



MEETING: RHPP Directors, Regional Center Directors  
DATE: August 16, 2023  
TIME: 12:01- 12:31pm  
PLACE: AHEC Zoom Meeting  
HOST: Leila Barraza  
RHPP Director Attendees: Shelley Vaughn, Bettie Coplan, Andrea Lerner, Anna Landau  
Center Director Attendees: Jennifer Smith, Jeff Axtell, Ana Roscetti, Marica Martinic, Joena Ezroj  
Other Attendees: Jennifer Zuniga, Amanda Perkins, Colleen Reed, Sonia Cota-Robles, Jacob Gubler, Yolanda Perez, Marni Valenzuela, Tashina Machain, Becca Harris, Edgardo Figueroa, Mallika Peddada, Courtney Madsen

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01 pm	Welcome	Leila Barraza
Discussion	<p>Awards to RHPPs have been requested and distributed; three have been finalized and three more are being processed. Amanda Perkins will be in touch with any follow-up questions.</p> <p>SOW meeting for centers will be held in Payson on August 30, 2023. This is the initial step for 23-24 contracts; agendas have been distributed. Please complete the Qualtrics survey if you are attending this meeting.</p> <p>We have achieved 40% of AHEC Scholar recruitment. Currently 30 applicants have been accepted of the required 75 scholars for the year.</p> <p>2023-2024 Center &amp; RHPP Dashboards are available. If you have any questions, please respond to Marni Valenzuela's email. The new association process rolled out with the new reporting year and has been operating successfully.</p> <p>Satisfaction surveys were sent to both Scholar cohorts. Response rates included 23% for 21-23 cohort and 21% for the 22-24 cohort. Recommendations that could improve the program include: better guidance by faculty mentors, better defined outlines of tasks, immersion more focused on helping the community directly, additional seminar topics, and more. Most beneficial include: interprofessional nature of the program, immersion, collaboration, being able to help medically underserved communities, and more. All findings are part of the larger report that were previously distributed to Centers and RHPPs.</p> <p>AHEC is required to submit an annual State Report to the Governor and AZ State Legislature about AHEC funded program activities for the prior year. Centers and RHPPs should write their own excerpts highlighting your program activities. Please submit by September 4, 2023. Copies of prior year reports are available on the AHEC website <a href="https://azahec.arizona.edu/publications">https://azahec.arizona.edu/publications</a>.</p> <p>AHEC Scholars Application deadline September 24, 2023.</p> <p>Next meeting September 20, 2023.</p>	<p>Amanda Perkins</p> <p>Jennifer Zuniga</p> <p>Jennifer Zuniga</p> <p>Marni Valenzuela</p> <p>Sonia Cota-Robles</p> <p>Leila Barraza</p>
Ended 12:31pm		



MEETING: RHPP Directors, Regional Center Directors  
DATE: September 20, 2023  
TIME: 12:00-12:38pm  
PLACE: AHEC Zoom Meeting  
HOST: Leila Barraza  
RHPP Director Attendees: Elizabeth Hall-Lipsy, Christy Pacheco, Jonathan Cartsonis, Shelley Vaughn, Andrea Trujillo Lerner, Diane Nunez  
Center Director Attendees: Jennifer Smith, Joena Ezroj, Marica Martinic, Felipe Perez  
Other Attendees: Jennifer Zuniga, Colleen Reed, Marni Valenzuela, Nicole Paredes, Edgardo Figueroa, Amanda Perkins, Jacob Gubler, Yolanda Perez, Sonia Cota-Robles, Lourdes Montez, Courtney Madsen, Becca Harris, Tashina Machain

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:00pm	Welcome	Leila Barraza
Discussion	<p>The AHEC Scholars program has accepted 96 scholars. A chart and spreadsheet are attached to the meeting minutes email. Mentors and scholars have received an email with content and D2L instructions. All scholar changes have been sent via email and are also available on your Salesforce Dashboard.</p> <ul style="list-style-type: none"> <li>AIH-AHEC is now also accepting non-AI students for their scholars. Accepted scholars (cohort 23-25) that ranked AIH-AHEC as their #1 or #2 preference have been contacted and asked if they would like to be reassigned to AIH-AHEC.</li> <li>Fall Immersion updated agendas are due Friday, September 22, 2023.</li> <li>AHEC Scholar Application Deadline for cohort 23-25 is Sunday, September 24, 2023.</li> <li>The 21-23 ASP cohort scholar completers were sent swag mail; certificate of completion, AzaHEC tumbler, snacks, and The Political Determinants Of Health book by Daniel E. Dawes. They also received a digital badge for completing the AHEC Scholars program. The badge is good for 2 years and also provides them access to 3RNET.</li> <li>RHPPs are asked to continue to submit suggestions for AHEC Scholar Recruitment.</li> </ul> <p>Currently three center proposals are under review. If you haven't submitted your proposal, please do as soon as possible; contracts are processed on a first come/serve basis. After reviewing contracts, if the program office has questions you will be contacted.</p> <p>Federal Center invoices through August need to be submitted as soon as possible for processing in the prior award year.</p> <p>RHPP Award Letters have been sent out to all; please check your emails, if you have not received your letter please contact Amanda Perkins, <a href="mailto:alperkin@arizona.edu">alperkin@arizona.edu</a>. You must remit the acceptance letter to the program office.</p> <p>The AHEC Annual State Report has been sent for design layout. Highlights from these reports are also used for the mid-year HRSA non-continuation report. The</p>	<p>Jennifer Zuniga Nicole Paredes</p> <p>Amanda Perkins</p> <p>Jennifer Zuniga</p>



