survey analysis for the Washington State Employers Health IT Workforce Survey.

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

Nine industry experts completed 28 video lectures, to augment CAHIMS curriculum and other academic offerings (http://www.youtube.com/playlist?list=PL93mgM2iSm1T5Uqxe1wta_st3XTRP7m4B&feature=addto) . Over 200 respondents completed the Washington Health IT Employers Need Survey, part of the Health IT Industry-Education Councils work this quarter. WA Health IT Industry-Ed Council met, and three co-grantees held employer advisory meetings in Q4 (Bellingham; Clover Park and Whatcom).

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

Maintaining employer commitment to piloting the Veterans Health IT Federally Registered Apprenticeship has become a hurdle. VA Puget Sound intended to pilot, but terminated participation due to sequestration-related reductions in HR. Similarly, MultiCare Health System reneged on its commitment to pilot, citing layoffs and restructuring. We are steadfast in our search for organizations to launch the apprenticeship, but may require a timeline revision to reach this goal.

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

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Rush Medical Center has made a commitment to the Apprenticeship, pending HR review. This connection and others now in process are facilitated by the Health Information Management & Systems Society (HIMSS), a contractor to this grant. The breadth of employer reach HIMSS provides is a key element to success on many project aspects. The Consortium is participating in the WA Military Transition Council the first of its kind in the nation, and an efficient connector to state employers

Comments:

Year 1 effort has necessarily centered on developing curricula, EMR STAR, and other foundational elements. Year 2 will focus more on the external aspect of our work employer and veteran participation. The Consortium Employment Specialist (Oct. hire) will provide leadership in employer engagement. Health IT is an industry sector characterized by rapid growth and immaturity in the marketplace. Employers are in an era of high stakes expansion and unprecedented federal expectations. Workforce development is critical, but not high on the agenda. The HeW Consortium aims to establish inroads within our regions and offer to assist other interested colleges in the country do the same.

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?

Yes

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:

Each of the Consortium's seven contractors and nine member colleges have made positive progress this quarter, with the exception of the Federally Registered Apprenticeship (described in Summary). Curriculum is nearly complete and pilots underway. Once piloted, courses will be reviewed for enhancements, prior to undertaking dissemination. Significant effort continues in the Bellevue College/Carnegie Mellon collaboration, and will, through Oct. 2014. The resulting CAHIMS preparatory course will be maintained on the Carnegie-Mellon platform. Faculty development offerings, geared to provide practical assistance to IT and allied health instructors have been initiated. Cloud-based academic access to electronic medical record systems (EMR STAR) is now operational, under contractor CHIRPs leadership. The first of an expected 5+ systems is now functional; curriculum development is following. Faculty orientation to the new resource is available, but response is slow. Recruitment of students into new and newly infused

courses is uneven; overall the Consortium will exceed its yearly enrollment goal. Student Navigators and Instructional Support Specialists began to implement student support services. Contractor Health Care Authority of Washington led the WA Health IT Industry Education Council to completion of an Employer Workforce Needs Assessment, providing the state with a first-ever survey and analysis in this industry sector. Contractor Health Information & Management Systems Society (HIMSS) has staffed to provide employer and college support for EMR STAR. HIMSS Veterans Career Services Initiative is in planning phase, with leadership from a newly hired veteran with many years experience in health IT. The Consortium Continuous Improvement Council continues to establish criteria for ongoing project assessment. Third party evaluator SPR has begun onsite visits and drafting a detailed evaluation plan. Project Director is participating in national health IT SOC work.

How many programs are you planning to offer?

20

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

18

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Quarter Ending: 09/30/2013

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.

11/24/2013: Due to department consolidation and layoffs MultiCare Health Systems has cancelled participation as an apprenticeship pilot. Rush Medical Center and WA Tribes are being queried. Curriculum development is employer-specific, so must wait.

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.

11/22/2013: Curricula and course materials for both infusion and HIT certificate programs are still on track for on time implementation. Program curricula are 100% complete. Instructional materials are 56 % complete.

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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

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.

11/22/2013: Faculty online self-paced HIT training was launched in September. 15 faculty from 9 colleges are participating. Planning for October and November interactive training webinars is underway.

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.

11/22/2013: First EMR system OpenEMR fully operational. Version 1 of Student Access Guide created. Faculty orientations held. Initial pilot launched.

Activity ID: 5

Status: Ongoing

Activity Type: Activity

Project Goal: Strategy 5.1 Activity 1

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Quarter Ending: 09/30/2013

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.

11/24/2013: Veterans Career Services Initiative Program Manager hired by contractor HIMSS. PM is a 20+ year military veteran with significant experience in health IT. A launch meeting was held in September to discuss the SOW, roles, responsibilities and timeline.

Activity ID: 6

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.

11/24/2013: Monthly contractor meetings are underway with Consortium lead staff. Grant funded (.5FTE) PM has published health IT program inventory, Employer Survey and Analysis. Council members considered implementation of Key Expert Series at last meeting.

