

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Performance Report for Grants and Cooperative Agreements

ACADEMIC YEAR 2016-2017



**Instruction Manual for Grantees of the  
Children's Hospitals Graduate Medical Education**

**Annual Performance Report**


## Welcome


Welcome to the Bureau of Health Workforce's Performance Measures Handbook (BPMH)! This instruction manual has been carefully designed to assist your organization in completing the required Performance Report for Grants and Cooperative Agreements (PRGCA). Please read through this manual carefully, as it contains examples and a series of step-by-step instructions that will aid you in completing all required forms.


1. All required performance measures are linked to the following legislative purpose(s) of the **CHGME** grant program:
  - **Provide Graduate Medical Education in freestanding Children's Teaching Hospitals.**
2. Data submitted by grantees of the program must cover all activities that took place between **July 01, 2016 - June 30, 2017** (Referred to as **Annual Performance Report**).
3. **The PRGCA is due no later than January 31, 2018.** Failure to submit a PRGCA by this date may place your grant in a noncompliant status.
4. Officials at the Health Resources and Services Administration (HRSA) will review and approve all PRGCAs submitted by grantees. In the case that revisions are needed, you will be granted the ability to re-enter the BPMH system, make corrections, and submit a revised PRGCA. All revisions must be resubmitted within five (5) business days of the initial request. Failure to resubmit a revised PRGCA within five (5) business days may place your grant in a noncompliant status.
5. We appreciate your feedback and assistance during this process. If you have any questions or require further assistance in completing your PRGCA, please visit the grants homepage or contact the HRSA Contact Center. All requests for technical assistance will be coordinated through the Call Center and responded to promptly: **Call Center Phone Number: 877-GO4-HRSA (877-464-4772) or Call Center Online Assistance Form: [click here](#).**

## Getting Started

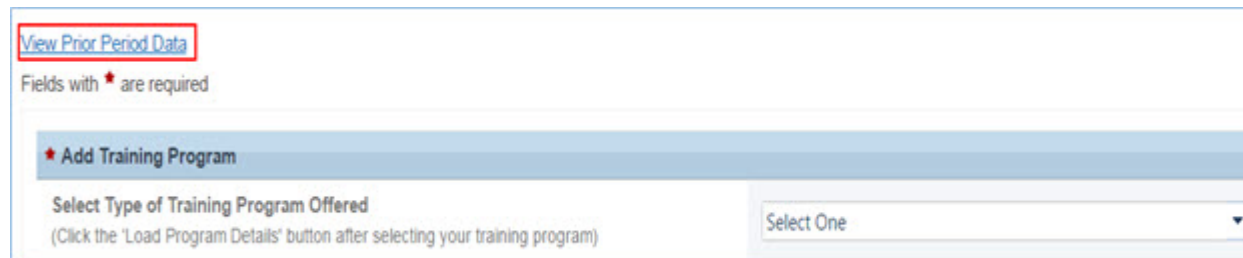
The Office of Management and Budget (OMB) has issued a 3-year approval for the annual collection of performance measures across all grants and cooperative agreements funded through the Health Resources and Services Administration's Bureau of Health Workforces (BHW) (OMB # **0915-0061**; Expiration Date: **06/30/2019**). The BPMH system has been significantly enhanced to incorporate all approved subforms, as well as increase system performance and functionality. Throughout the manual, there are several icons that identify tips and other important information that will assist you in completing each subform accurately (see below).

 Marks a warning statement. Please read information in **bold** carefully in order to complete each subform accurately.

 Marks a tip or important note for completing a specific column or subform in the BPMH system.

 Marks the end of a subform and provides instructions for initiating required validations checks.

Due to the nature of annual reporting, the BPMH system has been recently enhanced to prepopulate specific columns within certain subforms with data submitted in a previous reporting period. In addition, a "View Prior Period Data" link has been added at the top of each subform in order to provide you with easy access to data submitted by your organization in prior reporting periods.




The screenshot shows a web interface with a link labeled "View Prior Period Data" at the top left, enclosed in a red rectangular box. Below this link, the text "Fields with \* are required" is visible. A blue header bar contains the text "Add Training Program" with a red asterisk. Underneath, there is a label "Select Type of Training Program Offered" followed by a dropdown menu currently displaying "Select One". A note below the label reads "(Click the 'Load Program Details' button after selecting your training program)".

**Figure 1. Screenshot of View Prior Period Data Link**

## Getting Started - How Performance Measure Data Fields Are Identified in the Forms

No.	Type of Training Program	Trainees by Training Category		Attrition	
		Enter # of Enrollees	Enter # of Graduates	Enter # of Individuals who left the Program before Completion	Enter # of URM who left the Program before Completion
	(1)	(2) Block 1	(5) Block 4	(7) Block 6	(8) Block 6a
1	Degree/Diploma   MD/MPH   Health Policy & Management	20	5	1	0


**Column Number**  
**Block Number**

**Figure 2. Example of Performance Measures Data Table**

There are two (2) types of data entry field identifiers. Each data entry field in a performance measure is identified with both types of numbers when the measure appears like the example in the above Figure.

1. **Column Numbers:** The first is a Column number. It is contained in parentheses above the Block number. Column numbers are unique to the field in a particular form and are used to identify error messages. If you receive an error message, it will refer to a Column Number. In that circumstance, find the Column number in the form to locate the error. Data fields that are prepopulated may only be identified with a Column number as shown in Column #1 in the above Figure.
2. **Block Numbers:** The second type of identifier is a Block number. Block numbers are also unique to a data entry field and correspond to the paper version of the performance measures. If you print the performance measures or received paper copies, the data fields are identified with a Block number. The Block numbers here in the EHB are the same as what appears in the paper copies of the performance measures. Nearly all fields where you enter data will be identified with a Block number.

## Getting Started: Browser Settings



**Warning: Check your browser settings before beginning your PRGCA. Incompatible browsers or incorrect settings will cause forms to display incorrectly.**

1. HRSA's Electronic Handbook system (EHB) is compatible only with certain Internet browsers that have specific settings. Please check your settings by logging into EHB and clicking the 'Recommended Settings' tab that appears in the yellow banner at the top left of your home screen. The system will check your browser and its settings for compatibility.
2. There are multiple checks that are performed, and you must receive green check marks next to each setting in order to proceed. The following link will direct you to a page that displays the list of the checks performed: [Recommended Settings](#).
3. Opening this link in your browser will automatically perform the recommended settings checks. Alternatively, you can access the recommended settings page in the EHBs system by clicking the 'Recommended Settings' tab on your EHBs home screen. It is highly recommended to check your settings prior to entering data in the BPMH system.
4. Using different browsers or settings than what is described above may produce unpredictable results. If you find that you are unable to see dropdown menus, cannot enter data into a field, or a form is not appearing, you most likely have a browser compatibility problem.
5. Please check these settings prior to calling the HRSA Call Center or your Government Project Officer. You may be asked to provide a screenshot showing the results of the 'Recommended Settings' tab.

## Getting Started: Helpful Resources and Recommendations

The following is a list of resources and tips you may find helpful in the event you need assistance:

1. Begin PRGCA data entry early and submit your report prior to the deadline.
2. **Browser Settings:** Check your Internet browser and its settings by using 'Recommended Settings' tab on the EHB home screen within the yellow banner in the top left corner of the screen. Look for green check marks for all system requirements in order to meet system requirements and proceed.
3. **Reporting on Your Grant:** Several resources are available through HRSA's "Reporting on Your Grant" link <http://bhw.hrsa.gov/grants/reporting/index.html> including general EHB guidance as well as links to the performance measures and program manual.
4. **Resource Links:** Several resources are available via the 'Resource' tab on the EHB home screen including the following links:
  1. View Prior Period Data- Previously submitted PRGCA data are available in read-only mode
  2. Glossary- Current definitions of key terms
  3. Instruction Manual- Electronic copy of this program manual (can also be found on the HRSA.gov website)
5. **Video Recordings:**
  1. Form-specific Technical Assistance webinars are available at <https://bhw.hrsa.gov/grants/reportonyourgrant/annual-performance-reporting-training-webinars>.
  2. Videos with general information about how to enter data in the BPMH system are available at <https://help.hrsa.gov/display/public/EHBSKBFG/BPMH+Videos>.
6. **Grant Personnel:** Review your grant personnel listed in EHB and update this list as necessary. Ensure that listed personnel have appropriate authorizations (i.e., PRGCA submission, etc.). Make sure you have a backup person in place to submit your report!
7. **Sequence of Forms:** Complete PRGCA forms in the order they appear (i.e., complete EXP-1 prior to EXP-2)
8. **Saving and Validating:** You must click 'Save and Validate' in order to move to the next form. Save your work frequently (every 15-20 minutes) and print a hard copy of your report prior to submission.
9. **Government Project Officers:** Contact your Government Project Officer if you need further assistance on the content of your report.
10. **HRSA Call Center:** If you need additional assistance, contact the HRSA Call Center. If you have contacted the Call Center and are waiting for a reply, you should follow-up with them 48 hours after the initial contact. Have your ticket number ready (the same ticket number will be used at all tier levels now). Do not wait for the Call Center to return a phone call or email: **Call Center Phone Number: 877-GO4-HRSA/877-464-4772** or **Call Center Online Assistance Form** [click here](#).

## Order of Required Forms

The following table shows the order that subforms will appear throughout the BPMH system for your specific grant program. Please note that clicking on the "Save and Validate" button at the end of each subform will cause the system to check all Blocks for errors and route you to the next required subform on the list. If you need to go back to any subform for any reason, simply click on the Form ID on the left sidebar of the Electronic Handbook (EHB). Please note that changing data that has already been saved will require you to click on the "Save and Validate" button and go through the validation process once more.

Order	Type of Form	Parent Form	Form ID
1	Setup Form	Setup Forms	Training Program
2	Performance Data Form	Program Characteristics-PC Subforms	PC-6
3	Performance Data Form	Program Characteristics-PC Subforms	PC-8
4	Performance Data Form	Program Characteristics-PC Subforms	PC-9
5	Performance Data Form	Program Characteristics-PC Subforms	PC-10
6	Performance Data Form	Individual Characteristics-INDGEN Subforms	IND-GEN
7	Performance Data Form	Individual Characteristics-INDGEN Subforms	INDGEN-PY
8	Performance Data Form	Experiential Characteristics-EXP Subforms	EXP-1
9	Performance Data Form	Experiential Characteristics-EXP Subforms	EXP-2

<b>Order</b>	<b>Type of Form</b>	<b>Parent Form</b>	<b>Form ID</b>
10	Performance Data Form	CHGME Hospital Data-CHD Subforms	CHD-1
11	Performance Data Form	CHGME Hospital Data-CHD Subforms	CHD-2
12	Performance Data Form	CHGME Hospital Data-CHD Subforms	CHD-3
13	Performance Data Form	Program Curriculum Changes	PCC



## Multi-User Forms

The BPMH system has recently been enhanced to allow multiple users to simultaneously enter and edit records on several forms. Please review the section below for details on how to enter new records, edit prior records, and check-in completed data for consolidation by the submitting official.

1. **Entering and Editing New Records in a Multi-User Form (Individual Users)**
  - a. Individual users who have been assigned editing privileges will be able to enter new records in multi-user forms.
  - b. All new records will be labeled with the creator's credentials. These records will be visible only to the creating user and the submitting official(s). Individual users will not be able to view or edit other users' new records.
  - c. To enter data on each form, follow the steps detailed in the program manual.
  - d. When data entry for each record is complete, click on the 'Edit Prior Records' button to begin editing prior records.
2. **Editing Prior Records in a Multi-User Form (Individual Users)**
  - a. To edit prior records click on the 'Edit Prior Records' button.
  - b. Prior records will be visible and editable for all users. Individual users should update their assigned prior records as appropriate. Refer to the program manual for step-by-step data entry instructions for each form.
  - c. Multiple users can work on the prior records table, but two users cannot work on the same prior record at the same time.
  - d. Note- Individual users can return to the new records table by selecting the 'Edit New Records' button.

The screenshot shows a web interface for a multi-user form. At the top, there is a search bar with a 'Go' button, a 'Page size: 50' dropdown, and another 'Go' button. To the right, there is a button labeled 'Edit Prior Records' which is highlighted with a red rectangular box. Below this is a table with the following structure:

(1) Type of Training Program	(2) Trainee Unique ID Block 1	(3) Select Individual's Training or Awardee Category Block 2	(4) Select Individual's Enrollment / Employment Status Block 3	(5) Select Individual's Sex Block 4	(6) Block
ursing - NP - Pediatrics   Distance arning program					

Figure 3. Screenshot of the Multi User Form

**3. Checking-In and Editing Completed Data (Individual Users)**

- a. When an individual user has completed data entry for new and prior records, select the “Check-in” button. This indicates that this user’s portion of the data entry is complete and ready for consolidation and review by the submitting official.
- b. If an individual user needs to make additional changes to data that have been checked-in, select the “Edit” button. This will allow individual users to revise the data.
- c. Note- Editing ‘Checked-in’ records will reset the consolidation status to ‘In Progress’. Users will need to ‘Check-in’ revised data once again, and the submitting official will have to perform the consolidation again with the updated data.
- d. Note- The Edit function will not be available when the submitting official is actively logged in.

