



MEETING: RHPP Directors and Regional Center Directors
 DATE: June 18, 2025
 TIME: 12:00 – 12:44 pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Shelley Vaughn, Bettie Coplan, Gina Buban, Debbie Zagray, Diane Nuñez, Josie Acuña, Christy Pacheco, Jonathan Cartsonis, Bryna Koch
 Center Director Attendees: Jen Jonas, Jeff Axtell
 Other Attendees: Jennifer Zúñiga, Marni Valenzuela, Sonia Cota-Robles, Lourdes Montez, Nicole Paredes, Rachel Ramos, Alyssa Gough, Hildi Williams, Edgardo Figueroa, Jen Peters, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:00pm	Welcome & Introductions	Leila Barraza
Discussion	<p>General Announcements The RHPP Directors and Regional Center Directors Meeting will not be held in July unless a specific topic requiring discussion is identified. If such a topic arises, the relevant parties will be notified, and a meeting will be scheduled accordingly.</p> <p>Attendance was limited at the June 18 RHPP Directors and Regional Center Directors Meeting, due to the participation of several center representatives in the National AHEC Conference.</p> <p>AHEC Scholars Mileage Reimbursement Bettie Copelan identified that she had a discussion with her college who indicated it would be acceptable to Scholars to be reimbursed for mileage by centers, although RHPPs would continue to provide travel authorization. Reimbursement processing through RHPPs was described as burdensome due to multiple layers of approval and administrative requirements. Currently, RHPPs handle reimbursements because they also manage travel authorizations. While RHPPs would still need to approve travel regardless of the reimbursement source, shifting the financial reimbursement process to the centers could help streamline operations. Discussion followed about how this would be operationalized.</p> <p>RHPPs were asked to confirm that this approach would be approved by their respective colleges and confirm that information at the next center/RHPP meeting.</p> <p>Thereafter, the next step in exploring this approach is to determine whether centers can feasibly manage reimbursements. Under this model, RHPPs would continue to process travel authorizations, but financial reimbursements would be issued by the centers. Consideration must also be given to whether mileage reimbursement rates differ between centers and RHPPs, and whether centers must impose minimum travel or food expense thresholds for reimbursement eligibility. For example, some policies may require a student to travel at least 35 miles before reimbursement is allowed. These requirements may not align across all programs and will need to be examined.</p> <p>It was clarified that this proposed change would apply only to AHEC Scholars. Centers may have less rigorous reporting requirements than RHPPs when approving reimbursements. If this change is adopted, the contract funds currently allocated to RHPPs for this purpose would be redirected to the</p>	<p>Leila Barraza</p> <p>Bettie Copelan</p> <p>Jennifer Zuniga</p> <p>Leila Barraza</p> <p>Jennifer Zúñiga</p>



MEETING: RHPP Directors and Regional Center Directors
 DATE: May 21, 2025
 TIME: 12:00 – 12:20 pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Andrea Lerner, Debbie Zagray, Gina Buban, Jonathan Zartsonis, Jose Acuna, Shelley Vaughn, Raquel Givens, Bryna Koch, Christy Pacheco, Elizabeth Hall-Lipsy
 Center Director Attendees: Ana Montoya, Marica Martinic, Jennifer Smith, Yolanda Perez, Courtney Madsen, Jeff Axtell,
 Other Attendees: Jennifer Zúñiga, Marni Valenzuela, Rachel Ramos, Alyssa Gough, Colleen Reed, Edgardo Figueroa, Nicole Paredes