	<p>program office will be holding a meeting soon with Centers and RHPPs to discuss the type of narrative information optimally submitted for inclusion in the report.</p> <p>The HRSA Quarterly Report was submitted this week. The program office will be holding a meeting soon with Centers to discuss the type of narrative information optimally submitted for inclusion in the report.</p> <p>Next meeting October 18, 2023.</p>	
<b>Ended 12:38pm</b>		



MEETING: RHPP Directors, Regional Center Directors  
 DATE: October 18, 2023  
 TIME: 12:01- 12:55pm  
 PLACE: AHEC Zoom Meeting  
 HOST: Leila Barraza  
 RHPP Director Attendees: Shelley Vaughn, Elizabeth Hall-Lipsy, Diane Nunez, Andrea Trujillo Lerner, Anna Landau, Bettie Coplan, Christie Pacheco  
 Center Director Attendees: Jennifer Smith, Yolanda Perez, Jeff Axtell, Joena Ezroj  
 Other Attendees: Jennifer Zuniga, Colleen Reed, Nicole Paredes, Edgardo Figueroa, Amanda Perkins, Sonia Cota-Robles, Becca Harris, Jacob Gubler, Mallika Peddada, Courtney Madsen, Lourdes Montez, Marni Valenzuela

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01 pm	Welcome	Leila Barraza
Discussion	<p>AHEC Scholar Immersions</p> <ul style="list-style-type: none"> <li>AIH-AHEC: 15 scholars participated in a site visit to the Tohono O'odham community, museum, and Sells Hospital.</li> <li>CPCHP AHEC: 19 YR1 scholars completed their community immersion and windshield survey throughout Williams and Ash Fork, AZ. YR2 scholars worked on a community service-learning project and focused on the aging population of Show Low, AZ. This included a mini-intervention research application project.</li> <li>CERE AHEC: AHEC scholars participated in team building activities, windshield survey, guest speakers, and a presentation by the Senior Center about health, transportation, and nutrition needs of citizens in the Payson area.</li> <li>WAHEC: AHEC scholar cohorts toured the Cocopah Indian Community, participated in refugee activities, discussions about rural health needs including nutrition, disease management, primary and behavioral health care.</li> <li>SAAHEC: YR1 scholars completed a site visit to Rio Rico and participated in community discussions, presentations, windshield survey, and planned out the scholar year. YR2 scholars met with their subgroups and held discussions with respective community members.</li> <li>CAAHEC: YR1 scholars completed a site visit to Apache Junction in which they explored the history of the area, a site visit to Horizon Health, and conducted a windshield survey. YR2 scholars completed a site visit to Prescott, AZ, and participated in community activities, team building, and discussions about nutrition programs, healthcare, and transportation issues.</li> </ul> <p>Highlights of Immersion Evaluation were sent to Center Directors for center-specific evaluations on October 17. A total of 104 surveys received from 184 distributed.</p> <p>Centers should send in invoices for expenses through August as soon as possible, especially Federal invoices. These were due October 15, 2023, and further delays could delay/postpone further funding. If you have specific questions, please contact Amanda Perkins, <a href="mailto:alperkin@arizona.edu">alperkin@arizona.edu</a>.</p>	<p>Jeffrey Axtell</p> <p>Courtney Madsen</p> <p>Jennifer Smith</p> <p>Joena Ezroj</p> <p>Yolanda Perez</p> <p>Lourdes Montez; Mallika Peddada</p> <p>Sonia Cota-Robles</p> <p>Amanda Perkins</p>



	<p>RHPP Directors and AIH-AHEC will be receiving a Verification of all Scholars' spreadsheet shortly. This includes fields that are required for HRSA reporting including enrollment confirmation, clinical immersion and other updates. Documents should be uploaded on or before November 15, 2023 to: <a href="https://uarizona.co1.qualtrics.com/jfe/form/SV_2tcHnnmdLEotRQ2">https://uarizona.co1.qualtrics.com/jfe/form/SV_2tcHnnmdLEotRQ2</a> If you have additional questions please reach out to Nicole Paredes, <a href="mailto:nparedes@arizona.edu">nparedes@arizona.edu</a>.</p> <p>The process in Salesforce for RHPPs continues to be they should enter their rotations in Salesforce as follows: or <u>projected</u> rotations are due within three days of the projected start date; <u>confirmed</u> rotations are due within 30 days of the rotation end date. Beginning in 2023-24, Centers may enter rotations not entered by RHPPs in Salesforce four days <u>after</u> the actual start date.</p> <p>Next meeting is scheduled for November 15, 2023.</p>	<p>Jennifer Zuniga Nicole Paredes</p> <p>Jennifer Zuniga</p>
Ended 12:55pm		



MEETING: RHPP Directors, Regional Center Directors  
DATE: November 15, 2023  
TIME: 12:01-12:28pm  
PLACE: AHEC Zoom Meeting  
HOST: Jennifer Zuniga  
RHPP Director Attendees: Shelley Vaughn, Bettie Coplan, Diane Nunez, Christy Pacheco, Anna Landau  
Center Director Attendees: Jennifer Smith, Jeff Axtell, Yolanda Perez, Joena Ezroj  
Other Attendees: Amanda Perkins, Colleen Reed, Nicole Paredes, Edgardo Figueroa, Sonia Cota Robles, Marni Valenzuela, Carmen Salinas, Mallika Peddada, Debra Ilchak, Courtney Madsen, Tashina Machain, Becca Harris