Page: 1 Page size: 50 Edit Prior Records

Record Status	Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select
	(1)	(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4
1	Nursing - NP - Pediatrics   Distance learning program				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Comments

Go to Previous Page **Check In**

Figure 4. Screenshot of the Multi User Form

	Record Status	Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status
		(1)	(2) Block 1	(3) Block 2	(4) Block 3
1	Prior Record	Degree/Diploma   DNP / DrNP   Nursing - NP - Family   Distance learning program	0014516	Enrollee (distance learning only)	Full-time
2	Prior Record	Degree/Diploma   DNP / DrNP   Nursing - NP - Pediatrics   Distance learning program	0016177	Enrollee (distance learning only)	Part-time
3	Prior Record	Degree/Diploma   DNP / DrNP   Nursing - NP - Family   Distance learning program	0068993	Enrollee (distance learning only)	Part-time
4	Prior Record	Degree/Diploma   DNP / DrNP   Nursing - NP - Family   Distance learning program	0085687	Enrollee (distance learning only)	Part-time

Comments

Go to Previous Page Edit

**Figure 5. Screenshot of the Multi User Form**

**4. Reviewing and Consolidating Records (Submitting Official)**

- a. When all individual users have completed data entry for their new and prior records, the submitting official will select the 'Consolidate' button to combine all records for review. Following consolidation, the submitting official will select the 'Save and Validate' button. If errors are present, follow the directions provided to resolve them.

Select Individual's Academic or Training Year	Training in a Primary Care Setting			Training in a Medically Underserved Area		Training in a Rural Area		Select Whether Individual Left the Program Before Completion	Select Whether Individual Graduated/Completed the Program	Select Degree Earned	Select Individual's Post-Graduation/Completion Intentions
	Select Whether Individual Received Training	Enter # of Contact Hours	Enter # of Patient Encounters	Select Whether Individual Received Training	Enter # of Contact Hours	Select Whether Individual Received Training	Enter # of Contact Hours				
(26) Block 15	(28) Block 17	(29) Block 17a	(30) Block 17b	(31) Block 18	(32) Block 18a	(33) Block 19	(34) Block 19a	(36) Block 21	(37) Block 22	(38) Block 22a	(39) Block 22b
Graduate Year 3	No			No		No		No	Yes	MSN	Individual intends to become employed or pursue further training in a primary care setting

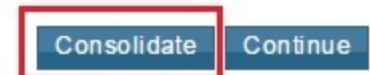


Figure 6. Screenshot of the Multi User Form

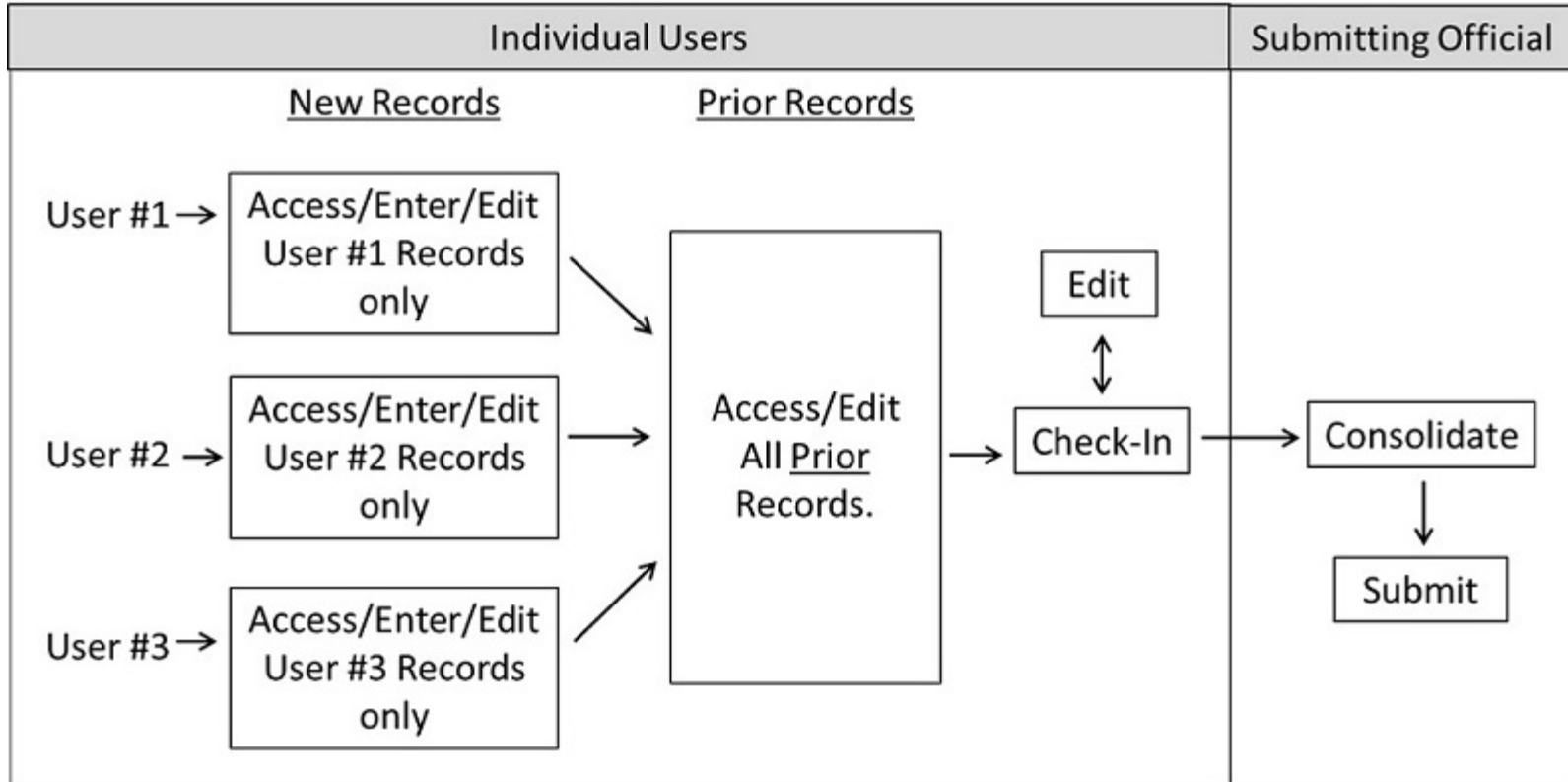


Figure 7. Screenshot of the Multi User Form

## Training Program - Setup

### Training Program Setup - Selecting Type of Training Program

The Training Program Setup form will configure all subsequent subforms specific to fellowship, residency, and major participating sites/rotation sites (depending on your grant).

<b>*Add Training Program</b>	
Select Type of Training Program Offered (Click the 'Load Program Details' button after selecting your training program)	<b>Load Program Details</b>
<b>Add Record</b>	

**Figure 8. Training Program Setup - Selecting Type of Training Program**

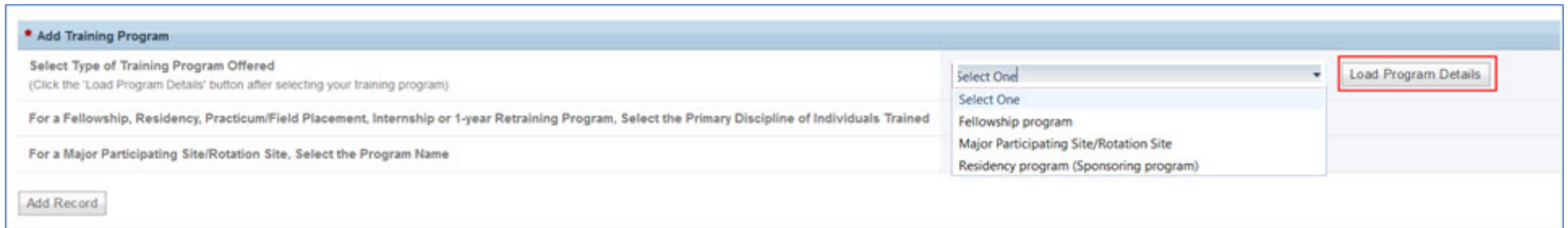
**Select Type of Training Program Offered:** Select the type of training program supported through the grant during the current reporting period by clicking on the drop-down menu next to “Select Type of Training Program Offered” and choosing one of the following options:

- Fellowship program
- Major Participating Site/Rotation Site
- Residency program



Note: Previously reported training programs (i.e., prior records) will prepopulate in the “Saved Records” table. If you have no NEW training programs to add, proceed to the instructions in the final step of this form (“Selecting Training Activity Status”).

## Training Program Setup - Loading Program Details



The screenshot shows a web form titled "Add Training Program". It contains three main sections: "Select Type of Training Program Offered" with a sub-instruction "(Click the 'Load Program Details' button after selecting your training program)", "For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining Program, Select the Primary Discipline of Individuals Trained", and "For a Major Participating Site/Rotation Site, Select the Program Name". A dropdown menu is open for the first section, showing options: "Select One", "Fellowship program", "Major Participating Site/Rotation Site", and "Residency program (Sponsoring program)". A "Load Program Details" button is highlighted with a red box. An "Add Record" button is located at the bottom left of the form.

**Figure 9. Training Program Setup - Loading Program Details**

Click on the "Load Program Details" button to activate the remaining drop-down menus in this setup form.



Note: Previously reported training programs (i.e., prior records) will prepopulate in the "Saved Records" table. If you have no NEW training programs to add, proceed to the instructions in the final step of this form ("Selecting Training Activity Status").



## Training Program Setup - Adding Fellowship Program

<b>*Add Training Program</b>	
For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining Program, Select the Primary Discipline of Individuals Trained	
<b>Add Record</b>	

Figure 10. Training Program Setup - Adding Fellowship Program

### For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining Program, Select the Primary Discipline of Individuals Trained:

- Select the profession and discipline of fellows in each **fellowship** program supported with grant funds by clicking on the drop-down menu and choosing **one** of options below.
- Next, click on the "Add Record" button to save your entry.
- Repeat this process as necessary to capture the primary profession and discipline of each fellowship program supported with grant funds during the current reporting period.

- Critical Care Medicine Subspecialties - Anesthesiology CCM
- Critical Care Medicine Subspecialties - Infectious Disease CCM
- Critical Care Medicine Subspecialties - Pediatrics CCM
- Medical Subspecialties - Allergy & Immunology
- Medical Subspecialties - Cardiology - Clinical Cardiac Electrophysiology
- Critical Care Medicine Subspecialties - Cardiology CCM
- Critical Care Medicine Subspecialties - Internal Medicine CCM
- Critical Care Medicine Subspecialties - Pulmonary CCM
- Medical Subspecialties - Cardiology
- Medical Subspecialties - Cardiology - Interventional Cardiology
- Medical Subspecialties - Endocrinology
- Medical Subspecialties - Gastroenterology
- Critical Care Medicine Subspecialties - Emergency Medicine CCM
- Critical Care Medicine Subspecialties - Nephrology CCM
- Critical Care Medicine Subspecialties - Surgery CCM
- Medical Subspecialties - Cardiology - Adult Congenital Heart Disease
- Medical Subspecialties - Cardiology - Nuclear Cardiology
- Medical Subspecialties - Endocrinology - Reproductive Endocrinology

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- Medical Subspecialties - Critical Care Medicine
- Medical Subspecialties - Endocrinology Diabetes and Metabolism
- Medical Subspecialties - Gastroenterology - Hepatology
- Medical Subspecialties - Hematology - Hematologic Pathology
- Medical Subspecialties - Infectious Diseases
- Medical Subspecialties - Medical Genetics (Adult Molecular Genetic Pathology)
- Medical Subspecialties - Pulmonary and Sleep Medicine
- Medical Subspecialties - Sleep Medicine
- Oral Health Specialties and Subspecialties - Dental Medicine/General Dentistry
- Oral Health Specialties and Subspecialties - Endodontics
- Oral Health Specialties and Subspecialties - Pediatric Dentistry (Pedodontics)
- Oral Health Specialties and Subspecialties - Prosthodontics
- Other Medical Subspecialties - Anesthesiology - Adult Cardiothoracic Anesthesiology
- Other Medical Subspecialties - Dermatology - Dermatopathology

