**Rural North Carolina Allied Health Careers Initiative:**

 **A Demonstration Model**

Phase 1: Project Development Report Form:

Please submit the narrative and financial reports according to the following schedule:

|  |  |
| --- | --- |
| **Reporting Periods** | **Report Due Date** |
| 1. **Month 1 – Month 2, 20xx**
 | ***Month 3 on the 15th***  |
| 1. **Month 3 – Month 4, 20xx**
 | ***Month 5 on the 15th***  |
| 1. **Month 5 – Month 6, 20xx**
 | ***Month 7 on the 15th***  |
| 1. **Month 7 – Month 8, 20xx**
 | ***Month 9 on the 15th***  |

In addition, submit your Work Plan Matrix (Appendix A) with the 2nd period report. Submit a Draft of the Implementation Plan with the 3rd report and the Final Implementation Plan is due with the 4th report. (*due dates to be set by funder*) All reports must be submitted electronically to (*Name here*), *(email* *address here)* by the report dates indicated above.  The grant reports for first year cover two-month periods. This includes the 8 month planning phase and the first four months of implementation. Quarterly reports will be submitted, beginning in year two of the grant, after completing the first 4 months of the implementation phase.

**GRANT APPLICANT:**

**LEAD CONTACT PERSON and ORGANIZATION:**

**ADDRESS:**

**TELEPHONE NO.:**

**FAX NO.:**

**E-MAIL ADDRESS:**

**REPORTING PERIOD: \_\_\_\_ \_\_\_ to \_\_\_\_ \_\_**

**DATE SUBMITTED: \_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Rural Allied Health Pipeline Initiative**

**Organizational Development: Phase One**

1. ***Summarize the key activities of the Partnership during this reporting period.***
2. ***Please indicate which of the following groups have agreed to participate in the Partnership (select all that apply). Attach a list of the participating members of the Partnership. Include individual name and title, organization, Partnership role(s). (Following the first report period, highlight new members added to the list and note any members that have withdrawn).***
	* ***Healthcare Employers***
	* ***Community Colleges***
	* ***Workforce Development Boards***
	* ***Social service and community agencies***
	* ***AHEC(s)***
	* ***Other***

***2) a. Please describe any challenges in recruiting Partnership members and how you are addressing these challenges.***

1. ***Describe how the Partnership will be developed into a formal organization.***

***Please include the following as they are developed:***

* ***Governance structure, decision-making process***
* ***Leadership structure (include names and affiliations)***
* ***Bylaws or operational procedures***
* ***Organizational chart (submit with implementation plan)***
* ***Roster of healthcare employer advisory group (include organization names and member contacts)***

***May also include, but not required:***

* ***Purpose or mission and vision statements***
* ***Partnership meeting schedule***

***3) a. Please describe any challenges in formalizing the Partnership and how you are addressing them.***

1. ***Please identify project staff members who have been assigned or hired. Select all that apply and include the following information: staff member name, credentials and experience; FTE percentage, supervisory structure, office location, date of hire or reassignment and any additional relevant information.***
	* ***Workforce Intermediary***
	* ***Project Manager***
	* ***Career Development Facilitator/Retention Specialist***
	* ***Community Case Manager***

***4) a. If any of these positions have not been filled, please describe the challenges faced and how you are addressing these challenges.***

***Project Model Development/Implementation Planning***

1. ***Describe the process and the rationale for selecting the following:***
* ***High-demand allied health occupations in your community. Be sure to include data sources, methods of collection and description of employer participation in the process.***
* ***Educational model for obtaining skills and certification(s) and specific roles of partners involved in the process (see #5 in RFP Appendix B)***
1. ***a. Please describe any challenges in determining the priority allied health occupations and how you are addressing them.***
2. ***List the high-demand allied health occupations selected for training.***
3. ***Briefly describe your project design for moving long-term unemployed into selected careers. Please include employer strategies.***
4. ***Use the matrix attached to the evaluation to list project goals, objectives and outcomes. The matrix is intended to serve as the action plan and timeline for the Partnership. It is important to identify the major goals and partner roles for all critical objectives of the project. See sample in Appendix A.***

 ***Be sure to include the following in the matrix:***

* + ***Recruitment process***
	+ ***Participant assessments (see Section III Demonstration Model in RFP)***
	+ ***Educational model for obtaining skills and certification(s)***
	+ ***Job placement process***
1. ***Please complete the statistics tracking form attached to the evaluation (Appendix D).***
2. ***Describe the process for recruiting the target population to be served. (If your target population includes participants that are not long-term unemployed, please describe the criteria for participation.) Be sure to include the role of agencies involved, number, description and frequency of recruitment activities.***
3. ***Describe the assessment process designed to screen candidates for the Allied Health PHCAST program.***

***7) a. Please describe any challenges and how you are addressing them.***

1. ***Describe the career pathways opportunities your community will explore/promote.***

***8) a. Please describe any challenges and how you are addressing them***

1. ***Describe your plans for funding the pipeline initiative when the grant ends. (Please include the following: the top three strategies for funding the Partnership, who is accountable for managing the process, any results produced; any challenges and how you are addressing them.)***

***10. Please share any insights, lessons learned, or concerns that you think would be valuable for others starting a similar initiative.***