Activity ID: 7

Status: Ongoing

Activity Type: Activity

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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.

11/26/2013: Identified PLA testing opportunities specific to each HIT program, and identified campus policies around accepting these credits. Developed customized strategies based on varied campus needs and challenges.

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

11/22/2013: Student recruitment underway at all colleges. Monthly meetings of student support staff continue to facilitate exchange of best practices. Veteran experts provided training on working with veterans.

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

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Quarter Ending: 09/30/2013

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.

11/26/2013: Three quarterly reporting cycles have been completed using fiscal and data templates. Dashboard created to track Curriculum milestones. Continuous Improvement Cabinet now includes Third Party Evaluator and has continued meeting monthly.

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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

11/24/2013: Curriculum work begun for the VA and MultiCare Health Systems has been halted, in hopes it will accelerate curriculum development for pilot sites ultimately implementing the apprenticeship.

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

11/26/2013: Contractor Lynn Wilson will restart this aspect of the project, once employer pilot sites are located. She will use those implementations as case studies, to quality control the Guide.

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

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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.

11/26/2013: Curricula submitted for 8 cert programs. The number and nature of cert programs in the SOW requires an update due to formatting issues, industry input that impacted feasibility, and added programs. See Issues & Technical Needs section for details.

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.

11/22/2013: Successfully completed in Q2. No further work planned on this element.

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

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working on enhancements and revisions.

11/26/2013: All colleges have submitted course materials for infusion into Allied Health and Nursing programs. Several are still working on revisions, enhancement and content for infusion into additional courses.

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

11/22/2013: Course materials for infusion into existing programs are about 76% complete. Course materials for HIT certificates are about 35% complete, but are on track for on-time implementation.

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.

11/26/2013: The foundation for national dissemination was established with the implementation of standardized templates by all Consortium colleges. Dissemination activity is planned for q5, updated.

Deliverable ID: 8

Status: Ongoing

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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.

11/26/2013: Online, self-paced Health IT faculty training launched in September. Planning for synchronous and recorded webinars is underway and on track for Fall 2013 implementation.

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.

11/26/2013: Contractor has fully operationalized one EMR system; implementation of a second system is underway and will be available in Q6. HIMSS staff hired to support EMR-STAR project, including vendor onboarding.

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:

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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.

11/22/2013: Version 1 of an EMR-STAR curriculum developed and disseminated within Consortium. V2 revisions are underway.

Deliverable ID: 11

Status: Ongoing

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: 08/01/2013

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.

11/22/2013: Version 1 of student access protocols and guide for initial EMR-STAR system was completed. Revisions and enhancements are underway.

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.

11/22/2013: August and September orientations to assist faculty in the use of EMR-STAR applications and curricula were held and recorded. Multiple drop-in office hour sessions were also held.

Deliverable ID: 13

Status: Ongoing

Deliverable Type: Deliverable

Project Goal: Deliverable 5.1 Activity 1

Narrative: Employer outreach

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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.

11/24/2013: HIMSS Initiative PM hired Q4. First employer outreach effort completed: Web page on professional association's site: <http://www.himss.org/veterans-career-services-initiative?navItemNumber=23913>

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.

11/24/2013: Initiative launch meeting held in Sept. PM is framing program start for Feb. 2014 conference.

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

11/24/2013: Annual Conference Veterans Crossroads (dedicated physical space with facilitator) and education - partner signage are being planned.

Deliverable ID: 16

Status: Ongoing

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Quarter Ending: 09/30/2013

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 replacement is hired (requires budget revision approval).

11/24/2013: Budget revision approval is pending, Veterans PM will be hired as soon as possible after approval.

Deliverable ID: 17

Status: Ongoing

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: 09/27/2013

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).

11/24/2013: HIMSS Veterans PM has included this item in her purview. The Consortium Veterans PM hire is still pending DoL Budget revision approval. E-mentoring is included in the HIMSS Veterans PM 2014 Annual Conference planning now underway.

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.

11/24/2013: HIMSS state chapter advocacy messaging is being composed, for 2014 annual meeting.

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013

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

11/25/2013: HIMSS Veterans PM is compiling a listserv for the Veterans Special Interest Group. Initial message will be delivered Q5.

Deliverable ID: 20

Status: Ongoing

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.

11/25/2013: New HIMSS EX. Director of Career Services has placed outreach to employers for best practices in veterans hiring practices on Q4 agenda.

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

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013

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.

11/24/2013: Inventory is published, and will be maintained at least over the funded interval.

http://www.hca.wa.gov/HealthIT/Pages/whiiec_inventory_faq.aspx

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.

11/25/2013: Contractor and Council have agreed on a veterans focus for first Key Expert Series, likely to occur in early 2014. The Washington Military Transition Council is an important collaborator in this event.