- Medical Subspecialties - Hematology & Oncology
- Medical Subspecialties - Hospice and Palliative Medicine
- Medical Subspecialties - Medical Genetics (Adult Biochemical Genetics)
- Medical Subspecialties - Nephrology
- Medical Subspecialties - Pulmonary Medicine
- Medical Subspecialties - Sports Medicine
- Oral Health Specialties and Subspecialties - Dentistry - Craniofacial Surgery
- Oral Health Specialties and Subspecialties - Pathology Dentistry
- Oral Health Specialties and Subspecialties - Pediatric Orthodontics
- Oral Health Specialties and Subspecialties - Public Health Dentistry
- Other Medical Subspecialties - Anesthesiology - Pain Medicine
- Other Medical Subspecialties - Dermatology - Procedural Dermatology General
- Other Medical Subspecialties - Medical Genetics - Molecular Genetic Medicine
- Other Medical Subspecialties - Neurology - Epilepsy
- Other Medical Subspecialties - Neurology - Neurodevelopmental Disabilities
- Other Medical Subspecialties - Neurology - Pediatric Neurology

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- Medical Subspecialties - Gastroenterology - Adult Transplant Hepatology
- Medical Subspecialties - Hematology - Blood & Marrow Transplantation
- Medical Subspecialties - Hospital Medicine
- Medical Subspecialties - Medical Genetics (Adult Clinical Genetics)
- Medical Subspecialties - Nephrology and Hypertension
- Medical Subspecialties - Rheumatology
- Oral Health Specialties and Subspecialties - Advanced General Dentistry
- Oral Health Specialties and Subspecialties - Dentistry - Oral and Maxillofacial Surgery
- Oral Health Specialties and Subspecialties - Pediatric Dentistry
- Oral Health Specialties and Subspecialties - Periodontics
- Oral Health Specialties and Subspecialties - Radiology Dentistry
- Other Medical Subspecialties - Dermatology - Dermatologic Surgery
- Other Medical Subspecialties - Emergency Medicine - Clinical Pharmacology & Toxicology
- Other Medical Subspecialties - Medical Genetics - Molecular Genetic Pathology
- Other Medical Subspecialties - Neurology - Headache Medicine
- Other Medical Subspecialties - Neurology - Neuromuscular Medicine

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- Other Medical Subspecialties - Emergency Medicine - Medical Toxicology
- Other Medical Subspecialties - Neurology - Clinical Neurophysiology
- Other Medical Subspecialties - Neurology - Movement Disorders
- Other Medical Subspecialties - Neurology - Pediatric Epilepsy
- Other Medical Subspecialties - Neurology - Spinal Cord Medicine
- Other Medical Subspecialties - OB-GYN - Gynecological Oncology
- Other Medical Subspecialties - Occupational Medicine - Clinical Pharmacology & Toxicology
- Other Medical Subspecialties - Pathology - Anatomic and Clinical - Dermatopathology
- Other Medical Subspecialties - Pathology - Medical Microbiology
- Other Medical Subspecialties - Psychiatry - Child & Adolescent Psychiatry
- Other Medical Subspecialties - Radiology - Musculoskeletal Radiology
- Other Medical Subspecialties - Radiology - Pediatric Body MRI
- Other Medical Subspecialties - Radiology - Vascular and Interventional Radiology

- Other Medical Subspecialties - Neurology - Vascular Neurology
- Other Medical Subspecialties - OB-GYN - Maternal-Fetal Medicine (MFM)
- Other Medical Subspecialties - Occupational Medicine - Medical Toxicology
- Other Medical Subspecialties - Pathology - Blood Banking/Transfusion Medicine
- Other Medical Subspecialties - Pathology - Neuropathology
- Other Medical Subspecialties - Radiology - Body MRI
- Other Medical Subspecialties - Radiology - Neuroradiology
- Other Medical Subspecialties - Radiology - Pediatric Diagnostic Radiology
- Pediatric Medical Subspecialties - Clinical Pharmacology & Toxicology
- Pediatric Medical Subspecialties - Medical Genetics (Molecular Genetic Pathology)
- Pediatric Medical Subspecialties - Neurodevelopmental Disabilities
- Pediatric Medical Subspecialties - Pediatric Anesthesiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Cardiac Imaging
- Pediatric Medical Subspecialties - Pediatric Clinical Cardiac Electrophysiology

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- Other Medical Subspecialties - Neurology - Pediatric Neuromuscular Medicine
- Other Medical Subspecialties - OB-GYN - Female Pelvic Medicine & Reconstructive Surgery
- Other Medical Subspecialties - OB-GYN - Pediatric & Adolescent Gynecology
- Other Medical Subspecialties - Pain Medicine
- Other Medical Subspecialties - Pathology - Hematologic Pathology (Hematopathology)
- Other Medical Subspecialties - Psychiatry - Addiction Psychiatry
- Other Medical Subspecialties - Radiology - Endovascular Surgical Neuroradiology
- Other Medical Subspecialties - Radiology - Nuclear Radiology
- Other Medical Subspecialties - Radiology - Pediatric Neuroradiology
- Pediatric Medical Subspecialties - Medical Genetics (Clinical Genetics)
- Pediatric Medical Subspecialties - Medical Toxicology
- Pediatric Medical Subspecialties - Pediatric Allergy & Immunology
- Pediatric Medical Subspecialties - Pediatric Cardiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Interventional Cardiac Catheterization
- Pediatric Medical Subspecialties - Pediatric Critical Care Medicine

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- Pediatric Medical Subspecialties - Medical Genetics (Medical Biochemical Genetics)
- Pediatric Medical Subspecialties - Neonatal-Perinatal Medicine (Neonatology)
- Pediatric Medical Subspecialties - Pediatric and Adolescent Medicine
- Pediatric Medical Subspecialties - Pediatric Cardiology - Fetal Cardiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Preventive Cardiology
- Pediatric Medical Subspecialties - Pediatric Emergency Medicine
- Pediatric Medical Subspecialties - Pediatric Heart Failure Transplant
- Pediatric Medical Subspecialties - Pediatric Hospice and Palliative Medicine
- Pediatric Medical Subspecialties - Pediatric Nephrology
- Pediatric Medical Subspecialties - Pediatric Oncology
- Pediatric Medical Subspecialties - Pediatric Pulmonology
- Pediatric Medical Subspecialties - Pediatric Rheumatology
- Pediatric Medical Subspecialties - Pediatrics - Adolescent Medicine
- Pediatric Medical Subspecialties - Pediatrics - Child & Adolescent Psychiatry

- Pediatric Medical Subspecialties - Pediatric Endocrinology
- Pediatric Medical Subspecialties - Pediatric Hematology
- Pediatric Medical Subspecialties - Pediatric Hospital Medicine
- Pediatric Medical Subspecialties - Pediatric Neurocritical Care
- Pediatric Medical Subspecialties - Pediatric Palliative Care Medicine
- Pediatric Medical Subspecialties - Pediatric Radiology
- Pediatric Medical Subspecialties - Pediatric Sleep Medicine
- Pediatric Medical Subspecialties - Pediatrics - Advanced Pediatric Hematology-Oncology Neurooncology
- Pediatric Medical Subspecialties - Pediatrics - Child Abuse Pediatrics
- Pediatric Medical Subspecialties - Pediatrics - Medical Toxicology
- Pediatric Surgical Specialties and Subspecialties - Congenital Cardiac Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Neurosurgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Otolaryngology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Transplantation Surgery

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- Pediatric Medical Subspecialties - Pediatric Gastroenterology
- Pediatric Medical Subspecialties - Pediatric Hematology-Oncology
- Pediatric Medical Subspecialties - Pediatric Infectious Disease
- Pediatric Medical Subspecialties - Pediatric Neurology (Child Neurology)
- Pediatric Medical Subspecialties - Pediatric Pathology
- Pediatric Medical Subspecialties - Pediatric Rehabilitation Medicine
- Pediatric Medical Subspecialties - Pediatric Sports Medicine
- Pediatric Medical Subspecialties - Pediatrics - Advanced Pediatric Hematology-Oncology Stem Cell Transplantation
- Pediatric Medical Subspecialties - Pediatrics - Clinical Immunodeficiency
- Pediatric Medical Subspecialties - Pediatrics - Transplant Hepatology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Cardiothoracic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Ophthalmology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Plastic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Trauma Surgery
- Surgical Subspecialties - Cardiac Surgery
- Surgical Subspecialties - Colon & Rectal Surgery (Colorectal Surgery)

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- Pediatric Medical Subspecialties - Pediatrics - Developmental Behavioral Pediatrics
- Pediatric Surgical Specialties and Subspecialties - Adolescent Bariatric Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Colorectal Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Orthopedics
- Pediatric Surgical Specialties and Subspecialties - Pediatric Surgical Critical Care
- Pediatric Surgical Specialties and Subspecialties - Pediatric Urology
- Surgical Subspecialties - Cardiothoracic Surgery
- Surgical Subspecialties - General Surgery - Fetal Surgery
- Surgical Subspecialties - Orthopedic Surgery - Foot and Ankle Surgery
- Surgical Subspecialties - Orthopedic Surgery - Spine Surgery
- Surgical Subspecialties - Pediatric Surgery - Fetal Surgery
- Surgical Subspecialties - Surgery - Oral and Maxillofacial Surgery
- Surgical Subspecialties - Transplant Surgery
- Surgical Subspecialties - Vascular Surgery

- Pediatric Surgical Specialties and Subspecialties - Vascular Anomalies Surgery
- Surgical Subspecialties - Cardiothoracic Surgery - Adult Congenital Heart Disease
- Surgical Subspecialties - Neurosurgery - Spinal Cord Medicine
- Surgical Subspecialties - Orthopedic Surgery - Hand Surgery
- Surgical Subspecialties - Orthopedic Surgery - Sports Medicine
- Surgical Subspecialties - Plastic Surgery - Craniofacial Surgery
- Surgical Subspecialties - Surgical Critical Care
- Surgical Subspecialties - Transplant Surgery - Lung

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- Surgical Subspecialties - OB - GYN - Fetal Surgery
- Surgical Subspecialties - Orthopedic Surgery - Musculoskeletal Oncology
- Surgical Subspecialties - Pediatric Surgery
- Surgical Subspecialties - Plastic Surgery - Hand Surgery
- Surgical Subspecialties - Thoracic Surgery
- Surgical Subspecialties - Trauma Surgery



Note: Previously reported training programs (i.e., prior records) will prepopulate in the “Saved Records” table. If you have no NEW training programs to add, proceed to the instructions in the final step of this form (“Selecting Training Activity Status”).

## Training Program Setup - Adding Residency Program

<b>*Add Training Program</b>	
For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining Program, Select the Primary Discipline of Individuals Trained	
<b>Add Record</b>	

**Figure 11. Training Program Setup - Adding Residency Program**

### For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining Program, Select the Primary Discipline of Individuals Trained:

- Select the profession and discipline of residents in each residency program supported with grant funds by clicking on the drop-down menu and choosing **one** of options below.
- Next, click on the "Add Record" button to save your entry.
- Repeat this process as necessary to capture the primary profession and discipline of each residency program supported with grant funds during the current reporting period.