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
<b>Meeting 12:00pm</b>	Welcome	Jennifer Zuniga
<b>Discussion</b>	<p>Carmen Salinas joins the CERE-AHEC team.</p> <p>CAAHEC has hired a new director, Shelli Stewart, to start in December.</p> <p>Regional Center for Border Health will be partnering with UArizona in a residency program.</p> <p>AIH-AHEC has completed their three year Strategic Plan and it is available to view <a href="#">here</a>.</p> <p>UA College of Nursing &amp; CPCHP AHEC offered an interprofessional health fair this past month.</p> <p>CPCHP AHEC received notification from ATSU that they plan to eliminate partnerships with CHCs after 2025.</p> <p>Federal August invoices from all centers have been received and are being processed by Financial Services. Amanda has been in contact with Centers that have submitted contract proposals that require follow-up. All RHPPs who have submitted proposals as of 10/15/23 have received their award letters. Please reach out if you are not certain the status of your requests.</p> <p>The RHPP/AIH AHEC Scholar quarterly verification spreadsheets are due November 15, 2023, at 5pm via <a href="https://uarizona.co1.qualtrics.com/jfe/form/SV_2tcHnnmdLEotRQ2">https://uarizona.co1.qualtrics.com/jfe/form/SV_2tcHnnmdLEotRQ2</a> The following programs spreadsheets have been received: UA CoPh, NAU PA, NAU PT, ASU CONHI, UA COM Phx, UA CPH, AIH-AHEC, NAU SON, and UA CON. Faculty mentor seminar deadline is November 15, 2023, at 11:59pm and monthly seminar material should be submitted via <a href="https://uarizona.co1.qualtrics.com/jfe/form/SV_aibBPBaOiNcngzA">https://uarizona.co1.qualtrics.com/jfe/form/SV_aibBPBaOiNcngzA</a></p> <p>AZ AHEC 2022-23 Annual State Report has been published and is available on the <a href="#">website</a>.</p> <p>New Training and Information portal is available on <a href="#">website</a> for AHEC Regional Centers and RHP Programs. This information highlights information sent via email and discussed in monthly meetings. There is also a link where new or refresh training needs can be requested.</p>	<p>Jennifer Smith</p> <p>Mallika Peddada</p> <p>Joena Ezroj</p> <p>Jeff Axtell</p> <p>Christy Pacheco</p> <p>Courtney Madsen</p> <p>Amanda Perkins</p> <p>Nicole Paredes</p> <p>Jennifer Zuniga</p> <p>Marni Valenzuela</p>



	<p>AHEC's mid-year assessment begins in January and allows the program office to prepare for the non-competing continuation narrative report due in March and the year-end data report due in July; both are required by HRSA.. To accommodate this mid-year assessment, the Salesforce Database will close January 11-12, 2024.</p> <p>Part of the mid-year assessment includes an assessment of club activities.. To date only AIH AHEC, CPCHP, CAAHEC, WAHEC have entered club data into Salesforce. Sonia will be contacting centers to determine reporting status.</p> <p>Next meeting December 13, 2023, at noon. This is a revised date; calendars should be updated accordingly.</p>	<p>Jennifer Zuniga</p> <p>Sonia Cota-Robles</p>
<b>Ended 12:28pm</b>		



MEETING: RHPP Directors, Regional Center Directors  
DATE: December 13, 2023  
TIME: 12:00-12:30pm  
PLACE: AHEC Zoom Meeting  
HOST: Leila Barraza  
RHPP Director Attendees: Marc Verhougstraete, Andrea Trujillo Lerner, Elizabeth Hall-Lipsy  
Center Director Attendees: Yolanda Perez, Jennifer Smith, Joena Ezroj, Shelli Stewart, Jeff Axtell  
Other Attendees: Jennifer Zuniga, Amanda Perkins, Colleen Reed, Nicole Paredes, Edgardo Figueroa, Sonia Cota Robles, Marni Valenzuela, Jacob Gubler, Mallika Peddada, Lisa Nieri, Tashina Machain

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:00pm	Welcome	Jennifer Zuniga
Discussion	<p>Mid-year assessment review begins in January. Salesforce database will be closed January 11 beginning at 9am through January 12, 2024, at 5pm. All Centers and RHPPs are asked to make certain all activities are in the Salesforce database for the dates July 1, 2023, through December 31, 2023. The Program Office will compile the data and send reports to Center and RHPP Directors in February.</p> <p>The new template for the center quarterly narrative template was discussed to determine if there were any remaining questions. This quarterly narrative is due Friday, December 15, 2023.</p> <p>Centers with any questions regarding their contract completion status should contact Amanda Perkins, <a href="mailto:alperkin@arizona.edu">alperkin@arizona.edu</a>.</p>	<p>Marni Valenzuela</p> <p>Jennifer Zuniga</p> <p>Amanda Perkins</p>
Ended 12:30pm		





MEETING: RHPP Directors and Regional Center Directors  
DATE: January 17, 2024  
TIME: 12:01 – 1:04pm  
PLACE: AHEC Zoom Meeting  
HOST: Leila Barraza  
RHPP Director Attendees: Shelley Vaughn, Andrea Trujillo Lerner, Bettie Coplan, Jonathan Cartsonis  
Center Director Attendees: Shelli Stewart, Jennifer Smith, Marica Martinic, Joena Ezroj, Jeff Axtell, Yolanda Perez  
Other Attendees: Jennifer Zuniga, Colleen Reed, Sonia Cota-Robles, Nicole Paredes, Marni Valenzuela, Edgardo Figueroa, Roy Sanchez, Courtney Madsen, Jacob Gubler, Tashina Machain, Debra Ilchak, Justin Stott, Mallika Peddada, Jennifer Howard

