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To: [Zuniga, Jennifer E - \(jzuniga\)](#)
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Subject: Center Year End Reporting 2023-24
Date: Thursday, March 7, 2024 8:27:00 PM

Dear Center Director:

Arizona AHEC is required to submit an annual performance (i.e., metric) report to our federal funder, Health Resources and Services Administration (HRSA), that includes all center funded activities supported by AZAHEC as follows:

- a. Rotation/Field experiences for health professional trainees.
- b. Community immersions for AHEC Scholars.
- c. Pipeline activities for 9-16 grade students; and
- d. Continuing Education and Continuing Professional Development events for health professionals.

The performance report is for the period 7/1/23 – 6/30/24 (i.e., fiscal year 2023/24) and is due to HRSA by 7/31/24. As reflected in your Scope of Work, **SalesForce will be closed for all fiscal year (FY) 2023/24 data entry on Monday, June 10, 2024 at 5PM MST**. You will receive an email notification when Salesforce is re-opened for the FY 2024/25 reporting period.

UTILIZATION OF SALESFORCE DASHBOARD

AZAHEC reporting is a complex process. As a center director, your regular log-in and review of your center's [SalesForce](#) FY 2023/24 dashboard for accuracy and completeness remains the best method to ensure all of your center's AzaAHEC funded activities are included towards your center's Scope of Work (SOW) metrics and AzaAHEC's reports. We encourage each center director to review your dashboard regularly and compare it with your center's scope of work and any internal documents. This is the best assurance that all reportable activities are reflected in Salesforce.

KEY YEAR END DEADLINES

After your review of your center's FY 2023/24 dashboard, we request your assistance in working with your center team to complete the following to ensure an accurate and timely HRSA report submittal by the Salesforce Closure Date:

- a. Report all FY 2023/24 center experiences/events that have begun or are anticipated to begin through 6/30/24.
 1. This includes rotation/field experiences (including associated experiences), clubs, continuing education and continuing professional development events.
- b. Ensure your center associates itself with any RHPP/SC rotations when:
 - i. Notified by these entities through Salesforce
 - a. This notification will occur not later than 5/31/24, **AND**
 - ii. IF your center has provided support for these rotations, ensure all rotation support is fully documented in Salesforce.
- c. Finalize any AzaAHEC-requested corrections for FY 2023/24 center-reported experiences/events. Any unresolved experiences/events corrections as of 6/10/24 at 5 PM MST will not be:
 - i. reported to HRSA, or
 - ii. included toward your center's completion of SOW metrics, or

iii. considered as part of your center's overperformance.

REPORTING YEAR GUIDELINES

- Experiences/events that begin AND end in FY 2023/24 must be reported in FY 2023/24.
- Experiences/events that begin in 2023/24 fiscal year and end in 2024/25 fiscal year may be reported in either fiscal year within the following guidelines:
 1. We encourage reporting all experiences/events that begin in FY 2023/24 (before 6/30/24) to be reported in *FY 2023/24* regardless of end date.
 2. Experiences/Events that begin in fiscal year 2023/24 (before 6/30/24) and end in FY 2024/25 (after 7/1/2024) **may** be reportable to HRSA as follows:
 - a. Reportable in FY 2023/24 if entered in Salesforce by centers by 6/10/24
or
 - b. Reportable in FY 2024/25 if entered in Salesforce by centers after Salesforce reopens for FY 2024/25 entries and entered on or before 6/10/25.
 3. Experiences/Events are eligible for overperformance calculations only in the fiscal year in which they are reported.

STATE REPORTING GUIDELINES

Arizona AHEC is required to submit an annual narrative and performance report to the State of Arizona that describes funded activities. The contents of this report include the same metrics and dates (i.e., 7/1/23-6/30/24) as the HRSA performance report outlined above, in addition to some metrics included only in the State report. However, since the State report is due later in the year, there is a very limited opportunity for centers to identify omissions in previously reported FY 2023/24 HRSA data and request inclusion of this information in the FY 2023/24 State of Arizona report only. **A request from each center summarizing additional entry types and volume should be submitted by email to jzuniga@arizona.edu by 6/30/24 at 5 PM MST.** If approved, specific instructions and a brief opportunity for submittal will be provided. Note this data subset will be reported only to the State of Arizona and is therefore:

- i. **not** included toward your center's completion of FY 23/24 SOW metrics, and
- ii. **not** considered as part of your center's overperformance.

This email is being distributed to Center Directors to ensure appropriate internal distribution to team members and follow up. We appreciate your partnership in ensuring another successful year of HRSA reporting!

Best,

Jennifer Zúñiga

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