- Combined Programs - Family Medicine/Emergency Medicine
- Combined Programs - Family Medicine/Sports Medicine
- Combined Programs - Internal Medicine/Medical Genetics
- Combined Programs - Internal Medicine/Preventive Medicine
- Combined Programs - Pediatrics/Anesthesiology
- Combined Programs - Pediatrics/Emergency Medicine

- Combined Programs - Family Medicine/Preventive Medicine
- Combined Programs - Internal Medicine/Emergency Medicine
- Combined Programs - Internal Medicine/Neurology
- Combined Programs - Internal Medicine/Psychiatry
- Combined Programs - Pediatrics/Child Neurology
- Combined Programs - Pediatrics/Medical Genetics

- Combined Programs - Family Medicine/Psychiatry
- Combined Programs - Internal Medicine/Family Medicine
- Combined Programs - Internal Medicine/Pediatrics
- Combined Programs - Obstetrics/Anesthesiology
- Combined Programs - Pediatrics/Dermatology
- Combined Programs - Pediatrics/Medical Toxicology

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- Combined Programs - Pediatrics/Physical Medicine and Rehabilitation
- Medical Specialties (non-Primary Care) - Anesthesiology
- Medical Specialties (non-Primary Care) - Medical Genetics (Clinical Genetics)
- Medical Specialties (non-Primary Care) - Obstetrics & Gynecology
- Medical Specialties (non-Primary Care) - Physical Medicine & Rehabilitation
- Medical Specialties (non-Primary Care) - Radiation Oncology
- Medical Specialties (Primary Care) - Geriatric Medicine
- Oral Health Specialties and Subspecialties - Advanced General Dentistry
- Oral Health Specialties and Subspecialties - Dentistry - Oral and Maxillofacial Surgery
- Oral Health Specialties and Subspecialties - Pediatric Dentistry
- Oral Health Specialties and Subspecialties - Periodontics
- Oral Health Specialties and Subspecialties - Radiology Dentistry
- Pediatric Surgical Specialties and Subspecialties - Pediatric Cardiothoracic Surgery

- Combined Programs - Pediatrics/Psychiatry/Child & Adolescent Psychiatry
- Medical Specialties (non-Primary Care) - Dermatology
- Medical Specialties (non-Primary Care) - Neurology
- Medical Specialties (non-Primary Care) - Occupational Medicine
- Medical Specialties (non-Primary Care) - Preventive Medicine
- Medical Specialties (non-Primary Care) - Radiology (Diagnostic Radiology)
- Medical Specialties (Primary Care) - Internal Medicine
- Oral Health Specialties and Subspecialties - Dental Medicine/General Dentistry
- Oral Health Specialties and Subspecialties - Endodontics
- Oral Health Specialties and Subspecialties - Pediatric Dentistry (Pedodontics)
- Oral Health Specialties and Subspecialties - Prosthodontics
- Pediatric Surgical Specialties and Subspecialties - Adolescent Bariatric Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Colorectal Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Orthopedics

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- Combined Programs - Preventative Medicine/Medical Toxicology
- Medical Specialties (non-Primary Care) - Emergency Medicine
- Medical Specialties (non-Primary Care) - Nuclear Medicine
- Medical Specialties (non-Primary Care) - Pathology (Anatomic and Clinical Pathology)
- Medical Specialties (non-Primary Care) - Psychiatry
- Medical Specialties (Primary Care) - Family Medicine
- Medical Specialties (Primary Care) - Pediatrics (General Pediatrics)
- Oral Health Specialties and Subspecialties - Dentistry - Craniofacial Surgery
- Oral Health Specialties and Subspecialties - Pathology Dentistry
- Oral Health Specialties and Subspecialties - Pediatric Orthodontics
- Oral Health Specialties and Subspecialties - Public Health Dentistry
- Pediatric Surgical Specialties and Subspecialties - Congenital Cardiac Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Neurosurgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Otolaryngology



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- Pediatric Surgical Specialties and Subspecialties - Pediatric Ophthalmology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Plastic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Trauma Surgery
- Prelim Transitional Training - Preliminary Medicine
- Prelim Transitional Training - Traditional Rotating Internship - Osteopathic
- Rotations - Coursework - Other - Fetal Surgery
- Rotations - Coursework - Other - GI Motility
- Rotations - Coursework - Other - Pediatric Cardiac Intensive Care Unit
- Rotations - Coursework - Other - Pediatric Environmental Health
- Rotations - Coursework - Other - Pediatric Nutrition
- Rotations - Coursework - Other - Psychosomatic Medicine
- Rotations - Coursework - Other - Surgery - Surgical Scholar
- Surgical Specialties - Orthopedic Surgery
- Surgical Specialties - Surgery - General Surgery

- Pediatric Surgical Specialties and Subspecialties - Pediatric Surgical Critical Care
- Pediatric Surgical Specialties and Subspecialties - Pediatric Urology
- Prelim Transitional Training - Preliminary Medicine (General Internship) - Osteopathic
- Prelim Transitional Training - Transitional Year
- Rotations - Coursework - Other - General and Community Medicine
- Rotations - Coursework - Other - International Pediatric Neurosurgery
- Rotations - Coursework - Other - Pediatric Clinical Pharmacology
- Rotations - Coursework - Other - Pediatric Hospital Medicine
- Rotations - Coursework - Other - Pediatric Optometry
- Rotations - Coursework - Other - Quality Scholars in Transforming Health Care
- Surgical Specialties - Neurosurgery (Neurological Surgery)
- Surgical Specialties - Otolaryngology (ENT Surgery)
- Surgical Specialties - Urology

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- Pediatric Surgical Specialties and Subspecialties - Pediatric Transplantation Surgery
- Pediatric Surgical Specialties and Subspecialties - Vascular Anomalies Surgery
- Prelim Transitional Training - Preliminary Surgery
- Rotations - Coursework - Other - Advanced General Dentistry
- Rotations - Coursework - Other - General and Community Pediatrics
- Rotations - Coursework - Other - Osteopathy
- Rotations - Coursework - Other - Pediatric Clinical Pharmacy
- Rotations - Coursework - Other - Pediatric International Surgery
- Rotations - Coursework - Other - Podiatric Medicine and Surgery
- Rotations - Coursework - Other - Spinal Cord Injury Medicine
- Surgical Specialties - Ophthalmology
- Surgical Specialties - Plastic Surgery



Note: Previously reported training programs (i.e., prior records) will prepopulate in the “Saved Records” table. If you have no NEW training programs to add, proceed to the instructions in the final step of this form ("Selecting Training Activity Status").

## Training Program Setup - Adding Major Participating Site/Rotation Site

<b>*Add Training Program</b>	
For a Major Participating Site/Rotation Site, Select the Program Name	<input type="text"/>
<b>Add Record</b>	

**Figure 12. Training Program Setup - Adding Major Participating Site/Rotation Site**

### For a Major Participating Site/Rotation Site, Select the Program Name:

- Select the Program Name by clicking on the drop-down menu and choosing one of options below.
- Next, click on the "Add Record" button to save your entry.
- Repeat this process as necessary to capture the program name for each of the major participating sites/training sites supported with grant funds during the current reporting period.

- Combined Programs - Family Medicine/Emergency Medicine
- Combined Programs - Family Medicine/Sports Medicine
- Combined Programs - Internal Medicine/Medical Genetics
- Combined Programs - Internal Medicine/Preventive Medicine
- Combined Programs - Pediatrics/Anesthesiology
- Combined Programs - Pediatrics/Emergency Medicine
- Combined Programs - Pediatrics/Physical Medicine and Rehabilitation
- Combined Programs - Family Medicine/Preventive Medicine
- Combined Programs - Internal Medicine/Emergency Medicine
- Combined Programs - Internal Medicine/Neurology
- Combined Programs - Internal Medicine/Psychiatry
- Combined Programs - Pediatrics/Child Neurology
- Combined Programs - Pediatrics/Medical Genetics
- Combined Programs - Pediatrics/Psychiatry/Child & Adolescent Psychiatry
- Combined Programs - Family Medicine/Psychiatry
- Combined Programs - Internal Medicine/Family Medicine
- Combined Programs - Internal Medicine/Pediatrics
- Combined Programs - Obstetrics/Anesthesiology
- Combined Programs - Pediatrics/Dermatology
- Combined Programs - Pediatrics/Medical Toxicology
- Combined Programs - Preventative Medicine/Medical Toxicology

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- Critical Care Medicine Subspecialties - Anesthesiology CCM
- Critical Care Medicine Subspecialties - Emergency Medicine CCM
- Critical Care Medicine Subspecialties - Nephrology CCM
- Critical Care Medicine Subspecialties - Surgery CCM
- Medical Specialties (non-Primary Care) - Emergency Medicine
- Medical Specialties (non-Primary Care) - Nuclear Medicine
- Medical Specialties (non-Primary Care) - Pathology (Anatomic and Clinical Pathology)
- Medical Specialties (non-Primary Care) - Psychiatry
- Medical Specialties (Primary Care) - Family Medicine
- Medical Specialties (Primary Care) - Pediatrics (General Pediatrics)
- Medical Subspecialties - Cardiology - Adult Congenital Heart Disease
- Medical Subspecialties - Cardiology - Nuclear Cardiology
- Medical Subspecialties - Critical Care Medicine
- Medical Subspecialties - Endocrinology Diabetes and Metabolism
- Medical Subspecialties - Gastroenterology - Hepatology

- Critical Care Medicine Subspecialties - Cardiology CCM
- Critical Care Medicine Subspecialties - Infectious Disease CCM
- Critical Care Medicine Subspecialties - Pediatrics CCM
- Medical Specialties (non-Primary Care) - Anesthesiology
- Medical Specialties (non-Primary Care) - Medical Genetics (Clinical Genetics)
- Medical Specialties (non-Primary Care) - Obstetrics & Gynecology
- Medical Specialties (non-Primary Care) - Physical Medicine & Rehabilitation
- Medical Specialties (non-Primary Care) - Radiation Oncology
- Medical Specialties (Primary Care) - Geriatric Medicine
- Medical Subspecialties - Allergy & Immunology
- Medical Subspecialties - Cardiology - Clinical Cardiac Electrophysiology
- Medical Subspecialties - Clinical Informatics
- Medical Subspecialties - Endocrinology
- Medical Subspecialties - Gastroenterology
- Medical Subspecialties - Hematology & Oncology
- Medical Subspecialties - Hospice and Palliative Medicine

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- Critical Care Medicine Subspecialties - Cardiology CCM - Anesthesiology
- Critical Care Medicine Subspecialties - Internal Medicine CCM
- Critical Care Medicine Subspecialties - Pulmonary CCM
- Medical Specialties (non-Primary Care) - Dermatology
- Medical Specialties (non-Primary Care) - Neurology
- Medical Specialties (non-Primary Care) - Occupational Medicine
- Medical Specialties (non-Primary Care) - Preventive Medicine
- Medical Specialties (non-Primary Care) - Radiology (Diagnostic Radiology)
- Medical Specialties (Primary Care) - Internal Medicine
- Medical Subspecialties - Cardiology
- Medical Subspecialties - Cardiology - Interventional Cardiology
- Medical Subspecialties - Clinical Neurophysiology
- Medical Subspecialties - Endocrinology - Reproductive Endocrinology
- Medical Subspecialties - Gastroenterology - Adult Transplant Hepatology
- Medical Subspecialties - Hematology - Blood & Marrow Transplantation
- Medical Subspecialties - Hospital Medicine
- Medical Subspecialties - Medical Genetics (Adult Clinical Genetics)
- Medical Subspecialties - Nephrology and Hypertension

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- Medical Subspecialties - Hematology - Hematologic Pathology
- Medical Subspecialties - Infectious Diseases
- Medical Subspecialties - Medical Genetics (Adult Molecular Genetic Pathology)
- Medical Subspecialties - Pulmonary and Sleep Medicine
- Medical Subspecialties - Sleep Medicine
- Oral Health Specialties and Subspecialties - Dental Medicine/General Dentistry
- Oral Health Specialties and Subspecialties - Endodontics
- Oral Health Specialties and Subspecialties - Pediatric Dentistry (Pedodontics)
- Oral Health Specialties and Subspecialties - Prosthodontics
- Other Medical Subspecialties - Anesthesiology - Adult Cardiothoracic Anesthesiology
- Other Medical Subspecialties - Dermatology - Dermatopathology
- Other Medical Subspecialties - Emergency Medicine - Medical Toxicology
- Other Medical Subspecialties - Neurology - Clinical Neurophysiology

- Medical Subspecialties - Medical Genetics (Adult Biochemical Genetics)
- Medical Subspecialties - Nephrology
- Medical Subspecialties - Pulmonary Medicine
- Medical Subspecialties - Sports Medicine
- Oral Health Specialties and Subspecialties - Dentistry - Craniofacial Surgery
- Oral Health Specialties and Subspecialties - Pathology Dentistry
- Oral Health Specialties and Subspecialties - Pediatric Orthodontics
- Oral Health Specialties and Subspecialties - Public Health Dentistry
- Other Medical Subspecialties - Anesthesiology - Pain Medicine
- Other Medical Subspecialties - Dermatology - Procedural Dermatology General
- Other Medical Subspecialties - Medical Genetics - Molecular Genetic Medicine
- Other Medical Subspecialties - Neurology - Epilepsy
- Other Medical Subspecialties - Neurology - Neurodevelopmental Disabilities
- Other Medical Subspecialties - Neurology - Pediatric Neurology

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- Medical Subspecialties - Rheumatology
- Oral Health Specialties and Subspecialties - Advanced General Dentistry
- Oral Health Specialties and Subspecialties - Dentistry - Oral and Maxillofacial Surgery
- Oral Health Specialties and Subspecialties - Pediatric Dentistry
- Oral Health Specialties and Subspecialties - Periodontics
- Oral Health Specialties and Subspecialties - Radiology Dentistry
- Other Medical Subspecialties - Dermatology - Dermatologic Surgery
- Other Medical Subspecialties - Emergency Medicine - Clinical Pharmacology & Toxicology
- Other Medical Subspecialties - Medical Genetics - Molecular Genetic Pathology
- Other Medical Subspecialties - Neurology - Headache Medicine
- Other Medical Subspecialties - Neurology - Neuromuscular Medicine
- Other Medical Subspecialties - Neurology - Pediatric Neuromuscular Medicine
- Other Medical Subspecialties - OB-GYN - Female Pelvic Medicine & Reconstructive Surgery
- Other Medical Subspecialties - OB-GYN - Pediatric & Adolescent Gynecology
- Other Medical Subspecialties - Pain Medicine
- Other Medical Subspecialties - Pathology - Hematologic Pathology (Hematopathology)

