

REGION A HEALTH IT COMMUNITY COLLEGE CONSORTIUM – MEMBER COLLEGE MEETING

THURSDAY, September 2, 2010 2-3 pm Pacific Time DIAL 360. 407.3780 Passcode: 142231#

NOTES

Attendees: Jim Aspevig; Rita Spear; Cindy Brown; Mary McMahon; Anthony Valterra; Sue Shibley; Maureen Wagner; Paul Wild; Dorine Bennett; Margaret Murphy; Jennifer Dalby Jones; Helen Andries Clarke; Abdolreza Maftoun; Diane Mayes; Carol Smedley; Patricia Dombrowski; Michele Royer

<i>Agenda Items</i>	<i>Discussion</i>	<i>Action</i>
ONC Answers to Questions from the Portland Meeting <i>Margaret</i>	1. How do you define a completer? A completer is a student that receives an institutional certificate or equivalent for successfully completing the program. 2. What is the performance period for meeting the goal of training 150 students per year? The goal of the program is to train an average of 150 students per member Community College between September 30th, 2010 and September 30th 2011. (can be 25% 1st year, 125% 2nd year) 3. Which college receives credit if a student is taking classes at multiple colleges within the region? Each college providing training can count the student as enrolled in their individual program(s) and completing the program. For the purpose of progress reporting and program evaluation the performance measure includes student employment in a HealthIT field. In this case the student will be counted as one, even if the student received a certificate in more than one role.	Margaret-add questions to collaborative site Tino- will add index sheet to collaborative site.

4. Data elements: Please identify and describe the data elements required for tracking students.

- Name
- Email address (not school related)
- Secondary email address
- Phone
- Member college
- HIT Workforce Role Trained For
- Gender
- Enrollment Start Date
- Enrollment end date
- Enrollment Status (e.g., full-time student, distant learner)
- Race / Ethnicity (use the 2010 Census definitions)
- Address (1 & 2)

You can say the Feds are requesting the information. Social Security numbers are optional.

5. Who is eligible to receive scholarships? Is it anyone who is legally able to work in the U.S.?

This is determined by Community College policies. (They will need a work visa)

6. If a Community College supported trainee does not complete the program (i.e. withdraws or “drops out”), is the lead awardee (or sub-awardee/consortium member) institution obligated by terms of the grant or applicable HHS grants policy to require the student repay the

	financial support provided by the grant? While awardees are not precluded from potentially utilizing such a requirement to assure student commitment to program completion, they also are not obligated to require that students who do not complete their program of study repay any program support received. 7. Will the curriculum developers release new materials as they are developed or wait and deliver all of them in October? Wait and deliver all of them in October.	
Member Operation Plans <i>Patricia and Jeffrey</i>	Plans were delivered on time to the ONC. This is the sole representation of your institution to the ONC. They would like to see an expansion of the stakeholders. Including email, phone numbers, etc. Key activities should be updated including explanations. The same goes for Milestones and Contacts.	Jeffrey- will send the updated versions to MCs Jeffrey- will send MCs due date to submit next Ops Plans.
Summary of Roles Covered by Each Member College <i>Margaret</i>	 Member College Roles and Launch Dat Mary is covering all 6 roles.	
Web-Based Marketing Materials <i>Margaret</i>	http://www.lrsc.edu/programs/default.asp?ID=923 Use guest speakers, CIOs etc. Paul is marketing through associations, also lends credibility. Workforce, alumni also good resources. Cindy is doing presentations. She and Dorine have started a new HIMSS chapters.	MCs- send Helen links to your programs. Jennifer- will have a link and learn focused on SEO. Tino- add our newsletter to the collaborative site. MCs – let Patricia know if there you are uncomfortable sharing certain info on the collaborative site.
Curriculum Approval - for 100% ONC-Derived Curriculum - for Sub-Recipients <i>Michele</i>	 Curriculum Review Process for Programs All Region A is starting classes by September 30 th . BC received 8 programs from 3 MCs and they have been approved. They were high quality programs that covered all 6 ONC	

	roles. They were creative, thorough and flexible.	
Zoho Updates <i>Jennifer</i>	Materials are not shared between projects. Jennifer can help with the set up for projects.	Jennifer will have a link and learn session on Wednesday the 11 th on zoho and elearning. MCs- send Jennifer emails for anyone you would like to have access to the collaborative site.
Individual Member College Calls <i>Patricia</i>	Patricia, Margaret and Jeffrey will begin setting up monthly individual calls to MCs.	
What else?	• If you haven't already done so, please ensure that Time & Effort forms are being completed and collected from grant employees. Templates were provided via email after the last webinar. • For those requesting monthly reimbursement, please submit your Finance Workbook by Wednesday, September 8th. • Our next ARRA reporting is due in Oct. More direction to follow via email. • We will be sending you your Operations Plan that was submitted to the ONC. This file will be labeled version 3 and should be used for our next reporting in December. In December, we will be looking closely at your key activities and risks in relation to the management of Sub-Recipients. • Let Jeffrey know if you would like to view a past webinar. He can send you a link to download the presentation. • For those of you who haven't already done so, if you need a budget revision send Jeffrey an email and he will coordinate a call to discuss the procedure. • Once you have your sub-recipient budgets ready, please send them to Jeffrey for review and approval. <i>Thanks! Next Region A Meeting Sept. 16</i>	