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:00pm	Welcome & Introductions	Leila Barraza
Discussion	<p>Rural Health Conference The Rural Health Conference (RHC) will be held on June 3 - 4, 2025 in Flagstaff. Registration is still available so anyone wishing to attend is encouraged to register soon. However, accommodations at the designated hotel are sold out but there is availability at neighboring hotels.</p> <p>AHEC will be presenting at lunchtime at the RHC on June 3rd. The presentation will consist of an overview of rotation support provided by regional centers and the RHPPs to health professions trainees across the state, followed by three of the center directors addressing specific support provided in their regions.</p> <p>On June 2, AHEC Graduate Medical Education (GME) will host a reception for individuals/entities interested in learning more about GME in rural areas of Arizona. Anyone is welcome to attend. For those interested who have not received the details, email Colleen Reed at colleen@arizona.edu for more information.</p> <p>As in previous years, AHEC is hosting a dinner on June 3rd in Flagstaff for Center and RHPP staff attending the conference. An email was sent on 5/13/25 to all Center/RHPP directors with specifics and a link to RSVP.</p> <p>Issuance of FY26 RFP to RHPPs AHEC is on schedule to send RHPPs the FY26 RFP by 6/1/25. A technical assistance session will be scheduled the week after release.</p> <p>Letters of Commitment A required component of the FY26 RHPP RFP is the submission of letters of commitment from regional centers outlining their support for trainee rotations. RHPPs have been provided with a support schedule template to complete in advance of meeting with each regional center to finalize this support. RHPP directors have been polled on their preferred meeting format for meeting with regional centers. Two indicated a preference to meet in person at the RHC. The remaining eight RHPPs will meet with the centers via zoom. AHEC will be arranging both the in-person and online meetings. Information on specifics will be shared with Centers/RHPPs when available.</p>	<p>Leila Barraza</p> <p>Jennifer Zúñiga</p> <p>Marni Valenzuela</p>



	<p>AHEC Scholar Immersion Travel Support Currently, RHPPs provide travel support for AHEC scholars traveling to their assigned center region for community immersions, while centers provide all other support means (i.e., housing, meals, etc.). Bettie Copeland has proposed an amendment to this process. At the next RHPP/Center director meeting in June, she will discuss this so the larger group can consider the possibility of Centers providing the travel support instead of the RHPPs.</p> <p>AHEC Scholars Evaluation Report for FY25 The evaluation survey for the AHEC Scholars Program has been distributed and results have been analyzed. The evaluation report will be distributed via email by Sonia Cota-Robles to Center/RHPP directors before discussion at the June Center/RHPP Director meeting.</p> <p>Upcoming Reporting Deadlines Regional center's Q3 report, for the period 3/1/25-5/31/25 is due 6/15/25. The template and directions were provided via email on 5/19/25. Early submission is encouraged as the HRSA report due date has been unexpectedly moved up.</p> <p>Salesforce will be closing for all FY25 activity reporting on 6/1 for RHPPs and 6/10 for Centers at 5PM MST. Center/RHPP directors are highly encouraged to review their Salesforce dashboards before closure to ensure all activities occurring in FY25 have been reported. Missed activities cannot be reported in another fiscal year.</p> <p>Upcoming AHEC Scholars Deadlines Centers must let Nicole Paredes know if they will be using the alternative dates for ASP Year 2 community immersion for FY27 and FY28 by 5/22/25.</p> <p>The scholarly validation report for May is due on 5/30/25. Thank you to the RHPPs who submitted this report early.</p> <p>By 7/1/25, centers are required to submit the name and CV of the incoming faculty mentor for their region's ASP Cohort 25/27 to Nicole Paredes for AHEC review.</p>	<p>Leila Barraza</p> <p>Jennifer Zúñiga</p> <p>Jennifer Zúñiga</p> <p>Marni Valenzuela</p> <p>Nicole Paredes</p>
<p>Ended 12:20 pm</p>	<p>The next RHPP and Center Directors Meeting will take place on June 18.</p>	<p>Leila Barraza</p>



MEETING: RHPP Directors and Regional Center Directors
 DATE: April 22, 2025
 TIME: 12:00 – 12:30 pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Shelley Anne Vaughn, Joe Harrison
 Center Director Attendees: Marica Martinic, Ana Montoya
 Other Attendees: Jennifer Zúñiga, Becca Harris, Dan Waters, Sonia Cota-Robles, Alyssa Gough, Rachel Ramos, Marni Valenzuela, Courtney Madsen