- Other Medical Subspecialties - Neurology - Movement Disorders
- Other Medical Subspecialties - Neurology - Pediatric Epilepsy
- Other Medical Subspecialties - Neurology - Spinal Cord Medicine
- Other Medical Subspecialties - OB-GYN - Gynecological Oncology
- Other Medical Subspecialties - Occupational Medicine - Clinical Pharmacology & Toxicology
- Other Medical Subspecialties - Pathology - Anatomic and Clinical - Dermatopathology
- Other Medical Subspecialties - Pathology - Medical Microbiology
- Other Medical Subspecialties - Psychiatry - Child & Adolescent Psychiatry
- Other Medical Subspecialties - Radiology - Musculoskeletal Radiology
- Other Medical Subspecialties - Radiology - Pediatric Body MRI
- Other Medical Subspecialties - Radiology - Vascular and Interventional Radiology
- Pediatric Medical Subspecialties - Medical Genetics (Clinical Genetics)
- Pediatric Medical Subspecialties - Medical Genetics (Molecular Genetics)
- Other Medical Subspecialties - Neurology - Vascular Neurology
- Other Medical Subspecialties - OB-GYN - Maternal-Fetal Medicine (MFM)
- Other Medical Subspecialties - Occupational Medicine - Medical Toxicology
- Other Medical Subspecialties - Pathology - Blood Banking/Transfusion Medicine
- Other Medical Subspecialties - Pathology - Neuropathology
- Other Medical Subspecialties - Radiology - Body MRI
- Other Medical Subspecialties - Radiology - Neuroradiology
- Other Medical Subspecialties - Radiology - Pediatric Diagnostic Radiology
- Pediatric Medical Subspecialties - Clinical Pharmacology & Toxicology
- Pediatric Medical Subspecialties - Medical Genetics (Medical Biochemical Genetics)
- Pediatric Medical Subspecialties - Medical Toxicology
- Pediatric Medical Subspecialties - Neurodevelopmental Disabilities
- Pediatric Medical Subspecialties - Pediatric Anesthesiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Fetal Cardiology
- Other Medical Subspecialties - Psychiatry - Addiction Psychiatry
- Other Medical Subspecialties - Radiology - Endovascular Surgical Neuroradiology
- Other Medical Subspecialties - Radiology - Nuclear Radiology
- Other Medical Subspecialties - Radiology - Pediatric Neuroradiology
- Pediatric Medical Subspecialties - Medical Genetics (Clinical Cytogenetics)
- Pediatric Medical Subspecialties - Medical Genetics (Molecular Genetic Pathology)
- Pediatric Medical Subspecialties - Neonatal - Neurology Cerebral Palsy
- Pediatric Medical Subspecialties - Pediatric Allergy & Immunology
- Pediatric Medical Subspecialties - Pediatric Cardiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Cardiac Imaging
- Pediatric Medical Subspecialties - Pediatric Clinical Cardiac Electrophysiology
- Pediatric Medical Subspecialties - Pediatric Endocrinology
- Pediatric Medical Subspecialties - Pediatric Hematology
- Pediatric Medical Subspecialties - Pediatric Infectious Disease
- Pediatric Medical Subspecialties - Pediatric Neurology (Child Neurology)
- Pediatric Medical Subspecialties - Pediatric Pathology
- Pediatric Medical Subspecialties - Pediatric Rehabilitation Medicine

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- Pediatric Medical Subspecialties - Neonatal-Perinatal Medicine (Neonatology)
- Pediatric Medical Subspecialties - Pediatric and Adolescent Medicine
- Pediatric Medical Subspecialties - Pediatric Cardiology - Echocardiogram
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Interventional Cardiac Catheterization
- Pediatric Medical Subspecialties - Pediatric Critical Care Medicine
- Pediatric Medical Subspecialties - Pediatric Gastroenterology
- Pediatric Medical Subspecialties - Pediatric Hematology-Oncology
- Pediatric Medical Subspecialties - Pediatric Nephrology
- Pediatric Medical Subspecialties - Pediatric Oncology
- Pediatric Medical Subspecialties - Pediatric Pulmonology
- Pediatric Medical Subspecialties - Pediatric Rheumatology
- Pediatric Medical Subspecialties - Pediatrics - Adolescent Medicine
- Pediatric Medical Subspecialties - Pediatrics - Child & Adolescent Psychiatry
- Pediatric Medical Subspecialties - Pediatrics - Developmental Behavioral Pediatrics

- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Preventive Cardiology
- Pediatric Medical Subspecialties - Pediatric Emergency Medicine
- Pediatric Medical Subspecialties - Pediatric Heart Failure Transplant
- Pediatric Medical Subspecialties - Pediatric Hospice and Palliative Medicine
- Pediatric Medical Subspecialties - Pediatric Neurocritical Care
- Pediatric Medical Subspecialties - Pediatric Palliative Care Medicine
- Pediatric Medical Subspecialties - Pediatric Radiology
- Pediatric Medical Subspecialties - Pediatric Sleep Medicine
- Pediatric Medical Subspecialties - Pediatrics - Advanced Pediatric Hematology-Oncology Neurooncology
- Pediatric Medical Subspecialties - Pediatrics - Child Abuse Pediatrics
- Pediatric Medical Subspecialties - Pediatrics - Medical Toxicology
- Pediatric Surgical Specialties and Subspecialties - Congenital Cardiac Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Neurosurgery

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- Pediatric Medical Subspecialties - Pediatric Sports Medicine
- Pediatric Medical Subspecialties - Pediatrics - Advanced Pediatric Hematology-Oncology Stem Cell Transplantation
- Pediatric Medical Subspecialties - Pediatrics - Clinical Immunodeficiency
- Pediatric Medical Subspecialties - Pediatrics - Transplant Hepatology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Cardiothoracic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Ophthalmology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Plastic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Transplantation Surgery - Bone Marrow
- Pediatric Surgical Specialties and Subspecialties - Vascular Anomalies Surgery
- Prelim Transitional Training - Preliminary Surgery
- Rotations - Coursework - Other - Advanced General Dentistry
- Rotations - Coursework - Other - FM Integrated/Neuromusculoskeletal Medicine
- Rotations - Coursework - Other - GI Motility
- Rotations - Coursework - Other - Pediatric Cardiac Intensive Care Unit
- Rotations - Coursework - Other - Pediatric Environmental Health

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- Pediatric Surgical Specialties and Subspecialties - Adolescent Bariatric Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Colorectal Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Orthopedics
- Pediatric Surgical Specialties and Subspecialties - Pediatric Surgical Critical Care
- Pediatric Surgical Specialties and Subspecialties - Pediatric Trauma Surgery
- Prelim Transitional Training - Preliminary Medicine
- Prelim Transitional Training - Traditional Rotating Internship - Osteopathic
- Rotations - Coursework - Other - Fetal Surgery
- Rotations - Coursework - Other - General and Community Medicine
- Rotations - Coursework - Other - International Pediatric Neurosurgery
- Rotations - Coursework - Other - Pediatric Clinical Pharmacology
- Rotations - Coursework - Other - Pediatric Hospital Medicine
- Rotations - Coursework - Other - Pediatric Optometry

- Pediatric Surgical Specialties and Subspecialties - Pediatric Otolaryngology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Transplantation Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Urology
- Prelim Transitional Training - Preliminary Medicine (General Internship) - Osteopathic
- Prelim Transitional Training - Transitional Year
- Rotations - Coursework - Other - FM and Osteopathic Manipulative Treatment
- Rotations - Coursework - Other - General and Community Pediatrics
- Rotations - Coursework - Other - Osteopathy
- Rotations - Coursework - Other - Pediatric Clinical Pharmacy
- Rotations - Coursework - Other - Pediatric International Surgery
- Rotations - Coursework - Other - Podiatric Medicine and Surgery
- Rotations - Coursework - Other - Spinal Cord Injury Medicine
- Surgical Specialties - Ophthalmology
- Surgical Specialties - Plastic Surgery
- Surgical Subspecialties - Cardiac Surgery
- Surgical Subspecialties - Colon & Rectal Surgery (Colorectal Surgery)

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- Rotations - Coursework - Other - Pediatric Nutrition
- Rotations - Coursework - Other - Psychosomatic Medicine
- Rotations - Coursework - Other - Surgery - Surgical Scholar
- Surgical Specialties - Orthopedic Surgery
- Surgical Specialties - Surgery - General Surgery
- Surgical Subspecialties - Cardiothoracic Surgery
- Surgical Subspecialties - General Surgery - Fetal Surgery
- Surgical Subspecialties - Orthopedic Surgery - Foot and Ankle Surgery
- Surgical Subspecialties - Orthopedic Surgery - Spine Surgery
- Surgical Subspecialties - Pediatric Surgery - Fetal Surgery
- Surgical Subspecialties - Surgery - Oral and Maxillofacial Surgery
- Surgical Subspecialties - Transplant Surgery
- Surgical Subspecialties - Vascular Surgery



- Rotations - Coursework - Other - Quality Scholars in Transforming Health Care
- Surgical Specialties - Neurosurgery (Neurological Surgery)
- Surgical Specialties - Otolaryngology (ENT Surgery)
- Surgical Specialties - Urology
- Surgical Subspecialties - Cardiothoracic Surgery - Adult Congenital Heart Disease
- Surgical Subspecialties - Neurosurgery - Spinal Cord Medicine
- Surgical Subspecialties - Orthopedic Surgery - Hand Surgery
- Surgical Subspecialties - Orthopedic Surgery - Sports Medicine
- Surgical Subspecialties - Plastic Surgery - Craniofacial Surgery
- Surgical Subspecialties - Surgical Critical Care
- Surgical Subspecialties - Transplant Surgery - Lung
- Surgical Subspecialties - OB-GYN - Fetal Surgery
- Surgical Subspecialties - Orthopedic Surgery - Musculoskeletal Oncology
- Surgical Subspecialties - Pediatric Surgery
- Surgical Subspecialties - Plastic Surgery - Hand Surgery
- Surgical Subspecialties - Thoracic Surgery
- Surgical Subspecialties - Trauma Surgery



Note: Previously reported training programs (i.e., prior records) will prepopulate in the "Saved Records" table. If you have no NEW training programs to add, proceed to the instructions in the final step of this form ("Selecting Training Activity Status").


## Training Program Setup - Selecting Training Activity Status


Select Training Activity Status in the Current Reporting Period
(2)


Figure 13. Training Program Setup - Selecting Training Activity Status


**Select Training Activity Status in the Current Reporting Period:** Select the status of each program at the end of the current reporting period (i.e., **June 30, 2017**) by choosing one of the options below:

- Active
- Inactive

 **Warning:** All NEW training programs must be marked “Active” during the reporting period in which they were created.

 **Note:** Select "Active" for a program that was offered during the current reporting period. If you are reporting any activity for a program, please select active.

 **Note:** Select "Inactive" for a program that was NOT offered during the current reporting period. Selecting ‘Inactive’ indicates that the training program is completed, you are no longer administering it, and you have no active INDGEN records. You will not report on any aspect of an inactive program, and all records associated with the program (i.e., EXP, CHD, PDD records) will be made inactive.

 **To Complete the Form:** Click on "Save and Validate" on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

## PC-6: Program Characteristics – Fellowship Programs

### PC-6 - Selecting Type(s) of Partners/Consortia

Select Type(s) of Partners/Consortia Used to Offer this Training
(3) Block 2

**Figure 14. PC-6 - Selecting Type(s) of Partners/Consortia**

**Select Type(s) of Partners/Consortia Used to Offer this Training:** Complete Column 3 (Block 2) by selecting all of the type(s) of partnerships or consortia used or established for the purpose of offering each fellowship program during the reporting period.

- Academic department - outside the institution
- Alzheimer’s Disease Resource Centers
- Community - based health center (e.g.; free clinic)
- Day and home care programs (i.e. Home Health)
- Federal Government - ACL
- Federal Government - Department of Defense/Military
- Federal Government - NIH
- Federal Government - SAMHSA
- Geriatric ambulatory care and comprehensive units
- Health department - Local
- Health disparities research center
- Hospice
- Long-term care facility
- Academic department - within the institution
- Ambulatory practice sites
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - AHRQ
- Federal Government - FDA
- Federal Government - Other HHS Agency/Office
- Federal Government -Other
- Geriatric Behavioral or Mental Health Units
- Health department - State
- Health insurance/Healthcare Provider Group (e.g.; PPO/HMO)
- Hospital
- No partners/consortia used
- Nurse managed health clinic
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Alzheimer’s Association/Chapters
- Area Agencies on Aging
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - CDC
- Federal Government - IHS
- Federal Government - Other HRSA Program
- FQHC or look-alike
- Geriatric consultation services
- Health department - Tribal
- Health policy center
- Local Government
- Nonprofit organization (faith - based)
- Nursing home
- Private/For - profit organization

- Nonprofit organization (non - faith based)
- Other
- Professional Associations
- State Government
- Tribal Government
- Senior Center
- Tribal Organization



Warning: You may not select "No partners/consortia used" in combination with any other option.



