



MEETING: RHPP Directors and Regional Center Directors
 DATE: November 19, 2025
 TIME: 12:00 – 12:31pm
 PLACE: AHEC Zoom Meeting
 HOST: Leila Barraza
 RHPP Director Attendees: Shelley Vaughn, Bettie Coplan, Bryna Koch, Gina Buban, Diane Nunez, Jeremy Gneck, Andrea Lerner
 Center Director Attendees: Marica Martinic, Jennifer Smith, Jeff Axtel, Shannan Gonzalez
 Other Attendees: Jennifer Zúñiga, Sonia Cota-Robles, Alyssa Gough, Rachel Ramos, Marni Valenzuela, Nicole Paredes, Edgardo Figuero, Matt Stelling, Hildi Williams, Beth Zerr, Brooke Rector, Abby Sanchez, Lourdes Montez, Kristen Natonie, Jerred Azares, Haley Ann Bingham

ITEM	ANNOUNCEMENT/DISCUSSION	Information provided by:
Meeting 12:00pm	Welcome	Leila Barraza
Discussion	<p>Enhanced RHPP Allocation Methodology FY27: In FY26, the Program Office revamped the funding allocation process for all regional centers. The next step is to revamp the budget allocation process for all RHPPs. With more RHPPs coming (ASU, UA, etc.), a fair and equitable budget allocation methodology is needed. More details will follow in the new year. RHPP directors may be contacted to provide thoughts and feedback.</p> <ul style="list-style-type: none"> • Question: Were other centers contacted by a NAO board member about advocacy training? • Answer: No centers were contacted, nor was the Program Office. <p>AHEC Scholars Program Announcements Due Dates: All RHPP programs submitted their November Scholar Validation by the deadline. Follow-up was made regarding missing demographic information, which is required by HRSA. We understand that we couldn't obtain this information in some cases. However, RHPPs were asked to have that information available for the next validation deadline of 2/16/26. Calendar invites will be sent for this.</p> <p>The deadline for Faculty Mentors to submit their monthly seminar presentation was 11/17/25. Assistance is requested in following up with Faculty Mentors who have not submitted their materials. The Program Office will reach out to those Centers. As outlined in the ASP Manual, a draft agenda for the Community Immersion is due six weeks prior to the immersion. Please submit the Spring Immersion draft agenda to nparedes@arizona.edu. At minimum, include the immersion dates and the address/location (hotel address or confirmed meeting location). The draft agenda is needed to initiate student travel authorization, and some colleges have a lengthy approval process. All Centers should have received a calendar invite with a deadline reminder for 12/19/25. Information will be shared with the RHPPs and posted in D2L-Brightspace under the announcements section.</p> <p>Mid-Year Assessment and Adjustment Dates: In preparation for the AzAHEC data metric report that is due to HRSA at end of July 2026 for the entire reporting year, we will be conducting a mid-year assessment as of 12/31/25 to see status at that time. To facilitate this, we will be closing Salesforce on January 8 and January 9 to extract reports. Before that closure period, we will open Salesforce for three days to allow for missed entries to be entered. This Open Entry Window will be from Monday, January 5 at 9am through Wednesday, January 7 at 5pm. Directors are highly encouraged to review their dashboards to identify any missed activity entries</p>	<p>Leila Barraza</p> <p>Marica Martinic</p> <p>Leila Barraza</p> <p>Nicole Paredes</p> <p>Marni Valenzuela</p>



	<p>to prepare for the Open Entry Window. Please also keep in mind that Mid-Year Assessments will have an added component: an analysis of your Letters of Commitment versus what is entered into Salesforce. The Program Office will reach out to discuss any discrepancies. This information, including open entry windows and closure dates, will be emailed to all Center and RHPP directors.</p> <p>Employment Location Tracking (ELT) Meetings and Graduation Data Updates: To plan for a new HRSA reporting requirement in FY26, the Program Office met with Center and RHPP directors to discuss how to approach employment location and graduation data tracking. This requirement will pertain to all CBET trainees who graduated in FY25. RHPPs should have received a list of FY25 graduates who will need to have their graduation date verified. This completed list is due back to the Program Office by 12/1/25. Centers will soon receive a list of students they need to provide ELT information for.</p> <p>RHPP Conference Planning Meeting: Planning has started for the 14th Annual Interprofessional Rural Health Professions Conference, which will be held on Friday, April 10 and Saturday, April 11 via zoom. As in previous years, Centers can also host a satellite location and invite RHPPs to attend. CAAHEC has offered a satellite location in Phoenix for the last couple of years. The first conference planning meeting for Centers and RHPPs will be on Thursday, December 4 at 1pm via Zoom. An email with this and additional meeting dates will be sent by the end of this week along with calendar invitations. A Qualtrics form for feedback and ideas will be provided for those who can't attend a planning meeting.</p> <p>All Center Meeting in January: The All Center meeting will take place on January 12 in the Health Sciences Education Building at the Phoenix UA Campus. We are working through the agenda now and are accepting topics from Centers. A Qualtrics link will be sent to collect ideas, which can include best practices to share with other centers.</p> <p>Center/RHPP Training Status: We recently completed all RHPP and Center training; invoice training is currently being scheduled.</p> <p>Invoice Training: The Program Office will be holding invoice training sessions for both Centers and RHPPs from December 1 to December 5, 2025. Calendar invitations will be sent by Friday, November 21. The sessions will be recorded and will be made available for anyone unable to attend. Invoice templates for FY26 for RHPPs and Centers are being finalized. If you have not received your FY26 template, you will receive it next week. Mid-year Assessment season is approaching for Centers. This is also the ideal time to submit formal budget modification requests now that Centers have a clearer understanding of projected expenditures. The Budget Modification Request Packet can be found at https://azahec.arizona.edu/sites/default/files/2025-11/budget-modification-request-form-revised-9-4-25.xlsx. This link is also available in the FY26 Center Scope of Work. The RHPP mid-year financial report will follow the same format as the annual report. Each RHPP's custom mid-year financial report template will be distributed in early January, with a submission deadline of 2/15/26. As a reminder, RHPPs must continue to record field experience support in Salesforce.</p> <ul style="list-style-type: none"> • Question: Centers have one chance to do a budget modification, and after that we are held to the \$1,000 difference at the end of the year? • Answer: If a Center exceeds budget lines, we will need to discuss. It's all about documentation. If one use of funds is proposed and the funds get 	<p>Jennifer Zuniga</p> <p>Marni Valenzuela</p> <p>Jennifer Zuniga</p> <p>Jennifer Zuniga</p> <p>Rachel Ramos</p> <p>Marica Martiniz</p> <p>Rachel Ramos</p>
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	<p>used in a different way, a paper trail is needed in case of an audit. A note about the reason for the change should be sufficient.</p> <ul style="list-style-type: none">• Question: Is funding for outreach to high school, pre-medical, community college-based students available?• Answer: Yes, regional centers get funding for this. 75% of AzAHEC funding goes to Centers. One component of their work is pathways. The Center(s) to work with depends on geographical location. If you need help connecting with a Center, please let the Program Office know.• Question: What kind of events have been sponsored in the past?• Answer: AIH has various summer programs. We're happy to collaborate about ideas for Native communities. Partnership opportunities with Tribal communities available with CPCHP also. <p>Next Meeting The next Center/RHPP director meeting will be on 12/19/25 via Zoom.</p>	<p>Jeremey Gneck Leila Barraza</p> <p>Jeremey Gneck Jeff Axtel Marica Martinic</p> <p>Leila Barraza</p>
<p>Ended 12:31pm</p>		