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting	Welcome	Leila Barraza
Discussion	<p>The Arizona Rural Health Conference will be held in Flagstaff with pre-conference activities beginning June 3, 2024, and conference sessions June 4-5. In lieu of center presentations, Centers will join in an AHEC Scholars Presentation. The Program Office is collaborating with SAAHEC and CAAHEC for a CME presentation designed for preceptors as a pre-conference event on June 3.</p> <p>Evaluation details have been shared via e-mail with Centers and RHPP Directors related to the following evaluation topics:</p> <ul style="list-style-type: none"><li>• <u>Developmental evaluation activities</u> allow review of programs on an ongoing basis. This evaluation practice allows adjustments to be made based on feedback for programs, including ASP and RHPP, on a regular basis.</li><li>• <u>Monitoring of program and activities</u> allows documentation of program effects and satisfaction. This includes data collection for field experiences, for which automated surveys are sent to students if the field experience is documented in Salesforce within three days of the start date. Students are not invited to participate in evaluations if the rotation was not entered in a timely manner.</li></ul> <p>Jennifer Smith noted that some CBET training is organized by a community partner, and financial support is subsequently requested of and provided by CERE. In this case, CBET is not known within the three day window and would result in no survey being generated.</p> <p>Centers and RHPPs have successfully entered all activities that occurred from 7/1-12/31 into Salesforce for the annual Mid-Year Assessment. Outcome reports based on findings will be distributed shortly. Findings have shown the enhanced documentation of associated rotations process launched this summer has been successful. As a reminder, for this process to run smoothly, all RHPPs should enter 1) projected rotations into Salesforce within three days of the start date, and associate any regional center involvement, and 2) confirm the rotation within thirty days of the end date. Regional Centers who cannot find a RHPP rotation they are associated with must wait at least four days from the start date of a rotation before entering directly into Salesforce. A refresher video on the enhanced rotations process is available on AzaHEC's <a href="#">website</a>.</p>	<p>Jennifer Zuniga</p> <p>Sonia Cota-Robles</p> <p>Jennifer Smith</p> <p>Marni Valenzuela</p>



	<p>CAAHEC AHEC Scholars Spring Immersion for Year2 will be held January 20-21, 2024. All other Spring immersions are scheduled for February 3-4, 2024. Spring Immersion information can be found in <a href="#">box</a>. Spring immersion details have been distributed multiple times since December 21, 2023. Centers are asked to send Spring Immersion agendas to Nicole, <a href="mailto:nparedes@arizona.edu">nparedes@arizona.edu</a>, by Friday, January 19, 2024.</p> <p>RHPP Interprofessional Conference will be held virtually on April 12-13, 2024.</p> <ul style="list-style-type: none"><li>• Planning Committee Meeting: The first planning committee meeting is scheduled for January 18th at 1pm via zoom. Invitations were sent via email from Marni Valenzuela to all Center and RHPP directors. Those unable to attend may share any ideas with the planning committee via the following <a href="#">Qualtrics form</a>. Meeting highlights will be distributed after the meeting.</li><li>• Posters and Poster Videos: Guidelines and the submission link have been previously distributed to Center/RHPP directors via email and are available on our <a href="#">website</a> and D2L. Poster abstracts will not be collected this year. The submission deadline for Posters and Poster Videos is March 17, 2024.</li><li>• Satellite Locations: AzAHEC is offering the opportunity for RHPPs and Centers to host a satellite viewing location for the conference. This model has helped reduce travel for students who are out on rotations. RHPP/Center Directors can complete the following <a href="#">Qualtrics form</a> by February 9, 2024 to share their plans.</li></ul>	<p>Nicole Paredes</p> <p>Jennifer Zuniga Nicole Paredes Marni Valenzuela</p>
Ended 1:04pm		



MEETING: RHPP Directors and Regional Center Directors  
DATE: February 21, 2024  
TIME: 12:01 – 12:49pm  
PLACE: AHEC Zoom Meeting  
HOST: Leila Barraza  
RHPP Director Attendees: Andrea Trujillo Lerner, Bettie Coplan, Christy Pacheco, Diane Nunez, Shelley Anne Vaughn  
Center Director Attendees: Joena Ezroj, Jeff Axtell, Marica Martinic, Shelli Stewart, Yolanda Perez  
Other Attendees: Leila Barraza, Nicole Paredes, Colleen Reed, Sonia Cota-Robles, Roy Sanchez, Tashina Machain, Courtney Madsen, Jacob Gubler, Jennifer Howard, Kenny Evans, Mallika Peddada