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:00pm	Welcome	Leila Barraza
Discussion	<p>Due to a Zoom outage on April 16, the April RHPP & Center Directors Meeting could not be held as originally planned. A poll was distributed to identify an alternative date, and the meeting was rescheduled for April 22 at noon to accommodate the majority of participants who voted in the poll.</p> <p>RHPP Conference Survey Results Preliminary results from the RHPP Conference, held on April 11–12, were presented. A full analysis is forthcoming and will be shared once finalized. Only attendees who participated for at least 45 minutes were included in the survey; Program Office staff were excluded. Early findings indicate a high level of participant satisfaction. Selected participant comments were shared to illustrate highlights and areas for improvement.</p> <p>Appreciation was expressed for all attendees, as well as to those who served as judges and moderators, contributing to another successful year.</p> <p>FY25 Year-End Program Highlights & FY26 Award Support Planning The Letter of Commitment process will continue to be used for the FY25–26 cycle. A standardized template is currently in development, and additional guidance will be shared once finalized. A combined chart outlining RHPP and Center-related activities and timelines is provided in the attached document <i>FY24 Program Highlights FY25 Program Planning</i> and is also available on the AHEC website. Further details on upcoming deadlines and tasks will be distributed via email as they approach.</p> <p>When submitting invoices and proposals, all are encouraged to review materials carefully for accuracy and consistency. This includes verifying alignment between budget justifications and associated budgets. A second reviewer is recommended to help identify errors throughout the entire proposal, which minimizes delays in the review process.</p> <p>Center Dashboards The Program Office is currently reviewing center dashboards in Salesforce to ensure they are meaningful and effective. Program Office staff will reach out to centers for input and collaboration. Centers are encouraged to provide feedback on potential improvements or confirm that current dashboards are meeting their needs.</p> <p>Rural Health Conference The Rural Health Conference will be held on June 3 - 4, 2025. Accommodations at the designated hotel are filling quickly, so anyone wishing to attend is encouraged to register soon. Additionally, on June 2, AHEC Graduate Medical</p>	<p>Leila Barraza</p> <p>Sonia Cota-Robles</p> <p>Marni Valenzuela</p> <p>Jennifer Zúñiga</p> <p>Rachel Ramos</p> <p>Jennifer Zúñiga</p> <p>Leila Barraza</p>



	<p>Education (GME) will host a reception for individuals interested in learning more about GME in rural areas of Arizona.</p> <p>As in previous years, AHEC will host a dinner during the conference. Additional details are forthcoming. Further information about the Rural Health Conference is available on the Center for Rural Health website.</p> <p>The next RHPP and Center Directors Meeting will take place on May 21.</p>	
<p>Ended 12:30 pm</p>		



MEETING: RHPP Directors and Regional Center Directors
 DATE: March 19, 2025
 TIME: 12:00 – 12:52pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Shelley Anne Vaughn, Joe Harrison, Bettie Coplan, Josie Acuña, Diane Nuñez, Gina Buban, Christy Pacheco, Bryna Koch, Debra Ilchak
 Center Director Attendees: Jennifer Smith, Ana Montoya, Yolanda Perez, Jeff Axtell, Shelli Stewart, Marica Martinic,
 Other Attendees: Jennifer Zúñiga, Mallika Peddada, Rachel Ramos, Lourdes Montez, Nicole Paredes, Marni Valenzuela, Bryson Levi, Courtney Madsen, Colleen Reed, Jen Peters, Edgardo Figueroa, Sonia Cota-Robles, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:00pm	Welcome	Leila Barraza
Discussion	<p>RHPP Director Bettie Coplan provided insight into how the AHEC RHPP program supports the recruitment of NAU PA students. Applicants to the NAU PA program are typically those whose interests align with the RHPP, given the program’s mission and admission requirements. The RHPP and AHEC Scholars programs are effectively integrated into the NAU PA curriculum, with all students completing clinical rotations in rural areas. Participation in RHPP fulfills the capstone requirement for NAU PA students. Additionally, both RHPP and AHEC Scholars are featured as promotional and recruitment tools on the NAU PA program’s website.</p> <p>Scholar Overview & Discussion Points Currently, Arizona AHEC is required to report 90 Scholars per cohort to HRSA, which averages to approximately 10 Scholars per RHPP, excluding NAU OT which is new this fiscal year. Recruitment efforts must exceed this target due to a high attrition rate; however, not all RHPPs have access to a sufficient pool of interested candidates to meet the goal. Variables such as differing admission timelines contribute to discrepancies between projected and actual Scholar recruitment. For the 2024–2026 Scholar cohort, only five RHPPs successfully recruited ten or more Scholars. Furthermore, if the RHPP with the highest recruitment were excluded from the calculation, Arizona AHEC would have met only 72% of the required HRSA metric for FY 2024–2026, and just 67% for the previous cohort.</p> <p>It is important to consider recruitment variability at the RHPP level alongside potential resource constraints at the center level. The solution proposed by the Program Office is to establish an enrollment cap within each RHPP based on the average recruitment levels from the past two-year period. This calculated cap will be communicated to each RHPP to clarify how many Scholars may be admitted, and RHPPs may waitlist candidates above this level. The Program Office will reach out to RHPPs to gather information about existing deadlines for Scholar program acceptance. After all deadlines have passed, any remaining Scholar capacity may be reassigned to RHPPs that have waitlisted applicants and in the order the applicant was received. If a center identifies additional capacity to support Scholars, additional enrollment slots may be made available.</p>	<p>Bettie Coplan</p> <p>Jennifer Zúñiga</p>



