

From: [Zuniga, Jennifer E - \(jzuniga\)](#)
To: [Zuniga, Jennifer E - \(jzuniga\)](#)
Bcc: [Bettie H. Coplan](#); [Shelley Anne Vaughn](#); [Andrea T Lerner](#); [Valenzuela, Marni - \(marnir\)](#); [Landau, Anna S - \(alandau\)](#); [Cartsonis, Jonathan Zed - \(jcartsonis\)](#); [Pacheco, Christy L - \(christyp\)](#); [DIANE.NUNEZ@asu.edu](#); [Verhougstraete, Marc - \(mverhougstraete\)](#); [Hall-Lipsy, Elizabeth A - \(ehall05\)](#); [Paredes, Nicole N - \(nparedes\)](#); [Sanchez, Rogelio - \(rogelios\)](#); [Figueroa, Edgardo Alejandro - \(edgardoafigueroa\)](#); [Cota-Robles, Sonia Lynn - \(soniacotarobles\)](#)
Subject: RHPP Year End Reporting 2023-24
Date: Thursday, March 7, 2024 9:11:00 PM

Dear RHPP 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 Rotation/Field experiences for health professional trainees. 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 Award Letter, SalesForce will be closed for all further RHPP fiscal year (FY) 2023/24 data entry on Friday, May 31, 2024, at 5 PM MST. You will receive an email notification when Salesforce is re-opened for FY 2024/25 reporting period.

UTILIZATION OF SALESFORCE DASHBOARD

Reporting by AzaAHEC is a complex process. As an RHPP director, your regular log-in and review of your center's [SalesForce](#) FY 2023/24 dashboard for accuracy, timeliness and completeness remains the best method to ensure all your program's metrics are included in AzaAHEC's reporting. Your Salesforce dashboard includes the following critical metrics:

1. Projected rotations/field experiences
2. Confirmed rotations/field experiences.
3. Validated rotations/field experiences.
4. Award Achievements Dashboard:
 - a. Number of unique students
 - b. Number of rotations
 - c. Number of rotation hours

KEY YEAR END DEADLINES

After your review of your program's dashboard, we request your assistance in working with your RHPP team to complete the following entries in Salesforce by **Friday, May 31 at 5 PM** MST to ensure a timely and accurate HRSA report submittal:

1. Enter any NEW projected rotations scheduled to begin in FY 2023/24 which are not already in the system.
2. Review all EXISTING projected rotations scheduled to begin in FY 2023/24 and either:
 - a. Confirm the rotation, or:
 - i. If rotation details change, update the entry when confirming the rotation.
 - b. Delete the rotation(s) that will not occur as initially projected.
 - i. A projected rotation can only be deleted up to three days prior to the original start date. If you have a projected rotation that needs to be deleted, and you are restricted from doing it yourself, please contact the Program Office to delete.

Note: Any projected rotations with an end date of more than 60 days old will be deleted by the Program Office on 3/31/24 and 4/30/24. Any outstanding projected rotations that occurred solely in FY 23/24 but were not confirmed by the Salesforce closure date of 5/31/24, will be deleted by the Program Office.

3. Finalize any AzaHEC-requested corrections for FY 2023/24 rotations sent to your program via email. Any unresolved corrections as of 5/31/24 at 5 PM MST will not be:
 - a. reported to HRSA, or
 - b. included toward your program's completion of FY 23/24 award letter metrics.

REPORTING YEAR GUIDELINES

1. Experiences that began and ended in FY 2023/24 must be reported in FY 2023/24.
2. Some experiences begin in one fiscal year and end in another fiscal year. Please note the following regarding these experiences:
 - a. We encourage reporting of experiences that begin in FY 2023/24 be reported in FY 2023/24 regardless of end date.
 - b. Rotations which begin in fiscal year 2023/24 (before 6/30/24) and end in FY 2024/25 (after 7/1/2024) are reportable to HRSA as follows:
 - i. Reportable in FY 2023/24 if confirmed in Salesforce by RHPPs by 5/31/24 or
 - ii. Reportable in FY 2024/25 if confirmed in Salesforce by RHPP after Salesforce reopens for FY 2024/25 entries.

STATE REPORTING GUIDELINES

Arizona AHEC is required to submit an annual narrative and performance report to the State of Arizona that summarizes all funded activities. Generally, the metrics of this report include the same metrics and dates as the HRSA performance report outlined above. However, since the State report is due later in the year, there is a very limited opportunity for RHPPs 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 RHPP summarizing additional entries (i.e., state date, end date, and preceptor site) should be submitted to jzuniga@arizona.edu by Friday, 6/28/24 at 5 pm.** If approved, specific instructions and a brief opportunity for submittal will be provided. Note this data will not be included toward your completion of FY 23/24 Award Letter metrics.

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