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01	Welcome	Leila Barraza
Discussion	<p>Announcements:</p> <ul style="list-style-type: none"><li>Amanda Perkins is no longer working as Finance Manager for AzAHEC. Replacement candidates are actively being sought. If Centers and RHPPs have questions in the interim, please email <a href="#">Leila Barraza</a> or <a href="#">Jennifer Zuniga</a> as there is no alternative financial contact at the moment. Invoice questions can be directed to <a href="#">Colleen Reed</a>.</li><li>There is a research team at Augusta University in Georgia studying AHEC preceptors' mental health, with a focus on comparing Georgia with Arizona. Directors will receive an email containing a writeup from the researchers, which includes a survey. If interested, please pass this along to preceptors. If not applicable, no action is needed.</li><li>A few years ago, AHEC began soliciting a Request For Proposal (RFP) from AHEC Centers. This is because of guidance that indicated the need to complete RFPs for any contracts over \$100K. This is being put on hold until Amanda Perkins' position is filled. Center directors will be advised when this process resumes.</li></ul> <p>Regional Center's <a href="#">second quarterly narrative</a> is due March 15, 2024 and should include information about the AHEC Scholars Immersion (which will be discussed in today's meeting). The second quarter narrative must include a signed copy of the Center's Form 990.</p> <p>The Spring 2024 AHEC Scholars' Immersion was the focus of the following Center reports:</p> <p>CPCHP's immersions were successful despite a blizzard in Northern AZ, which forced a few to miss. CPCHP is actively standardizing the immersion process. First-year immersions will focus on information gathering, and second-year immersions will focus on service learning and a mini health intervention. The second-year immersion took place in Show Low, AZ, and involved a health fair regarding falls risk assessment. Participants were surveyed on pre and post knowledge, which will be presented at the RHPP Conference. Some social aspects of the visit were perhaps more impactful to Scholars. The first-year immersion took place in Williams, AZ, and focused on demographics and what Scholars may want to focus on next year. Speakers presented on the topics of community resource development and working with the veteran population. Scholars also toured and volunteered at a camp for disabled adults.</p>	<p>Leila Barraza</p> <p>Courtney Madsen</p>



	AIH-AHEC presently only has a first-year cohort. A storm made some Scholars hesitant to travel. Scholars participated in cultural humility training with UArizona representatives who presented on working in tribal communities while acknowledging historic traumas that result in disparities. The cohort traveled to Sells, AZ, which coincided with an annual rodeo and fair. Scholars networked with local political figures and local organizations, and surveyed residents on what health care needs exist.	Tashina Machain
	The first-year immersion for CAAHEC took place in Apache Junction, and the second-year immersion took place in Prescott. The first-year immersion focused on learning about the Apache Junction community. Speakers presented on housing costs and associated issues. Scholars also studied how to grow fresh vegetables and had the opportunity to participate in gardening and distributing vegetables to those in need. The second-year immersion involved Scholars visiting a community fair and surveying the community regarding health insurance. Speakers presented on insurance availability and recommendations. Separating the first and second-year immersions into separate events was helpful.	Mallika Peddada
	This year's WAHEC immersion began in Cocopah and focused on nutrition and recreation activities. Scholars held a nutrition and recreational activities fair for the community, and created and distributed a nutrition cheat sheet. Nutrition fair attendees were guided on creating a nutritious trail mix. The second stop for the immersion involved the UArizona Extension, and scholars received a culinary medicine demonstration. Scholars were able to prepare meals while learning about ingredient nutrition. The third stop for the immersion took place at the Crossroads Mission, where scholars learned about nutritional programs. Scholars also prepared and served dinner to the homeless population. The immersion concluded with a collaboration between first and second-year Scholars where they discussed what had been learned and how to put that into practice.	Joena Ezroj
	The first and second-year SAAHEC immersions happened concurrently in Rio Rico and Nogales, AZ. Scholars learned about issues relevant to the community, with a focus on issues arising from proximity to the border. Mental health techniques with regards to burnout were presented. Scholars also toured a pharmacy and learned about challenges relating to border proximity. Scholars also toured the border. First-year Scholars worked on establishing a focus for intervention in their second year. The second-year Scholars worked on projects in Tucson, and a speaker highlighted poverty and prosperity initiatives.	Yolanda Perez
	Attendance for CERF's immersion this year in Payson was good and involved a scavenger hunt with a theme that focused on rural and accessibility issues. Some items on the scavenger hunt list did not exist (i.e., a dialysis center, a sidewalk on Frontier St), which helped Scholars understand some of the issues that might arise in the community. Many Scholars learned to drive in the snow for the first time. Scholars also made progress on their papers and posters, and they are ready for the RHPP conference.	Kenny Evans
	Nicole thanks the Center partners for uploading the final agenda, pictures, media release forms, attendance, and stipend data for the immersions by the deadline. The pictures and immersion summaries show that the students had a meaningful experience in their assigned communities.	Nicole Paredes



	<p>As a reminder, RHPP Conference registration is now open. The registration link is: <a href="http://tinyurl.com/329m7h75">http://tinyurl.com/329m7h75</a>. After registration, a unique link will be emailed to the registrant, which should not be shared. Registration will also trigger a reminder email the day before and 1 hour before the conference. The same link will be used for both days, even though initially it may only mention Friday's program. The agenda is available <a href="#">on the AHEC website</a> and will be updated when changes are made. The deadline for poster submissions is March 17.</p>	
<b>Adjournment 12:49pm</b>		



MEETING: RHPP Directors and Regional Center Directors  
DATE: March 20, 2024  
TIME: 12:01 – 12:20pm  
PLACE: AHEC Zoom Meeting  
HOST: Leila Barraza  
RHPP Director Attendees: Andrea Trujillo Lerner, Bettie Coplan, Christy Pacheco, Marc Verhougstraete, Shelley Anne Vaughn, Elizabeth Hall-Lipsy  
Center Director Attendees: , Joena Ezroj, Shelli Stewart  
Other Attendees: Carmen Salinas, Courtney Madsen, Debra Ilchak, Jacob Gubler, Jennifer Howard, Kristen Natonie, Lourdes Montez, Mallika Peddada, Tashina Machain, Jennifer Zúñiga, Nicole Paredes, Edgardo Figueroa, Sonia Cota-Robles