	<p>Competitiveness may be introduced as a selection tool if an RHPP receives more qualified applicants than it can accommodate, though programs with fewer applicants may forgo this step.</p> <p>Discussions are presently centered on the application process. Broader Scholar recruitment strategies will be addressed in future meetings. Overall, these discussions aim to ensure that each center is equipped to support its Scholars adequately and maintain a balanced interdisciplinary cohort.</p> <p>HRSA Reporting Structure Changes During a recent meeting, HRSA announced that AHECs nationwide will be required to report pipeline student data at the individual level. Currently, pipeline students are reported at the club level for each activity, and no follow-up has been required. Under the new guidelines, data must be submitted for each student, including information about their career progression. For example, if a 9-12 grade level student participates in a summer program and two years later joins a HOSA club, that student will need to be matched in the database.</p> <p>At this time, limited details have been provided. Additional information will be shared as it becomes available from HRSA.</p> <p>AHEC Scholars Wednesday, March 19 was the deadline for selecting dates for future Scholar immersions. Monday, March 31 is the deadline for submitting suggestions or feedback regarding the Scholars Manual.</p>	<p>Leila Barraza</p> <p>Jennifer Zúñiga</p> <p>Nicole Paredes</p>
<p>Ended 12:52 pm</p>		



MEETING: RHPP Directors and Regional Center Directors
 DATE: February 19, 2025
 TIME: 12:01 – 1:00pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Shelley Anne Vaughn, Andrea Trujillo Lerner, Bryna Koch, Bettie Coplan, Diane Nuñez, Josie Acuña, Christy Pacheco, Gina Buban, Jonathan Cartsonis, Joe Harrison, Elizabeth Hall-Lipsy
 Center Director Attendees: Marica Martinic, Jeff Axtell, Yolanda Perez, Shelli Stewart, Ana Montoya, Jennifer Smith
 Other Attendees: Jennifer Zúñiga, Marni Valenzuela, Rachel Ramos, Mallika Peddada, Debra Ilchak, Nicole Paredes, Sonia Cota-Robles, Colleen Reed, Bryson Levi, Courtney Madsen, Raquel Givens, Becca Harris, Jen Peters, Hildi Williams, Kristen Natonie, Edgardo Figueroa, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01 pm	Welcome	Leila Barraza
Discussion	<p>Program Office Updates A draft of the current AHEC Scholars manual has been distributed with a request for updates, and any feedback is appreciated. The Scholars manual is updated annually. Please submit feedback by March 30. A calendar event has been distributed as a reminder for the March 30 deadline. Please send any questions to Nicole Paredes.</p> <p>The 13th Annual RHPP Conference will take place virtually on April 11 and 12. The Program Office would like to extend its gratitude to those who attended last week's conference planning meeting. A registration link for the conference will be sent via email for distribution to RHPP staff and students and others interested in attending. Poster submissions are due by March 16. The next and final planning meeting is scheduled for March 20.</p> <p>Letters of Commitment The process for RHPPs and regional centers to collaborate consists of several steps. First, RHPPs must identify rotations in which regional centers can provide support for the award period July 1 through June 30. Types of support can include financial resources, preceptor coordination, housing placement, or other student support. RHPPs then meet with centers to discuss relevant details. This is followed by the submission of a Letter of Commitment (LOC) from the center to the RHPP, which the RHPP then includes with its funding request to AHEC.</p> <p>To document this collaboration throughout the year, RHPPs enter projected rotations into Salesforce within 3 days of the rotation's start date. At this stage, RHPPs should identify the centers with which collaboration is expected to take place. It was noted that there is no issue with RHPPs "over-identifying" expected collaboration with centers in Salesforce, and the collaboration may or may not take place. Centers then associate themselves with the projected rotation in Salesforce, which serves as confirmation that the collaboration has occurred.</p> <p>RHPPs and centers discussed the pros and cons of the current support coordination and LOC process. Numerous ideas and suggestions were mentioned that may potentially enhance both accuracy and efficiency of coordination going forward. Further discussions on this process can be expected in the future to ensure ongoing improvements.</p>	<p>Nicole Paredes</p> <p>Marni Valenzuela</p> <p>Jennifer Zúñiga</p>



