



Building State Capacity: Primary Care Office Training Academy



MENTEE REQUEST FOR APPLICATIONS Due: January 3, 2023

Overview

Primary Care Offices (PCOs) serve a vital function in addressing access to care issues in all states and territories. To support this important work, the Association of State and Territorial Health Officials (ASTHO) and the National Organization of State Offices of Rural Health (NOSORH) have partnered to support the PCOs by helping newer staff and leaders orient themselves and work efficiently in their new roles. ASTHO and NOSORH will select a cohort of PCO staff to participate in an approximately six-month “training academy” that will provide technical assistance and mentorship via a virtual meeting, virtual or in-person site visits, and other assistance as needed to allow PCO staff learn from one another. NOSORH will provide logistical support, while ASTHO will provide guidance, coordination, and other resources for this program.

The goals of the Training Academy are to:

- Measurably increase PCO directors’ or staffs’ familiarity with all the major components of the work of PCOs, including knowledge of the role of the Health Resources and Services Administration (HRSA) and processes relating to PCO funding, support, and oversight;
- Build useful working relationships among PCO directors and staff, both through a learning community of PCO staff who can consult and strategize among each other, as well as among newer PCO leadership and more experienced ones who are able to provide guidance and expert advice; and
- Foster PCO director and staff leadership in the fields of primary care and access to healthcare in their states/territories and communities by helping them form connections with other partners in state/territorial government and the public health community more broadly.

The Training Academy will include a mentorship component in which newer PCO staff will be able to learn from and ask questions of veteran PCO leaders. ASTHO and NOSORH will invite these more experienced PCO leaders to participate as presenters and facilitators at the virtual meeting and to serve as mentors throughout the Training Academy, sharing their experience and insights into the unique work and challenges that PCOs face. Selected PCO mentees will be paired with mentors based on commonalities in activities, challenges, and goals.

Activities

The core components of the Training Academy will be:

- **Virtual Meeting:** The Training Academy will begin with a virtual meeting on March 7-9, 2023. This meeting will be approximately 3 hours a day and will be an opportunity for all participants to hear from experts in the field and from HRSA, so that everyone is working with the same set of common knowledge about PCO roles and responsibilities. The convening will include focused sessions on areas of interest and technical assistance needs among the participating PCO

mentees, as specified in the statement of interest below. Potential sessions for the virtual convening include:

- Presentations from HRSA staff on their role in PCOs' work, the scope of PCO responsibilities, and federal requirements, timelines and processes for PCOs;
- Workforce subject matter experts to discuss best and promising practices around provider training, recruitment, and retention, and how best to use the tools available to PCOs

All mentee participants will be expected to attend the virtual meeting. Mentee applicants that are **NOT** selected/paired with an mentor will still be invited to attend the virtual meeting.

Mentorship site visits: ASTHO and NOSORH will help to pair newer PCO staff with more experienced peers who can help provide guidance and expertise. The partnership is aimed at helping mentees better orient themselves to their positions and more efficiently complete their responsibilities. This component will include either virtual or in-person site visits depending on states' policies/comfort level with travel in the late spring and summer. All participants will be expected to participate in a virtual site visit or in person, which will be scheduled according to mentor/mentee availability.

Eligibility

All PCO staff are eligible to participate in the Training Academy. The mentorship and site visit portion of the Training Academy can occur directly between peers with the same roles (PCO director to PCO director, Shortage Designation to Shortage Designation, NHSC to NHSC, etc.) or cross-programmatic (PCO director receiving mentoring from an experienced Shortage Designation staff, etc.).

For 2023, ASTHO and NOSORH will select up to six PCO staff to participate as mentees in the Training Academy and up to six PCO leaders to participate as mentors. For mentees, priority will be given to new PCO directors with less than two years' experience and at least 6 months tenure. Selection will be based on the factors below and the availability of an appropriate peer match.

To be eligible, the PCO staff will be expected to:

- Demonstrate the state/territorial health agency's commitment to the proposed effort, including how the project further builds the capacity for that state/territorial health agency to address primary care workforce shortages. This should be articulated in responses to the application questions below.
- Agree to share resources and lessons learned with ASTHO, NOSORH, other state and territorial health agencies, and partner associations across the country.

Proposal Components and Application Process

Statement of Interest Application (Mentees ONLY) – DUE January 3, 2023

PCO directors and staff are invited to complete the appropriate sections of the form below (page 4 & 5) to apply for the Training Academy.

Timeline

This RFA will be available beginning November 30, 2022, with a project period running from November 30, 2022, until July 31, 2023. Please see the timeline below for additional details.

NOSORH must receive full applications by January 3, 2023. Please submit an *electronic copy* of the application to Beth Kolf at bethk@nosorh.org.

- **January 3, 2023: Full Statement of Interest Application due to NOSORH. (Please submit as an email attachment.)**
- **January 20, 2023:** Participants will be notified of their selection status.
- **March 7 - 9, 2023:** Virtual meeting, to share educational resources, expert insights from experienced PCO directors, and connect with key federal staff, state/territorial health officials, and subject matter experts.
- **March 10 - July 26, 2023:** Each of the six mentor/mentee pairing will complete site visits with veteran PCO directors. Mentors and mentees will select the dates for their individual virtual/in person site visits according to their availability. Site visits may be held in-person or virtually, dependent upon the travel policies of the state and comfortability of participants.
- **July 1-31, 2023:** ASTHO and NOSORH will conduct follow-up with participating PCO directors and staff via an online survey to evaluate the usefulness of the technical assistance, including measuring knowledge and relationships improved and built upon and new activities undertaken or planned during the Training Academy period.

Primary Care Office Training Academy

Statement of Interest Application (two pages)

CONTACT INFORMATION
<p>Name: Title: State: E-mail address: Phone:</p> <p>How long have you served in your current position?</p>
Training Academy Project Proposal:
<p>Please use the space below to provide more detail about your goals and plans for the training academy project:</p> <ol style="list-style-type: none">1. In what areas of PCO work would it be most useful to receive technical assistance? 2. What would you gain from being a mentee? 3. What topics would you most like to see discussed at the virtual meeting? 4. What is your vision and goals for the mentorship program? What specific activities do you plan to incorporate technical assistance into? How will this program enhance your office's work and effectiveness?

Please select the area(s) about which you would like to learn more:

(To indicate your selection, please place an "X" next to your areas of interest. You can also type in an explanation.)

Shortage designations

J-1 visa waivers

Student Loan Repayment Program

Working with your state/territorial health official

Working with health centers/safety net providers

Working with Primary Care Associations

Data sources/management

National Health Service Corps

Rural health issues

Recruitment/Retention

Value-based care

Needs assessments

Other, please specify:

Additional Information and Program Contact

For questions about this RFA, contact:

Beth Kolf, Program Specialist

National Organization of State Offices of Rural Health (NOSORH)

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

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