

AzAHEC Enhanced Reporting Process for Association Rotations Meeting Highlights  
Thursday, 6/22/23 and Friday, 6/23/23

**Meeting Attendees**

Thursday's Meeting (6/22): Karen Tenace (UA COP), Elizabeth Hall-Lipsy (UA COP), Jade Zamora (SC) Rocio Enciso-Kuitert (SC), Becca Harris (NAU SON), Anna Landau (UA COM-T), Hildi Williams (UA COM-T), Diane Nunez (ASU CON), Kristen Natonie (SAAHEC), Jeff Axtell (AIH-AHEC), Marica Martinic (CPCHP), Courtney Madsen (CPCHP) and Megan Connolly (CPCHP).

Friday's Meeting (6/23): Lillian Connell (NAU PA), Bettie Coplan (NAU PA), Cecilia Romero (NAU PA), Ana Roscetti (CAAHEC), Mallika Peddada (CAAHEC), McKenzie Cane (CERE-AHEC) and Jennifer Smith (CERE-AHEC).

**Background.** Associated rotations are field experiences that are initiated by a RHPP which a regional center supports. A very small portion of AzAHEC's total rotations (8% in FY 22/23) are classified as associated rotations.

**Current Process.** The current association process was created several years ago to primarily prevent duplicate reporting of community-based experiential training (CBET) (i.e., rotations) to HRSA.

**New Process & Benefits.** The enhanced documentation process for associated rotations is streamlined and simplified to occur solely within the Salesforce database. The new process is built upon the projected rotations, rather than on waiting for the confirmation. RHPPs will select which center may be providing FE support on the projected rotation form. Additionally, the new system has been designed to include the following several benefits for both RHPPs and Centers.

	RHPPs/SC	Centers
New Process	<ol style="list-style-type: none"> <li>1) RHPP/SC submits a projected rotation form, with applicable center association, within 3 days of start date</li> <li>2) RHPP/SC submitted a confirmed rotation within 30 days of rotation end date</li> </ol>	<ol style="list-style-type: none"> <li>1) Center receives an email notification from Salesforce that a RHPP/SC has projected a rotation that their center is associated. Center also can monitor rotations their center is associated with on a report on their dashboard in Salesforce.</li> <li>2) Center documents FE support for the rotation in which they provided support</li> </ol>
Benefits	<ul style="list-style-type: none"> <li>• Improved individualized projected rotation forms</li> <li>• No more program office emails looking for rotations or inquiring about student status</li> </ul>	<ul style="list-style-type: none"> <li>• No more Qualtrics form to report associated rotations</li> <li>• Ability to monitor RHPP rotations your center is associated with in Salesforce, and directly add FE support</li> </ul>

**Timely Entries are the Key to Success.** Below are database entry timeframes as outlined in the current RHPP award letter and Centers Scope of Work. Projected and confirmed rotations are submitted within the provided timeframes below around 80% of the time. As we move forward with the new association process, these timeframes will remain unchanged.

RHPPs/SC	Centers
<ul style="list-style-type: none"> <li>• All projected rotations must be entered into Salesforce with 3 days of the start date. *</li> <li>• All rotations initiated by RHPP must be confirmed within 30 days of the end date of the rotation.</li> <li>• Rotations that have not been confirmed more than 60 days from the end date are categorized as incomplete in Salesforce.</li> </ul>	<ul style="list-style-type: none"> <li>• Center must document the Field Experience (FE) Support for the rotation to be validated (reportable) and counted towards the fulfillment of scope of work objectives.</li> </ul>

\*Most commonly, centers will not be able to locate a projected rotation for a trainee who is not a SC or RHPP trainee but is another type of trainee at one of these programs. In this scenario, centers will be able to enter the rotation for these students directly into Salesforce after 4 days from the projected start date to confirm a RHPP has not entered the rotation.

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**Next steps.** This process will take effect once Salesforce re-opens to Centers/RHPPs for FY 23/23 reporting. We understand this process is complex and will take time to perfect. We will be scheduling regular meetings to discuss the effectiveness of this process after RHPP/Centers have some time to use the system.