MEETING: RHPP Directors and Regional Center Directors
 DATE: January 22, 2025
 TIME: 12:01 – 12:23pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Andrea Trujillo Lerner, Gina Buban, Josie Acuña, Christy Pacheco, Becca Harris (for NAU SON), Bryson Levi (for NAU SON), Bettie Coplan, Bryna Koch
 Center Director Attendees: Shelli Stewart, Jennifer Smith, Yolanda Perez, Jeff Axtell
 Other Attendees: Jennifer Zúñiga, Francisco Lucio, Mallika Peddada, Marni Valenzuela, Lourdes Montez, Edgardo Figueroa, Rachel Ramos, Colleen Reed, Nicole Paredes, Carmen Salinas, Sonia Cota-Robles, James Fulford, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01 pm	Welcome	Leila Barraza
Discussion	<p>Guest Speaker Francisco Lucio, Senior Associate Dean, College of Medicine-Phoenix provided an introduction and outlined collaborative opportunities, particularly in Pathway activities. Examples of collaborative opportunities include the “Saturday Scrubs Program,” “Pathway Scholars” program, and other programs tied to mentoring as well as exposure to various health professions. The UA COM-P will also be hosting "Black Men in White Coats," in partnership with CAAHEC, an event that will bring families to a day-long summit and introduce attendees to programs in medicine. A grant opportunity with HRSA exists that offers scholarships to educationally or financially disadvantaged students, as well as students from rural areas. Centers and RHPPs are encouraged to identify students that may qualify. This program aims to funnel students into primary care or rural communities after medical school. Dean Lucio also emphasized willingness to collaborate and encouraged further discussion by emailing flucio@arizona.edu.</p> <p>Program Office Updates Rachel Ramos, Grants and Contracts Senior Manager, was introduced as the newest member of the Program Office staff.</p> <p>A brief description of Med-Start was provided, including the collaboration that exists between the Med-Start Program (funded by AHEC) and Centers. Currently, centers are consulted through quarterly meetings to envision the program's future direction. To further enhance this collaboration, AHEC has suggested that Med-Start contact RHPPs to request health profession presentations. RHPPs were encouraged to notify Jennifer Zúñiga if Med-Start reaches out.</p> <p>State contracts for five of six centers have been issued. Federal contracts for these centers have now been submitted. Centers were advised that the federal contracts team handling sub-awards is currently short-staffed, and the current expected finalization timeline is 3-4 weeks. Centers with questions or issues are encouraged to reach out to Rachel Ramos.</p> <p>RHPPs are reminded that submission of financial and narrative reports for the period ending December 31, 2024, are due by February 15, 2025. The newest RHPP, NAU Occupational Therapy, is not required to submit for this timeframe.</p>	<p>Francisco Lucio</p> <p>Leila Barraza</p> <p>Jennifer Zúñiga</p> <p>Rachel Ramos</p> <p>Jennifer Zúñiga</p>