**To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.**

## PC-8: Program Characteristics – Residency Programs

### PC-8 - Selecting Type(s) of Partners/Consortia

Select Type(s) of Partners/Consortia Used to Offer this Training
(4) Block 2

**Figure 15. PC-8 - Selecting Type(s) of Partners/Consortia**

**Select Type(s) of Partners/Consortia Used to Offer this Training:** Complete Column 4 (Block 2) by selecting all of the type(s) of partnerships or consortia used or established for the purpose of offering each residency program during the current reporting period.

- Academic department - outside the institution
- Alzheimer’s Disease Resource Centers
- Community - based health center (e.g.; free clinic)
- Day and home care programs (i.e. Home Health)
- Federal Government - ACL
- Federal Government - Department of Defense/Military
- Federal Government - NIH
- Federal Government - SAMHSA
- Geriatric ambulatory care and comprehensive units
- Health department - Local
- Health disparities research center
- Hospice
- Long-term care facility
- Academic department - within the institution
- Ambulatory practice sites
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - AHRQ
- Federal Government - FDA
- Federal Government - Other HHS Agency/Office
- Federal Government -Other
- Geriatric Behavioral or Mental Health Units
- Health department - State
- Health insurance/Healthcare Provider Group (e.g.; PPO/HMO)
- Hospital
- No partners/consortia used
- Nurse managed health clinic
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Alzheimer’s Association/Chapters
- Area Agencies on Aging
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - CDC
- Federal Government - IHS
- Federal Government - Other HRSA Program
- FQHC or look-alike
- Geriatric consultation services
- Health department - Tribal
- Health policy center
- Local Government
- Nonprofit organization (faith - based)
- Nursing home
- Private/For - profit organization

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- Nonprofit organization (non - faith based)
- Other
- Professional Associations
- State Government
- Tribal Government

- Senior Center
- Tribal Organization



Warning: You may not select "No partners/consortia used" in combination with any other option.

### PC-8 - Entering # of Core Physician Faculty as Reported to ACGME or AOA

Enter # of Core Physician Faculty as Reported to ACGME or AOA
(12)

Figure 16. PC-8 - Entering # of Core Physician Faculty as Reported to ACGME or AOA

**Enter # of Core Physician Faculty as Reported to ACGME or AOA:** For each training program, enter the total number of Core Physician Faculty as reported to ACGME or AoA in Column 12.



**To Complete the Form:** Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

## PC-9: Program Characteristics – Positions Description

### PC-9 - Selecting Type of Training Program

<b>*Add Academic/Training Year</b>	
Select Training Program	
<b>Add Record</b>	

**Figure 17. PC-9 - Selecting Type of Training Program**

**Type of Training Program:** Select a training program by clicking on the drop-down menu next to "Select Training Program" and choosing one of the available options. (The options available under "Type of Training Program" will prepopulate with information that was entered and saved in the Training Program Setup Form.)



Note: The options available under "Type of Training Program" will prepopulate with information that was entered and saved in the Training Program Setup Form.



## PC-9 - Selecting Training Year

<b>*Add Academic/Training Year</b>	
Select Training Year	
<b>Add Record</b>	

Figure 18. PC-9 - Selecting Training Year

### Training Year:

- Select the types of training years that apply to the training program supported through the grant by clicking on the drop-down menu next to "Select Training Year" and choosing all that apply from the options listed below.
- Next, click on the "Add Record" button to save your entry.
- Repeat this process as necessary to capture training years associated with each residency program supported through the grant.

- Fellowship Year 1
- Fellowship Year 2
- Fellowship Year 3
- Fellowship Year 4
- Fellowship Year 5
- Fellowship Year 6
- Fellowship Year 7
- Residency Year 1
- Residency Year 2
- Residency Year 3
- Residency Year 4
- Residency Year 5
- Residency Year 6
- Residency Year 7

 Warning: Fellowship Years should only be selected for Fellowships or Major Participating Sites/Rotation Site Programs.

 Warning: Residency Years should only be selected for Residencies or Major Participating Sites/Rotation Site Programs.

**PC-9 - Entering Total # of Accredited Positions**

<b>Enter Total # of Accredited Positions</b>
(3) <b>Block 4</b>

**Figure 19. PC-9 - Entering Total # of Accredited Positions**

**Enter Total # of Accredited Positions:** For each training year, enter the total number of accredited positions in the textbox in Column 3 (Block 4).

**PC-9 - Entering Total # of Positions Recruited For**

Enter Total # of Positions Recruited For
(4) Block 5

**Figure 20. PC-9 - Entering Total # of Positions Recruited For**

**Enter Total # of Positions Recruited For:** For each training year, enter the number of **positions recruited** for during the reporting period in the textbox in Column 4 (Block 5).

**PC-9 - Entering Total # of Positions Filled**

Enter Total # of Positions Filled
(5) Block 6

**Figure 21. PC-9 - Entering Total # of Positions Filled**

**Enter Total # of Positions Filled:** For each training year, enter the total number of positions filled in the textbox in Column 5 (Block 6).

### PC-9 - Entering # of Residents in FTE Positions

Enter # of Residents in FTE Positions
(7)

Figure 22. PC-9 - Entering # of Residents in FTE Positions

**Enter # of Residents in FTE Positions** : For each training year, enter the total number of trainees in FTE positions in the textbox in Column 7.



**To Complete the Form:** Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

## PC-10: Program Characteristics – Major Participating Sites/Rotation Sites

### PC-10 - Selecting Select Type(s) of Partners/Consortia

Select Type(s) of Partners/Consortia Used to Offer This Training
(3) Block 2

Figure 23. PC-10 - Selecting Select Type(s) of Partners/Consortia

**Select Type(s) of Partners/Consortia Used to Offer This Training:** Complete Column 3 (Block 2) by selecting all of the type(s) of partnerships or consortia used or established with each programs at each major participating site/ rotation site during the current reporting period.

- Academic department - outside the institution
- Alzheimer’s Disease Resource Centers
- Community - based health center (e.g.; free clinic)
- Day and home care programs (i.e. Home Health)
- Federal Government - ACL
- Federal Government - Department of Defense/Military
- Federal Government - NIH
- Federal Government - SAMHSA
- Geriatric ambulatory care and comprehensive units
- Health department - Local
- Health disparities research center
- Hospice
- Long-term care facility
- Academic department - within the institution
- Ambulatory Care Center
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - AHRQ
- Federal Government - FDA
- Federal Government - Other HHS Agency/Office
- Federal Government -Other
- Geriatric Behavioral or Mental Health Units
- Health department - State
- Health insurance/Healthcare Provider Group (e.g.; PPO/HMO)
- Hospital
- No partners/consortia used
- Nurse managed health clinic
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Alzheimer’s Association/Chapters
- Area Agencies on Aging
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - CDC
- Federal Government - IHS
- Federal Government - Other HRSA Program
- FQHC or look-alike
- Geriatric consultation services
- Health department - Tribal
- Health policy center
- Local Government
- Nonprofit organization (faith - based)
- Nursing home
- Private/For - profit organization

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- Nonprofit organization (non - faith based)
- Other
- Professional Associations
- State Government
- Tribal Government

- Senior Center
- Tribal Organization



Warning: You may not select "No partners/consortia used" in combination with any other option.

**PC-10 - Entering Positions Information for Major Participating/Rotation Sites**

Enter # of Approved Positions	Enter # of Recruited Positions	Enter # of Approved Positions Filled	Enter # of Residents Rotating Through Programs	Enter # of Trainees Spending $\geq 75\%$ under Children's Hospital Supervision	Enter # of Core Physician Faculty as Reported to ACGME or AOA
(4)	(5)	(6)	(7)	(8)	(9)

**Figure 24. PC-10 - Entering Positions Information for Major Participating/Rotation Sites**

**Enter # of Approved Positions:** For each training year, enter the total number of approved positions in the textbox in Column 4.

**Enter # of Recruited Positions:** For each training year, enter the number of positions recruited for during the reporting period in the textbox in Column 5.

**Enter # of Approved Positions Filled:** For each training year, enter the total number of **approved positions filled** in the textbox in Column 6.

**Enter # of Residents Rotating Through Programs:** For each training year, enter the total number of trainees rotating through the program in the textbox in Column 7.

**Enter # of Trainees Spending  $\geq 75\%$  under Children's Hospital Supervision:** For each training year, enter the total number of trainees spending more than 75 percent of their time under Children's Hospital Supervision in the textbox in Column 8.

**Enter # of Core Physician Faculty as Reported to ACGME or AOA:** For each training year, enter the total number of core physician faculty as reported to ACGME or AOA in Column 9.





**To Complete the Form: Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.**

## Individual Characteristics—INDGEN Subforms

### INDGEN - Introduction

- You must complete an IND-GEN subform for each individual who received a BHW-funded financial award during the current reporting period.
- You must have at least one IND-GEN record for every active training program.
- In addition to adding new records, updates are required for individuals who were previously reported on IND-GEN and were NOT marked as having completed or attrited from a training program by **June 30, 2017**.
  1. For prior records, the BPMH system will prepopulate certain blocks in the IND-GEN subform with data submitted in previous reporting periods for each trainee.
    1. These fields will appear shaded in gray and will not be editable.
    2. All other fields must be updated on an annual basis until each trainee completes or permanently leaves their training program.
  2. The IND-GEN subform will automatically calculate and display read-only columns labeled “Academic Year Total” and “Cumulative BHW Financial Award Total.”
    1. The Academic Year Total will reflect the amount entered for in a given academic year.
    2. The Cumulative BHW Financial Award Total will sum all amounts entered for the individual in the BMPH system.
- Records of individuals who were reported as having completed their training programs in the previous reporting period will transfer from the IND-GEN subform to the INDGEN-PY subform when one (1) full calendar year has passed since the period of program completion. At that time, you will report on the individual’s current employment status (refer to the INDGEN-PY section of the manual for specific instructions).

<b>Reporting Period when Individual Completed the Residency Program</b>	<b>Reporting Period When Record will be on the INDGEN-PY Subform (For updating 1-year employment status)</b>
Academic Year A, Period #1	Academic Year B, Period #1
Academic Year A, Period #2	Academic Year B, Period #2

**Figure 25. Example of records transferred between IND-GEN to INDGEN-PY**

## IND-GEN: Individual Characteristics

### IND-GEN - Setup



Warning: If you have used the INDGEN form before, this answer is pre-selected 'Yes' for you. You do not need to answer this question again. Please move ahead to the INDGEN form by using the form list located on the left side of your screen.

For all CHGME reports, the answer to this question will be pre-selected to say 'Yes' for you. You do not need to answer this question again.

Do you have either a) students, trainees or faculty who received direct financial support (e.g., scholarships, stipends, loans, loan repayment) from a HRSA-funded grant OR b) updates to provide for students or trainees who received direct financial support in a previous reporting period?	<input type="checkbox"/> <b>Yes</b> (complete IND-GEN) <input type="checkbox"/> <b>No</b> (click Save and Validate button to proceed to the next form)
--	--

Figure 26. IND-GEN - Setup



Warning: If you are unable to enter data into the INDGEN form, edit prior records, or see drop-down menus despite the question above being answered 'Yes', you may have a browser compatibility problem. Please refer to the Getting Started-Browser Settings page at the beginning of this manual for instructions.

## IND-GEN - Selecting Type of Training Program

Type of Training Program
(1)

Figure 27. IND-GEN - Selecting Type of Training Program

**Type of Training Program:** Select each individual's training program by clicking on the drop-down menu under the column labeled "Type of Training Program" and choosing one of the available options. The options available in this menu will prepopulate with programs entered and saved in the Training Program Setup Form.



Note: This column will prepopulate for **prior records** with data submitted in the previous reporting period. Prior data cannot be altered or deleted.



Note: The type of training program titled "**Other**" does not apply to the this program.

## IND-GEN - Entering Trainee Unique ID

Trainee Unique ID
(2) Block 1

Figure 28. IND-GEN - Entering Trainee Unique ID

**Trainee Unique ID:** Enter a seven (7) alphanumeric unique identifier for each individual in the textbox in Column 2 (Block 1).