Deliverable ID: 23

Status: Ongoing

Deliverable Type: Deliverable

Project Goal: Deliverable 6.1 Activity 3

Narrative: Model Documentation

Expected Start: 10/01/2012

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.

11/25/2013: Survey instrument and application documentation is complete. Workforce need assessment analysis completed. Draft collateral material for Council replication is in review.

Deliverable ID: 24

Status: Ongoing

Deliverable Type: Deliverable

Project Goal: Deliverable 6.1 Activity 4

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013

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.

11/25/2013: First state interested in Council replication has contacted Contractor. Oregon representatives have asked for informational consultation at October Washington- Oregon chapter meeting.

Deliverable ID: 25

Status: Ongoing

Deliverable Type: Deliverable

Project Goal: Deliverable 7.1 Activity 1

Narrative: PLA PAn

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

11/26/2013: Colleges are implementing PLA plans through activities such as clarifying institutional PLA policies, information dissemination, testing options available, and any industry or military crosswalks available, particularly related to grant programs.

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

11/18/2013: Advocated for use of CLEP/DANTES tests as excellent PLA options for veterans, as they are reimbursable through the GI Bill. Exploring development of PLA crosswalks with military

occupations.

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.

11/18/2013: Completed, updated and shared Consortium web guide for PLA implementation.

Obtained materials on all 33 CLEP tests to share with all consortium members. Created additional PLA web resources, including veteran-focused materials.

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.

11/18/2013: Compared PLA practices at each college to glean best practices. Established for each college specific PLA goals. All colleges have taken steps to advance PLA at their institutions

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

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013

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.

11/22/2013: Marketing plan template disseminated. 8 of the 9 colleges created a marketing plan for their grant-sponsored programs.

Deliverable ID: 30

Status: Ongoing

Deliverable Type: Deliverable

Project Goal: Deliverable 8.1 Activity 2

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.

11/26/2013: 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, updated.

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.

11/22/2013: Monthly meetings with student services staff at all colleges were held to identify obstacles, discuss solutions, and share resources and best practices.

Deliverable ID: 32

Status: Ongoing

Deliverable Type: Deliverable

Project Goal: Deliverable 8.1 Activity 4

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013

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.

11/22/2013: Numerous veteran outreach events attended. Inroads made with military transition advising staff. This deliverable has not been as robust as hoped due to lack of Veterans PM.

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

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.

11/22/2013: Grant staff at 6 of 9 colleges have started providing one-on-one employment advising. Other programs are planning to provide these services when their students are nearing program completion.

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.

11/26/2013: Continued social media campaign. Sent 350 tweets, many of which were employment related. Number of twitter followers doubled from beginning to end of q4.

Deliverable ID: 35

Status: Ongoing

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013

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.

11/18/2013: Evaluators have been contracted and are onboard. Continuous Improvement Cabinet (CIC) meetings have continued monthly with rotating Project Managers taking the lead, creating continuous improvement criteria.

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.

11/18/2013: Consortium Policies and Procedures Manual are reviewed and updated regularly, twice this quarter. Co-grantees also maintain electronic copies of their manuals.

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

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013

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.

11/18/2013: Participant tracking database completed and distributed as an additional collection and analysis mechanism. Outcome tracking dashboard nearing completion and will be used to project progress against goals for co-grantees.

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.

11/18/2013: Weekly Update email communications have continued along with monthly PM meeting and Continuous Improvement Cabinet meetings; notes posted online for review. Monthly Data/Fiscal support calls with individual co-grantees are held to identify obstacles.

F. Key Issues and Technical Assistance Needs

Title	Description
Consortium Veterans PM	As described elsewhere in this report, the absence of a Consortium Veterans PM has seriously impacted the ability of the project to reach the veterans community and connect Consortium membership with important resources. We are in hopes the DoL agrees the position can be moved from Northern Virginia CC to Bellevue College and approves the budget modification request now under consideration to enable that action.
Program deliverables	Changes to program development (Summary at: 1) SOW table formatting errors denote some programs incorrectly. 2) Based on industry input indicating insufficient local employer need for HIT security staff, WCC will develop curriculum, but won't implement. 4) Due to infrastructure issues, NOVA will not create or implement HIT AA degree. 3) SCC, BC, and WCC--have added programs to original SOW; we anticipate an increased number of completers.

G. Best Practices, Promising New Strategies and Success Stories

Best Practices and Promising New Strategies

1 Prior Learning Resources

Systematic assignment of academic credit for prior learning or experience is a problematic area of student admissions. The Health eWorkforce Consortium seeks to gather best practices and make recommendations in this important area which can save students considerable time and money. The Prior Learning Assessment Resource, Phase 1 is now available on the project sites: <http://hiteducation.org/hew-member-college-resources/prior-learning-assessment-pla-resources/>

Success Stories

1 None to report this quarter.

No success stories to report for this quarter.

H. Additional Outcome Information

No additional information available.

Recipient: Bellevue Community College

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

Quarter Ending: 09/30/2013