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting	Welcome	Leila Barraza
Discussion	<p><b>RHPP Conference:</b></p> <p>Final updates on the 12<sup>th</sup> Annual Interprofessional RHPP Conference agenda scheduled for April 12-13 were shared. The agenda is available <a href="#">on the AzAHEC website</a>. A comprehensive breakdown of the conference schedule for April 12th and 13th was provided, highlighting key speakers and session topics.</p> <p>The current registration for the RHPP Conference is 176 attendees, with 113 of those being AHEC Scholars. Centers will receive a list of scholars that are registered so that faculty mentors can ensure all scholars are registered. RHPP Directors will be copied in the email. <a href="#">The registration link</a> is currently open to anyone wishing to register. The registration confirmation email containing the unique Zoom link to attend the conference may initially indicate that it is only for April 12, however, this Zoom link will be used to attend both dates.</p> <p><b>Rural Health Conference:</b></p> <p>The Rural Health Conference is scheduled for June 4-5 and will be held in Flagstaff, Arizona. Early hotel booking is encouraged due to high demand. Hotel arrangements can be made through <a href="#">the Rural Health Conference website</a>. The AHEC portion of the conference will focus on the AHEC Scholars Program as implemented by the Centers, and successful Scholar recruitment strategies of RHPP directors.</p> <p>AzaAHEC will present pre-conference activities on Monday, June 3, including a session on Graduate Medical Education financing (am) and Preceptor Development Training (pm). Both sessions will be presented in person as well as through Zoom and aim to provide valuable insights for attendees. Lunch will be served between the two events and the day will conclude with a reception.</p> <p><b>AHEC Scholars Program and New Application Cycle:</b></p> <p>Important dates for participation in the next two academic years were shared. Centers are encouraged to plan accordingly and communicate these dates to their incoming faculty mentor.</p> <p>Year two faculty mentors and Centers will receive an email that contains a Qualtrics survey link that asks for names of the scholar(s) who will present on</p>	<p>Jennifer Zúñiga</p> <p>Nicole Paredes</p> <p>Jennifer Zúñiga</p> <p>Jennifer Zúñiga</p> <p>Nicole Paredes</p>



	<p>behalf of the scholar group. Faculty mentors will have mic access and introduce the identified scholar presenter(s) of their group.</p> <p>The All-Center Director's meeting will be on March 29th, with final agenda items to be distributed soon.</p>	Leila Barraza
<b>Adjournment 12:20pm</b>		



MEETING: RHPP Directors and Regional Center Directors  
 DATE: April 17, 2024  
 TIME: 12:00 – 12:19pm  
 PLACE: AHEC Zoom Meeting  
 HOST: Leila Barraza  
 RHPP Director Attendees: Andrea Trujillo Lerner, Anna Landau, Bettie Coplan, Debra Ilchak, Elizabeth Hall-Lipsy, Jonathan Cartsonis, Shelley Anne Vaughn  
 Center Director Attendees: Shelli Stewart, Jennifer Smith, Joena Ezroj, Jeff Axtell, Marica Martinic, Yolanda Perez  
 Other Attendees: Camen Salinas, Courtney Madsen, Jacob Gubler, Jennifer Howard, Kristin Natonie, Lourdes Montez, Tashina Machain, Jennifer Zúñiga, Colleen Reed, Edgardo Figueroa, Jim Fulford, Nicole Paredes, Sonia Cota-Robles, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01	Welcome	Leila Barraza
Discussion	<p>Announcements:</p> <ul style="list-style-type: none"> <li>Jim Fulford has started in his role as finance manager with the AHEC Program Office. Jim Fulford joins AHEC after working with the College of Pharmacy for over 4 years. If RHPPs and Centers have submitted invoices that are still pending, those will be addressed as soon as possible pending an onboarding window for Jim.</li> <li>There were just under 300 participants at the recent RHPP Conference. If directors need a list of attendees for their location, please contact <a href="#">Nicole Paredes</a>. That information can be broken down by college before distribution. The attendance list does not need to be entered into Salesforce.</li> <li>The RHPP Conference evaluation form is still open. Feedback received thus far has been positive with some constructive suggestions that will be summarized and distributed at a later date.</li> <li>RHPP Request for Proposal (RFP) will be distributed around June 3, 2024. Preliminary items related to budgets, including proposal review, will begin on July 1, 2024. Proposals will be reviewed in the order that they are received. All 2024/2025 RFPs will be due no later than August 30, 2024. After that date, reduced funding allocation may be applicable. Please ensure all RFPs are submitted by the August 30<sup>th</sup> deadline. Details regarding the deadline and any changes will be included in the RFP documentation for further review by directors if needed.</li> </ul> <p><b>RHPP &amp; Center Collaborative Meeting:</b>          A meeting will be coordinated that will bring together Centers and RHPPs for a discussion that solely focuses on projected rotations. This will facilitate RHPP notifications to Centers regarding projected rotations and help Centers plan for housing and other trainee support. Efforts will be made to include as many Centers and RHPPs as possible to pave the way for effective collaboration.</p> <p>The goal of the collaborative meeting would be to maintain the current projected-rotation flow, but with the addition of bringing Centers into the conversation at an earlier point.</p>	<p>Leila Barraza</p> <p>Nicole Paredes</p> <p>Sonia Cota-Robles</p> <p>Leila Barraza</p> <p>Leila Barraza</p> <p>Jennifer Zúñiga</p>