**Warning:** It is the responsibility of each grantee to keep a log of all unique IDs used, as these will be required to provide updates for each individual and one-year follow-up data for trainees.



**Note:** This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.

**IND-GEN - Entering NPI Number**

<b>NPI Number</b>
(2a)

**Figure 29. IND-GEN - Entering NPI Number**

**NPI Number:** Enter the 10-digit National Provider Identifier (NPI) number for each individual in the textbox in Column 2a.

### IND-GEN - Selecting Individual's Training or Awardee Category

Select Individual's Training or Awardee Category
(3) Block 2

Figure 30. IND-GEN - Selecting Individual's Training or Awardee Category

**Select Individual's Training or Awardee Category:** Select each individual's training category by clicking on the drop-down menu in Column 3 (Block 2) and choosing the following option:

- Fellow
- Resident

## IND-GEN — Selecting whether Individual is an IMG

Select Whether Individual is an International Medical Graduate (IMG)
(3a)

Figure 31. IND-GEN — Selecting whether Individual is an IMG

**Select Whether Individual is an International Medical Graduate (IMG):** Select whether each individuals is an International Medical Graduate (IMG) by clicking on the drop-down menu and choosing one of the following options:

- Yes
- No



## IND-GEN - Selecting Individual's Enrollment/Employment Status

Select Individual's Enrollment / Employment Status
(4) Block 3

**Figure 32. IND-GEN - Selecting Individual's Enrollment/Employment Status**

**Select Individual's Enrollment / Employment Status:** Select each individual's current enrollment or employment status by clicking on the drop-down menu in Column 4 (Block 3) and choosing one of the following options:

- Both Full-time and Part-time
- Full-time
- On leave of absence
- Part-time
- Inactive

## IND-GEN - Selecting Individual's Gender

Select Individual's Gender
(5) Block 4

**Figure 33. IND-GEN - Selecting Individual's Gender**

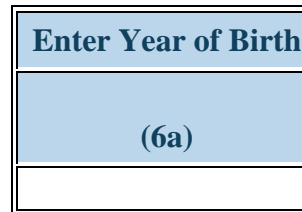
**Select Individual's Gender:** Select each individual's gender by clicking on the drop-down menu in Column 5 (Block 4) and choosing one of the following options:

- Female
- Male
- Not Reported



Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.

## IND-GEN - Entering Year of Birth



The image shows a screenshot of a data entry form. At the top, there is a blue header box with the text "Enter Year of Birth" in white. Below this header is a white dropdown menu. Underneath the dropdown menu is a light blue box containing the text "(6a)".

Figure 34. IND-GEN - Entering Year of Birth

**Enter Year of Birth:** Select each individual's year of birth at the end of the current reporting period (i.e., as of **June 30, 2017**) in the dropdown menu under Column 6a.

- 1917
- 1918
- 1919
- 1920
- 1921
- 1922
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- 1928
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- 1979

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- 1980
- 1981
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- 1990
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- 1995
- 1996
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- 2006
- 2007
- 2008
- 2009
- 2010
- 2011
- 2012
- 2013
- 2014
- 2015
- 2016
- 2017
- Not Reported

## IND-GEN - Selecting Individual's Ethnicity

Select Individual's Ethnicity
(7) Block 6

**Figure 35. IND-GEN - Selecting Individual's Ethnicity**

**Select Individual's Ethnicity:** Select each individual's ethnicity by clicking on the drop-down menu in Column 7 (Block 6) and choosing one of the following options:

- Hispanic/Latino
- Non-Hispanic/Non-Latino
- Not Reported



Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.

## IND-GEN - Selecting Individual's Race

Select Individual's Race
(8) Block 7

**Figure 36. IND-GEN - Selecting Individual's Race**

**Select Individual's Race:** Select each individual's race by clicking on the drop-down menu in Column 8 (Block 7) and choosing all that apply from the following options. You may select more than one (1) option for individuals of multiple races:

- American Indian or Alaska Native
- Black or African-American
- White
- Asian
- Native Hawaiian or Other Pacific Islander
- Not Reported



Warning: You may not select "Not Reported" in combination with any other option.



Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.

## IND-GEN - Selecting if Individual is from a Rural Residential Background

Select Whether Individual is from a Rural Residential Background
(9) Block 8

Figure 37. IND-GEN - Selecting if Individual is from a Rural Residential Background

**Select Whether Individual is from a Rural Residential Background:** Select whether each individual is from a rural residential background by clicking on the drop-down menu in Column 9 (Block 8) and choosing one of the following options:

- Yes
- No
- Not Reported



Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.



Reference: Refer to the glossary for a definition of rural setting.

## IND-GEN - Selecting if Individual is from a Disadvantaged Background

Select Whether Individual is from a Disadvantaged Background
(10) Block 9

**Figure 38. IND-GEN - Selecting if Individual is from a Disadvantaged Background**

**Select Whether Individual is from a Disadvantaged Background:** Select whether each individual is from a disadvantaged background by clicking on the drop-down menu in Column 10 (Block 9) and choosing one of the following options:

- Yes
- No
- Not Reported



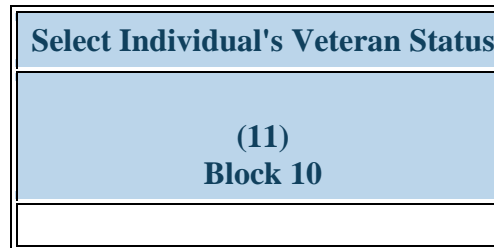
Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.



Reference: Refer to the glossary for a definition of disadvantaged background.



## IND-GEN - Selecting Individual's Veteran Status



**Figure 39. IND-GEN - Selecting Individual's Veteran Status**

**Select Individual's Veteran Status:** Select each individual's current veteran status by clicking on the drop-down menu in Column 11 (Block 10) and choosing one of the following options:

- Active Duty Military
- Reservist
- Veteran - Retired
- Individual is not a Veteran
- Veteran - Prior Service
- Not Reported



Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.



*Reference: Refer to the glossary for a definition of the various types of veteran statuses.*

## IND-GEN - Entering BHW-Funded Financial Award Information



**Warning:** Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

Select Whether Individual Received BHW Financial Award?
(12) Block 11

**Figure 40. IND-GEN - Entering BHW-Funded Financial Award Information**

**Select Whether Individual Received BHW Financial Award?:** Select whether each individual received a BHW-funded financial award (i.e., salary and benefits) during the current reporting period by clicking on the drop-down menu in Column 12 (Block 11) and choosing one of the following options:

- Yes
- No



**Warning:** All NEW records should be for individuals who did receive direct financial support ("Yes" for Column 12). The NO response should only be selected for prior records of trainees who did not receive support in the current reporting period.



**Note:** The amount reported under the column labeled "Salary and benefits" should be the total monies from the grant provided to an individual during the current reporting period for the purposes of participating in the training program that was selected under the column labeled "Type of Training Program." Do not include dollars that came from other sources of funding. If an individual participated in more than one (1) program and received salary and benefits for each program, multiple entries on IND-GEN are required to capture participation and funding amounts for each program separately.

### IND-GEN - Entering # of Academic Years the Individual has Received BHW Funding

Enter # of Academic Years the Individual has Received BHW Funding
(22) Block 12

Figure 41. IND-GEN - Entering # of Academic Years the Individual has Received BHW Funding

**Enter # of Academic Years the Individual has Received BHW Funding:** Select the cumulative number of academic years that each individual has received a BHW-funded financial award by clicking on the drop-down menu in Column 22 (Block 12) and choosing one of the following options:

- 0
- 1
- 2
- 3
- 4
- 5 or more



Warning: All new records should select at least one academic year of funding.



Note: The number of academic years receiving BHW-funded financial awards does not need to be consecutive; rather, the cumulative total number of years should be reported.



Note: If an individual has received money for a partial academic year, please round up to the nearest whole number. For example, if an individual has received direct financial support for 1 ½ years, please enter 2 in Column 22 (Block 12).



Note: If an individual received a BHW-funded financial award for the **first time** during the current reporting period, select "1" under Column 22 (Block 12).

### IND-GEN - Entering % FTE paid for through BHW Financial Award

Enter % FTE paid for through BHW Financial Award
(25) Block 14

**Figure 42. IND-GEN - Entering % FTE paid for through BHW Financial Award**

**Enter % FTE paid for through BHW Financial Award:** In Column 25 (Block 14), enter each resident or fellow's percent (%) FTE paid for through the BHW (HRSA) financial award. You must enter this information as a whole number value.



*Note: For example, if half of this individual's FTE is covered by the HRSA CHGME program grant, you would enter 50 under Block 14.*



*Note: A validation displays if the value provided in column 25 is greater than 0 if "No" is provided in column 12*

## IND-GEN - Selecting Individual's Academic or Training Year

Select Individual's Academic or Training Year
(26) Block 15

**Figure 43. IND-GEN - Selecting Individual's Academic or Training Year**

**Select Individual's Academic or Training Year:** Select each individual's current training year in the training program by clicking on the drop-down menu under Column 26 (Block 15) and choosing one of the following options:

- Fellowship Year 1
- Fellowship Year 2
- Fellowship Year 3
- Fellowship Year 4
- Fellowship Year 5
- Fellowship Year 6
- Fellowship Year 7
- Residency Year 1
- Residency Year 2
- Residency Year 3
- Residency Year 4
- Residency Year 5
- Residency Year 6
- Residency Year 7



Warning: Fellowship Years may only be selected for individuals in Fellowship Programs or Major Participating Sites/Rotation Site Programs



Warning: Residency Years may only be selected for individuals in Residency Programs or Major Participating Sites/Rotation Site Programs

## IND-GEN - Selecting Individual's Primary Discipline

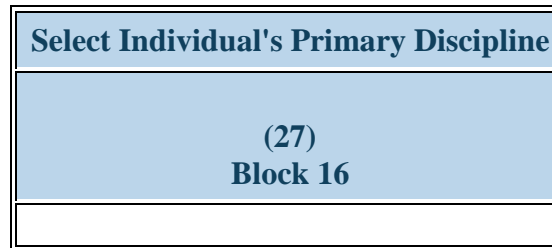


Figure 44. IND-GEN - Selecting Individual's Primary Discipline

**Select Individual's Primary Discipline:** Select individual's profession and discipline by clicking on the drop-down menu in Column 27 (Block 16) and choosing the available options.

- Combined Programs - Family Medicine/Emergency Medicine
- Combined Programs - Family Medicine/Sports Medicine
- Combined Programs - Internal Medicine/Medical Genetics
- Combined Programs - Internal Medicine/Preventive Medicine
- Combined Programs - Pediatrics/Anesthesiology
- Combined Programs - Pediatrics/Emergency Medicine
- Combined Programs - Pediatrics/Physical Medicine and Rehabilitation
- Critical Care Medicine Subspecialties - Anesthesiology CCM
- Critical Care Medicine Subspecialties - Emergency Medicine CCM
- Critical Care Medicine Subspecialties - Nephrology CCM
- Combined Programs - Family Medicine/Preventive Medicine
- Combined Programs - Internal Medicine/Emergency Medicine
- Combined Programs - Internal Medicine/Neurology
- Combined Programs - Internal Medicine/Psychiatry
- Combined Programs - Pediatrics/Child Neurology
- Combined Programs - Pediatrics/Medical Genetics
- Combined Programs - Pediatrics/Psychiatry/Child & Adolescent Psychiatry
- Critical Care Medicine Subspecialties - Cardiology CCM
- Critical Care Medicine Subspecialties - Infectious Disease CCM
- Combined Programs - Family Medicine/Psychiatry
- Combined Programs - Internal Medicine/Family Medicine
- Combined Programs - Internal Medicine/Pediatrics
- Combined Programs - Obstetrics/Anesthesiology
- Combined Programs - Pediatrics/Dermatology
- Combined Programs - Pediatrics/Medical Toxicology
- Combined Programs - Preventative Medicine/Medical Toxicology
- Critical Care Medicine Subspecialties - Cardiology CCM - Anesthesiology
- Critical Care Medicine Subspecialties - Internal Medicine CCM
- Critical Care Medicine Subspecialties - Pulmonary CCM