	<p>AHEC Scholars Program The AHEC Scholar Program Spring Immersion events are scheduled as follows: The first event will take place during the weekend of February 1st for the majority of Year 1 and Year 2 Scholar groups. A separate event is planned for the weekend of January 25th, exclusively for Year 2 Scholar groups associated with CAAHEC and AIH-AHEC. RHPP Directors are reminded that travel authorizations for their students must be processed before any travel occurs. Centers are encouraged to capture photos and videos during these events and upload the content to Salesforce using PE# for each Scholar group. The content will be used for promotional and reporting purposes. For RHPPs, the next Scholar quarterly report is due on February 17. A calendar invite for the February 17th deadline has been sent to all RHPP Directors and staff.</p> <p>RHPP Conference This year's RHPP Conference will be held Friday, April 11, and Saturday, April 12. Planning for the conference is ongoing. The decision to continue offering the event virtually is due to higher attendance rates and cost-efficiency. There is a need for community health experts to give presentations. Details can be submitted through a Qualtrics feedback form, and those completing the form are asked to provide the speaker's contact information and be available to provide an introduction if needed. There is also a need for moderators, judges, and a facilitator to support the event. An email containing additional details was distributed on January 22. The next RHPP Conference planning meeting is scheduled for February 13.</p> <p>Mid-Year Assessments Salesforce was closed on January 9 and 10 to facilitate data gathering for the Mid-Year Assessment. Salesforce has since reopened. The Program Office is in the process of finalizing assessments for centers, which are expected to be distributed by the end of the week.</p> <p>Ed Paul and Charlie Alfero, who presented at the recent GME Summit, are still active in the development of residency programs throughout Arizona. Those who may be aware of community health clinics, rural health clinics, or tribal 638 clinics in their regions that are interested in developing residency programs are encouraged to reach out Charlie Alfero or Ed Paul.</p> <p>The next RHPP and Center Directors Meeting is scheduled for February 19, 2025, at noon.</p>	<p>Nicole Paredes</p> <p>Marni Valenzuela</p> <p>Marni Valenzuela</p> <p>Leila Barraza</p>
<p>Ended 12:23 pm</p>		



MEETING: RHPP Directors and Regional Center Directors
 DATE: December 18, 2024
 TIME: 12:01 – 12:48pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Diane Nunez, Gina Buban, Bettie Coplan, Andrea Lerner, Josie Acuña, Jonathan Cartsonis, Shelley Vaughn, Joe Harrison
 Center Director Attendees: Jennifer Smith, Yolanda Perez, Shelli Stewart, Marica Martinic, Jeff Axtell
 Other Attendees: Mallika Peddada, Jennifer Zúñiga, Ed Paul, Courtney Madsen, James Fulford, Edgardo Figueroa, Jesse Valencia, Colleen Reed, Nicole Paredes, Marni Valenzuela, Sonia Cota-Robles, Lourdes Montez, Dan Waters, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01 pm	Welcome	Leila Barraza
Discussion	<p>Program Office Updates Next year's RHPP Conference will take place on April 11-12, 2025. The first planning committee meeting is scheduled for January 16, 2025. While all RHPP and Center directors are invited, attendance is optional. A Qualtrics feedback form has been created for those interested in providing input. The primary focus at this stage is identifying potential speakers for the conference.</p> <p>Those who suggest speakers should be familiar enough with them to provide contact information and facilitate an introduction if needed.</p> <p>Contracts and Grants Senior Manager Rachel Ramos will join the Program Office on January 6, 2025.</p> <p>The University of Arizona's winter closure and holidays will be from December 24, 2024, through January 1, 2025, during which time the Program Office will be unavailable.</p> <p>Mid-Year Assessments In preparation for the mid-year assessment, Salesforce will be unavailable on January 9-10, 2025. Users will not be able to log in during this time. The Program Office will use this period to download data and compile outcome reports for all Centers and RHPPs. Centers and RHPPs are encouraged to ensure all necessary data is entered into Salesforce before the closure. Validation rules will be lifted from January 2-8, 2025, to allow users a one-time opportunity to input any data not previously entered during the designated time frame.</p> <p>Although mid-year reports are not submitted to HRSA, they are used to identify areas requiring correction or increased focus.</p> <p>For RHPPs, financial and narrative reports covering the period ending December 31, 2024, are due by February 15, 2025. This reporting requirement is outlined in award letters, and additional reminders will be sent as the deadline approaches.</p> <p>AHEC Scholars Program Draft agendas and locations for the Spring Immersion were distributed on December 17, 2024. These draft agendas are intended to enable RHPPs to</p>	<p>Marni Valenzuela</p> <p>Jennifer Zúñiga</p> <p>Leila Barraza</p> <p>Marni Valenzuela</p> <p>Jennifer Zúñiga</p> <p>Nicole Paredes</p>