	<p><b>Budget proposal update:</b> Upcoming budget proposal documentation will include newly added verbiage that establishes the need to notify the Program Office if there is a need for an interim RHPP director. The Program Office should be notified in case of any extended absences for an RHPP director.</p>	Leila Barraza
	<p><i>There will be no opportunity to request an increase in funding in the initial budget submittal. However, requests for mid-year increases may be considered based on successful performance and specific needs. If 2023/2024 student projections were not achieved or documented in Salesforce, there may be implications as a result. Please ensure all rotations are documented in Salesforce and are up-to-date and accurate. It is unnecessarily time consuming for the Program Office to make corrections or remove duplicate entries in Salesforce. Errors in Salesforce can lead to HRSA funding issues, which can have an impact on budgets.</i></p>	Leila Barraza
	<p><b>AHEC Scholar Information:</b> The April seminar for AHEC Scholars is posted and is still a requirement for all scholars. Some scholars may believe that the RHPP conference was the final requirement, however the April seminar is still pending. After the April seminar, second-year Scholars will be done.</p>	Nicole Paredes
	<p>An announcement will be posted on the year-two Scholar D2L page detailing how updated contact information can be submitted. Personal email addresses are preferred since some Scholars will lose access to university email addresses after graduation. This contact information will be used to distribute digital badges from national AHEC, which can be uploaded to LinkedIn profiles and social media.</p>	Nicole Paredes
	<p><b>RHC Conference update:</b> The registration form is being finalized for pre-Rural Health Conference sessions in June. Once complete, notification will be sent to all directors. There will be two sessions: a Graduate Medical Education session in the morning, and a Preceptor Development Training session in the afternoon. Registration will be separate from conference registration, and CME will be issued for the Preceptor Development Training session in the afternoon. There is no charge to attend, and participation is available in-person or remote. Lunch and a reception are available to in-person attendees.</p>	Jennifer Zúñiga
Ended 12:19pm		



MEETING: RHPP Directors and Regional Center Directors  
 DATE: May 15, 2024  
 TIME: 12:01 – 12:55pm  
 PLACE: AHEC Zoom Meeting  
 HOST: Leila Barraza  
 RHPP Director Attendees: Joena Ezroj, Jennifer Smith, Shelli Stewart  
 Center Director Attendees: Anna Landau, Christy Pacheco, Jacob Gubler, Jonathan Cartsonis, Shelley Vaughn, Andrea Lerner  
 Other Attendees: Kate Lemke, Katie Belous, Courtney Madsen, Joe Harrison, Lourdes Montez, Tashina Machain, Navaz Dolasa, Jennifer Zúñiga, Colleen Reed, Edgardo Figueroa, Nicole Paredes, Sonia Cota-Robles, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01pm	Welcome	Leila Barraza
Discussion	<p><b>Pipeline Az:</b>  <a href="#">Pipeline Az</a> is a career exploration website developed in partnership with the Arizona Department of Education. This is a career resource that can be used for exploration and advancement of careers in Arizona. CPCHP presently uses the system, and there is no cost to middle- or high-school students for use of the system. Students can register or convert a preexisting account to associate with an RHPP or Center.</p> <p>The Healthcare Hub is a one-stop shop that can help students understand what opportunities exist in both clinical and administrative roles as well as learn about what skills are needed. Students can discover settings and populations that they can work with. Day-in-the-life videos will be available soon. Knowledge, Skills, and Abilities (KSAs) for various roles are listed, and students can add them to their profile. Training organizations and opportunities are identified, and there are approximately 130 different health care career pages on the website.</p> <p>RHPPs and Centers can access a list of linked students. This contains various data points including logins, school affiliation, results of career quizzes, and occupational matches. The system is widely used in school districts across Arizona, so there is a good chance that teens have had prior exposure to the system. Summer camp activities can be published by <a href="#">adding them to an online calendar</a>. The process for creating a landing page is streamlined, but those interesting in testing a landing page for their organization can reach out for assistance.</p> <p><b>SalesForce Closure:</b>            Performance-metrics reports will be submitted to HRSA in July. Center and RHPP data in SalesForce must be available before that time. Reporting in SalesForce will close for FY 23/24 at 5:00pm on the following dates:</p> <ul style="list-style-type: none"> <li>• Friday, May 31 – Closed to RHPPs</li> <li>• Monday, June 10 – Closed to Centers</li> </ul> <p>All programming data must to be entered into SalesForce before these deadlines. If data cannot be entered by these deadlines, it will not be included in the FY 23/24 HRSA report but can be included in the state report.</p> <p><b>RHPP Request for Proposals (RFP):</b>            Instructions for completing RFPs will go out on June 1, 2024. A technical assistance session will be scheduled after it has been released. A Center/RHPP meeting has been scheduled for June 11 from 9:30am to 2:00pm in Phoenix to</p>	<p>Katie Belous</p> <p>Kate Lemke</p> <p>Katie Belous</p> <p>Leila Barraza</p> <p>Leila Barraza</p>