	<p>process travel authorizations and make other necessary preparations. A demonstration was provided on how to locate Scholar data (i.e., which AHEC Region each active Scholar is assigned to) in Salesforce. This data can be accessed by navigating to the RHPP Salesforce dashboard and scrolling to the bottom of the page to the Active AHEC Scholar tiles. Details for Spring Immersions, including cohort-specific information, the venue address, and a link to the agenda, are also available from RHPP dashboards.</p> <p>Ed Paul provided an update on the AHEC GME Development Program.</p> <p>CERE provided a presentation of their tracking system for housing.</p> <p>The next RHPP and Center Directors' Meeting is currently scheduled for January 15, 2025, at noon. However, this date may be moved to January 22, 2025, due to a potential conflict with the GME Summit. Additional communication will be provided once this is confirmed.</p>	<p>Ed Paul</p> <p>Jennifer Smith</p> <p>Leila Barraza</p>
<p>Ended 12:48 pm</p>		



MEETING: RHPP Directors and Regional Center Directors
 DATE: November 20, 2024
 TIME: 12:02 – 12:37pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Diane Nuñez, Jonathan Cartsonis, Andrea Trujillo Lerner, Bettie Coplan, Bryna Koch, Christy Pacheco, Josie Acuña, Raquel Givens
 Center Director Attendees: Ana Montoya, Carmen Salinas (for CERE), Jeff Axtell, Marica Martinic, Shelli Stewart, Yolanda Perez
 Other Attendees: Colleen Reed, Jennifer Zúñiga, Courtney Madsen, Edgardo Figueroa, James Fulford, Jennifer Peters, Lourdes Montez, Mallika Peddada, Marni Valenzuela, Nicole Paredes, Sonia Cota-Robles, Roy Sanchez

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:01 pm	Welcome	Leila Barraza
Discussion	<p>Program Office Updates</p> <p>The AHEC Annual Report has been distributed and is available on the AHEC website. Copies were distributed to all Center and RHPP directors via email.</p> <p>The Program Office would like to extend its gratitude to all RHPPs and AIH AHEC for submitting their quarterly Scholar validation reports.</p> <p>A technical assistance session was held on November 20 with RHPP partners from NAU and ASU. The session was aimed at introducing these partners to the enhanced invoicing template. The new template outlines monthly expenses and builds month to month so that an annual balance is recorded.</p> <p>The Program Office has received four Center performance funding model submissions and is currently processing them in the University of Arizona system.</p> <p>Regional Centers will soon receive an email reminder regarding the upcoming Quarterly Narrative, which will be due on Friday, December 13, 2024. This is sooner than the typical December due date since the 15th is a Sunday. RHPP narratives are not yet required since they are due every 6 months.</p> <p>Mid-Year Assessment</p> <p>This mid-year assessment helps to set a foundation for the end-of-year report, which is required by HRSA. It does so by identifying data reporting challenges, which permits corrections before the annual performance report is due in July. This proactive approach addresses both technical and programmatic issues if they exist.</p> <p>As part of the mid-year assessment, Salesforce will be closed to Centers and RHPPs on January 9-10, 2025. During this time, the Program Office will validate data and pull reports covering Salesforce entries from July 1 through December 31, 2024. Please ensure all activities during this time frame are entered into Salesforce.</p> <p>To accommodate issues stemming from the newly implemented entry guidelines, the guidelines will be lifted one week prior to the Salesforce closure. The entry guidelines ensure that field experiences are entered within 3 days of the start date and that continuing education events are entered within 10 days of the event. This one-week lifting of the entry guidelines will enable Centers and</p>	<p>Jennifer Zúñiga</p> <p>Nicole Paredes</p> <p>Marni Valenzuela</p> <p>Jennifer Zúñiga</p> <p>Marni Valenzuela</p>