	<p>address one requirement of the RFP: Each RHPP must submit a Letter of Commitment (LOC) from each Center along with their proposal indicating the rotation support the Center agrees to provide. Each RHPP must submit an LOC for each Center they are working with. An RHPP does not need to submit an LOC for Centers that they do not work with. More details about other aspects of the RFP will be provided at the technical assistance session.</p> <p>All Centers and RHPPs have been invited on June 11 to discuss details regarding RHPP budgetary needs for FY 24/25. The meeting is tentatively scheduled to take place in Phoenix, however, most invitees have indicated they will participate remotely. A face-to-face benefit exists, but each RHPP and Center will determine if a June 11 meeting will fit into their schedule. The meeting is presently scheduled for 9:30am to 2:00pm, but this time may change if it is converted to fully virtual.</p> <p>Please notify the Program Office if:</p> <ul style="list-style-type: none"><li>• A director cannot attend the technical session and/or</li><li>• An alternative person can attend the technical session to represent the RHPP or Center</li></ul> <p>This information is needed to determine if the technical session can be held in person.</p> <p>If an alternative method is proposed that is easier and can still facilitate the creation of the LOC (e.g., a FY 24/25 proposal is sent to the Center by the RHPP), then the alternative method may be taken into consideration. RHPPs do not need to submit an LOC for budgetary needs from non RHPPs or other organizations.</p> <p><b>AHEC Scholars Update:</b> Nine AHEC Scholars have thus far been recruited for the 2024-26 cohort. The application deadline is Sunday, September 15, 2024. The deadline for submittal of feedback, input, or suggestions for the Scholars Manual is May 31, 2024, and all RHPPs and Centers have received a calendar reminder.</p> <p>For RHPPs, scholar verification is due May 15, 2024, and verification is still missing from ASU, College of Medicine-Phoenix, and the College of Public Health.</p> <p>For Centers, new faculty mentors should be identified by July 1, 2024. If incoming mentors have already been identified, please notify Nicole Paredes. Please include the mentor's CV so that the mentor can be processed and a determination can be made on their approval. Mentors must be given DCC status so that they have access to D2L.</p> <p><b>RHPP Conference Evaluation Summary:</b> The evaluation summary was sent to all partners. Feedback indicated participants were largely satisfied and enjoyed the keynote speaker. Partners are welcome to share the report with others in their office. Please contact Sonia Cota-Robles with any questions.</p> <p><b>Rural Health Conference (RHC):</b> The RHC will take place on June 4 and 5. The draft agenda is <a href="#">available online</a>. There will be two preconference sessions held on June 3. Registration for the preconference sessions <a href="#">can be completed online</a> and is separate from the RHC registration. The two preconference sessions are:</p>	<p>Jennifer Zúñiga</p> <p>Leila Barraza</p> <p>Jennifer Zúñiga</p> <p>Nicole Paredes</p> <p>Sonia Cota-Robles</p> <p>Leila Barraza</p>
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	<ul style="list-style-type: none"><li>• Graduate Medical Education (GME) Financing with Charlie Alfero and Dr. Ed Paul, the AHEC GME directors. AHEC received additional funding to support rural residencies, and this presentation will focus on what is being done to further residencies in the state of Arizona.</li><li>• AHEC Preceptor Development Training with Dr. Sarah Coles. Two CME units will be offered for this session.</li></ul> <p>A panel discussion with Center directors regarding the Scholars program will be held during the RHC on Tuesday, June 4, at 10:45am. All panelists have received an email from Roy Sanchez with a link to complete a survey that will enable continuing education units to be issued for the conference.</p> <p>Centers do not need to prepare a PowerPoint for the panel discussion, but may share highlights, features, and successes. A few minutes will be allocated to each Center, overall updates will be presented, and there will be a question-and-answer session, thus the time will pass quickly.</p>	
<b>Ended 12:55pm</b>		



MEETING: RHPP Directors and Regional Center Directors  
DATE: June 26, 2024  
TIME: 12:01 – 12:11pm  
PLACE: AHEC Zoom Meeting  
HOST: Leila Barraza  
RHPP Director Attendees: Bettie Coplan, Jonathan Cartsonis, Andrea Trujillo Lerner, Shelley Vaughn, Christy Pacheco, Diane Nuñez  
Center Director Attendees: Jennifer Smith, Jeff Axtell, Shelli Stewart, Yolanda Perez, Marica Martinic, Ana Montoya  
Other Attendees: Sonia Cota-Robles, Mallika Peddada, Jennifer Zúñiga, Carmen Salinas, James Fulford, Colleen Reed, Marni Valenzuela, Nicole Paredes, Courtney Madsen, Edgardo Figueroa, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01pm	Welcome	Leila Barraza
Discussion	<p><b>Support Request for RHPPs</b> RHPPs are reminded to touch base with Centers for student support requests for FY24/25. The deadline for communicating support requests to Centers is today, June 26. Please reach out to the Program Office if unable to submit by today.</p> <p><b>AHEC Scholars Update</b> Scholar applications have been received from ASU College of Nursing, NAU School of Nursing, UA College of Pharmacy, and UA College of Public Health.</p> <p>As noted in the Scholar manual and calendar invitation, Centers are reminded to identify incoming faculty mentors for the 24/26 cohort by July 1. Please submit the faculty mentor's CV/resume to <a href="#">Nicole Paredes</a>. Approval communication will be sent by July 15.</p> <p><b>HRSA Report Update</b> The Program Office is on track with compiling the report due to HRSA that contains RHPP and Center activities and metrics. Timely data submission from Centers has facilitated this process. The Salesforce system is presently closed but will reopen in a few weeks.</p> <p>Non-competing continuation and quarterly reports were submitted successfully earlier in the month of June.</p> <p>There will be no RHPP &amp; Center Director's meeting in July; The next director's meeting will be on August 21. As a reminder, Scholar immersions will take place in the fall.</p>	<p>Leila Barraza</p> <p>Nicole Paredes</p> <p>Marni Valenzuela</p> <p>Jennifer Zúñiga</p> <p>Leila Barraza</p>
Ended 12:11pm		