	<p>RHPPs to enter any missed experiences or events into Salesforce. An email reminder regarding the mid-year assessment is forthcoming.</p> <p>AHEC Scholars There are a total of 98 active Scholars in the 2023-2025, Year-2 cohort, and there are 124 active Scholars in the 2024-2026, Year-1 cohort. A calendar invitation to Centers is forthcoming regarding the Spring Immersion draft agenda. As stated in the ASP manual, page 9, 1.a. Centers must prepare and submit a draft immersion agenda to Nicole Paredes no less than six weeks prior to the immersion. The draft Spring Immersion agendas will be due on December 13 for most, and December 20 for AIH-AHEC and CAAHEC Year-2 cohorts only. The draft agendas serve to maintain communication with RHPPs and AHEC Scholars so that travel authorizations and accommodations can be secured far in advance.</p> <p>RHPP Interprofessional Conference The Program Office has begun preparing for the 13th Annual Interprofessional RHPP Conference. An email invitation will soon be distributed for those interested in joining the conference planning committee. Planning committee meetings will take place once per month, and the dates of those meetings will be included in the invitation. Meeting notes will be distributed to Centers and RHPPs following each meeting. For those not on the committee, there will be a Qualtrics form where input and feedback may be submitted.</p> <p>The All-Center Meeting will take place on December 11, 2024. More details are forthcoming.</p> <p>Other Topics A discussion took place regarding requests from AHEC Scholars to bring family members to Immersions. It was noted that there are restrictions and limitations that must be taken into consideration for each request, including travel authorizations, liabilities, meal planning, and hotel space limitations. Case-by-case situations may be taken into consideration. Additional guidance may be added to the AHEC Scholars manual in the future.</p> <p>The next RHPP and Center Director's Meeting will take place on December 18, 2024, at noon.</p>	<p>Nicole Paredes</p> <p>Marni Valenzuela</p> <p>Leila Barraza</p>
<p>Ended 12:37 pm</p>		



	<p>assignments can be viewed on Center dashboards in Salesforce. Please refresh the dashboard each time it is accessed to ensure the latest information is displayed. Centers are encouraged to reach out to Scholars at this time, using the contact information found on the dashboard, to provide Scholars with Fall Community Immersion information. Centers are also asked to submit updated Fall Community Immersion agendas to Nicole Paredes for inclusion in D2L for both Year 1 and 2 Scholars and Faculty Mentors to view and download.</p> <p>Year 1 Scholar orientation will be Tuesday, September 24, at 6:00pm via Zoom. Additional information including the registration link will be sent soon. This orientation is mandatory for Year 1 Scholars and Faculty Mentors. The orientation is anticipated to last 1 hour. The second hour can be used for introductions, Fall Immersion details, and Q & A.</p> <p>The monthly seminar for Year 2 Scholars will be held September 24, from 6:00pm to 8:00pm.</p> <p>ASP Center and RHPP Discussion The Program Office invites RHPPs and Centers to discuss ASP cohort sizes and guidelines regarding scholar attendance. The Program Office recognizes that cohort sizes have grown and there may be some concerns as a result.</p> <p>The AHEC Program Office will provide additional budget to support stipends for all Scholars.</p> <p>Discussion followed regarding the maximum number of scholars that could be accommodated, since housing and management of larger groups are a significant consideration for centers. However, an earlier deadline for applications could mean some disciplines will not have an opportunity to apply before the deadline.</p> <p>While there is no immediate solution, if there are any immediate needs for the 2024/26 Year 1 Scholars cohort, please reach out to the Program Office. Additional discussions will be planned to further address questions and concerns.</p>	<p>Leila Barraza</p> <p>Jennifer Zúñiga</p> <p>Leila Barraza</p>
<p>Ended 12:57pm</p>		