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- Critical Care Medicine Subspecialties - Surgery CCM
- Medical Specialties (non-Primary Care) - Emergency Medicine
- Medical Specialties (non-Primary Care) - Nuclear Medicine
- Medical Specialties (non-Primary Care) - Pathology (Anatomic and Clinical Pathology)
- Medical Specialties (non-Primary Care) - Psychiatry
- Medical Specialties (Primary Care) - Family Medicine
- Medical Specialties (Primary Care) - Pediatrics (General Pediatrics)
- Medical Subspecialties - Cardiology - Adult Congenital Heart Disease
- Medical Subspecialties - Cardiology - Nuclear Cardiology
- Medical Subspecialties - Critical Care Medicine
- Medical Subspecialties - Endocrinology Diabetes and Metabolism
- Medical Subspecialties - Gastroenterology - Hepatology
- Medical Subspecialties - Hematology - Hematologic Pathology
- Medical Subspecialties - Infectious Diseases
- Medical Subspecialties - Medical Genetics (Adult Molecular Genetic Pathology)
- Medical Subspecialties - Pulmonary and Sleep Medicine
- Medical Subspecialties - Sleep Medicine
- Oral Health Specialties and Subspecialties - Dental Medicine/General Dentistry
- Critical Care Medicine Subspecialties - Pediatrics CCM
- Medical Specialties (non-Primary Care) - Anesthesiology
- Medical Specialties (non-Primary Care) - Medical Genetics (Clinical Genetics)
- Medical Specialties (non-Primary Care) - Obstetrics & Gynecology
- Medical Specialties (non-Primary Care) - Physical Medicine & Rehabilitation
- Medical Specialties (non-Primary Care) - Radiation Oncology
- Medical Specialties (Primary Care) - Geriatric Medicine
- Medical Subspecialties - Allergy & Immunology
- Medical Subspecialties - Cardiology - Clinical Cardiac Electrophysiology
- Medical Subspecialties - Clinical Informatics
- Medical Subspecialties - Endocrinology
- Medical Subspecialties - Gastroenterology
- Medical Subspecialties - Hematology & Oncology
- Medical Subspecialties - Hospice and Palliative Medicine
- Medical Subspecialties - Medical Genetics (Adult Biochemical Genetics)
- Medical Subspecialties - Nephrology
- Medical Specialties (non-Primary Care) - Dermatology
- Medical Specialties (non-Primary Care) - Neurology
- Medical Specialties (non-Primary Care) - Occupational Medicine
- Medical Specialties (non-Primary Care) - Preventive Medicine
- Medical Specialties (non-Primary Care) - Radiology (Diagnostic Radiology)
- Medical Specialties (Primary Care) - Internal Medicine
- Medical Subspecialties - Cardiology
- Medical Subspecialties - Cardiology - Interventional Cardiology
- Medical Subspecialties - Clinical Neurophysiology
- Medical Subspecialties - Endocrinology - Reproductive Endocrinology
- Medical Subspecialties - Gastroenterology - Adult Transplant Hepatology
- Medical Subspecialties - Hematology - Blood & Marrow Transplantation
- Medical Subspecialties - Hospital Medicine
- Medical Subspecialties - Medical Genetics (Adult Clinical Genetics)
- Medical Subspecialties - Nephrology and Hypertension
- Medical Subspecialties - Rheumatology
- Oral Health Specialties and Subspecialties - Advanced General Dentistry

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- Oral Health Specialties and Subspecialties - Endodontics
- Oral Health Specialties and Subspecialties - Pediatric Dentistry (Pedodontics)
- Oral Health Specialties and Subspecialties - Prosthodontics
- Other Medical Subspecialties - Anesthesiology - Adult Cardiothoracic Anesthesiology
- Other Medical Subspecialties - Dermatology - Dermatopathology
- Other Medical Subspecialties - Emergency Medicine - Medical Toxicology
- Other Medical Subspecialties - Neurology - Clinical Neurophysiology
- Other Medical Subspecialties - Neurology - Movement Disorders
- Other Medical Subspecialties - Neurology - Pediatric Epilepsy
- Other Medical Subspecialties - Neurology - Spinal Cord Medicine
- Other Medical Subspecialties - OB-GYN - Gynecological Oncology
- Other Medical Subspecialties - Occupational Medicine - Clinical Pharmacology & Toxicology
- Other Medical Subspecialties - Pathology - Anatomic and Clinical - Dermatopathology
- Other Medical Subspecialties - Pathology - Medical Microbiology
- Other Medical Subspecialties - Psychiatry - Child & Adolescent Psychiatry
- Other Medical Subspecialties - Radiology - Musculoskeletal Radiology
- Medical Subspecialties - Pulmonary Medicine
- Medical Subspecialties - Sports Medicine
- Oral Health Specialties and Subspecialties - Dentistry - Craniofacial Surgery
- Oral Health Specialties and Subspecialties - Pathology Dentistry
- Oral Health Specialties and Subspecialties - Pediatric Orthodontics
- Oral Health Specialties and Subspecialties - Public Health Dentistry
- Other Medical Subspecialties - Anesthesiology - Pain Medicine
- Other Medical Subspecialties - Dermatology - Procedural Dermatology General
- Other Medical Subspecialties - Medical Genetics - Molecular Genetic Medicine
- Other Medical Subspecialties - Neurology - Epilepsy
- Other Medical Subspecialties - Neurology - Neurodevelopmental Disabilities
- Other Medical Subspecialties - Neurology - Pediatric Neurology
- Other Medical Subspecialties - Neurology - Vascular Neurology
- Oral Health Specialties and Subspecialties - Dentistry - Oral and Maxillofacial Surgery
- Oral Health Specialties and Subspecialties - Pediatric Dentistry
- Oral Health Specialties and Subspecialties - Periodontics
- Oral Health Specialties and Subspecialties - Radiology Dentistry
- Other Medical Subspecialties - Dermatology - Dermatologic Surgery
- Other Medical Subspecialties - Emergency Medicine - Clinical Pharmacology & Toxicology
- Other Medical Subspecialties - Medical Genetics - Molecular Genetic Pathology
- Other Medical Subspecialties - Neurology - Headache Medicine
- Other Medical Subspecialties - Neurology - Neuromuscular Medicine
- Other Medical Subspecialties - Neurology - Pediatric Neuromuscular Medicine
- Other Medical Subspecialties - OB-GYN - Female Pelvic Medicine & Reconstructive Surgery
- Other Medical Subspecialties - OB-GYN - Pediatric & Adolescent Gynecology
- Other Medical Subspecialties - Pain Medicine
- Other Medical Subspecialties - Pathology - Hematologic Pathology (Hematopathology)



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- Other Medical Subspecialties - Radiology - Pediatric Body MRI
- Other Medical Subspecialties - Radiology - Vascular and Interventional Radiology
- Pediatric Medical Subspecialties - Medical Genetics (Clinical Genetics)
- Pediatric Medical Subspecialties - Medical Genetics (Molecular Genetics)
- Pediatric Medical Subspecialties - Neonatal-Perinatal Medicine (Neonatology)
- Pediatric Medical Subspecialties - Pediatric and Adolescent Medicine
- Pediatric Medical Subspecialties - Pediatric Cardiology - Echocardiogram
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Interventional Cardiac Catheterization
- Pediatric Medical Subspecialties - Pediatric Critical Care Medicine
- Pediatric Medical Subspecialties - Pediatric Gastroenterology
- Pediatric Medical Subspecialties - Pediatric Hematology-Oncology
- Pediatric Medical Subspecialties - Pediatric Infectious Disease
- Pediatric Medical Subspecialties - Pediatric Neurology (Child Neurology)
- Pediatric Medical Subspecialties - Pediatric Pathology
- Pediatric Medical Subspecialties - Pediatric Rehabilitation Medicine
- Pediatric Medical Subspecialties - Pediatric Sports Medicine
- Other Medical Subspecialties - OB-GYN - Maternal-Fetal Medicine (MFM)
- Other Medical Subspecialties - Occupational Medicine - Medical Toxicology
- Other Medical Subspecialties - Pathology - Blood Banking/Transfusion Medicine
- Other Medical Subspecialties - Pathology - Neuropathology
- Other Medical Subspecialties - Radiology - Body MRI
- Other Medical Subspecialties - Radiology - Neuroradiology
- Other Medical Subspecialties - Radiology - Pediatric Diagnostic Radiology
- Pediatric Medical Subspecialties - Clinical Pharmacology & Toxicology
- Pediatric Medical Subspecialties - Medical Genetics (Medical Biochemical Genetics)
- Pediatric Medical Subspecialties - Medical Toxicology
- Pediatric Medical Subspecialties - Neurodevelopmental Disabilities
- Pediatric Medical Subspecialties - Pediatric Anesthesiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Fetal Cardiology
- Other Medical Subspecialties - Psychiatry - Addiction Psychiatry
- Other Medical Subspecialties - Radiology - Endovascular Surgical Neuroradiology
- Other Medical Subspecialties - Radiology - Nuclear Radiology
- Other Medical Subspecialties - Radiology - Pediatric Neuroradiology
- Pediatric Medical Subspecialties - Medical Genetics (Clinical Cytogenetics)
- Pediatric Medical Subspecialties - Medical Genetics (Molecular Genetic Pathology)
- Pediatric Medical Subspecialties - Neonatal - Neurology Cerebral Palsy
- Pediatric Medical Subspecialties - Pediatric Allergy & Immunology
- Pediatric Medical Subspecialties - Pediatric Cardiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Cardiac Imaging
- Pediatric Medical Subspecialties - Pediatric Clinical Cardiac Electrophysiology
- Pediatric Medical Subspecialties - Pediatric Endocrinology
- Pediatric Medical Subspecialties - Pediatric Hematology
- Pediatric Medical Subspecialties - Pediatric Hospital Medicine

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- Pediatric Medical Subspecialties - Pediatrics - Advanced Pediatric Hematology-Oncology Stem Cell Transplantation
- Pediatric Medical Subspecialties - Pediatrics - Clinical Immunodeficiency
- Pediatric Medical Subspecialties - Pediatrics - Transplant Hepatology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Cardiothoracic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Ophthalmology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Plastic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Transplantation Surgery - Bone Marrow
- Pediatric Surgical Specialties and Subspecialties - Vascular Anomalies Surgery
- Prelim Transitional Training - Preliminary Surgery
- Rotations - Coursework - Other - Advanced General Dentistry
- Rotations - Coursework - Other - FM Integrated/Neuromusculoskeletal Medicine
- Rotations - Coursework - Other - GI Motility
- Rotations - Coursework - Other - Pediatric Cardiac Intensive Care Unit
- Rotations - Coursework - Other - Pediatric Environmental Health
- Rotations - Coursework - Other - Pediatric Nutrition
- Rotations - Coursework - Other - Psychosomatic Medicine
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Preventive Cardiology
- Pediatric Medical Subspecialties - Pediatric Emergency Medicine
- Pediatric Medical Subspecialties - Pediatric Heart Failure Transplant
- Pediatric Medical Subspecialties - Pediatric Hospice and Palliative Medicine
- Pediatric Medical Subspecialties - Pediatric Nephrology
- Pediatric Medical Subspecialties - Pediatric Oncology
- Pediatric Medical Subspecialties - Pediatric Pulmonology
- Pediatric Medical Subspecialties - Pediatric Rheumatology
- Pediatric Medical Subspecialties - Pediatrics - Adolescent Medicine
- Pediatric Medical Subspecialties - Pediatrics - Child & Adolescent Psychiatry
- Pediatric Medical Subspecialties - Pediatrics - Developmental Behavioral Pediatrics
- Pediatric Surgical Specialties and Subspecialties - Adolescent Bariatric Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Colorectal Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Orthopedics
- Pediatric Medical Subspecialties - Pediatric Neurocritical Care
- Pediatric Medical Subspecialties - Pediatric Palliative Care Medicine
- Pediatric Medical Subspecialties - Pediatric Radiology
- Pediatric Medical Subspecialties - Pediatric Sleep Medicine
- Pediatric Medical Subspecialties - Pediatrics - Advanced Pediatric Hematology-Oncology Neurooncology
- Pediatric Medical Subspecialties - Pediatrics - Child Abuse Pediatrics
- Pediatric Medical Subspecialties - Pediatrics - Medical Toxicology
- Pediatric Surgical Specialties and Subspecialties - Congenital Cardiac Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Neurosurgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Otolaryngology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Transplantation Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Urology
- Prelim Transitional Training - Preliminary Medicine (General Internship) - Osteopathic
- Prelim Transitional Training - Transitional Year

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- Rotations - Coursework - Other - Surgery - Surgical Scholar
- Surgical Specialties - Orthopedic Surgery
- Surgical Specialties - Surgery - General Surgery
- Surgical Subspecialties - Cardiothoracic Surgery
- Surgical Subspecialties - General Surgery - Fetal Surgery
- Surgical Subspecialties - Orthopedic Surgery - Foot and Ankle Surgery
- Surgical Subspecialties - Orthopedic Surgery - Spine Surgery
- Surgical Subspecialties - Pediatric Surgery - Fetal Surgery
- Surgical Subspecialties - Surgery - Oral and Maxillofacial Surgery
- Surgical Subspecialties - Transplant Surgery
- Surgical Subspecialties - Vascular Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Surgical Critical Care
- Pediatric Surgical Specialties and Subspecialties - Pediatric Trauma Surgery
- Prelim Transitional Training - Preliminary Medicine
- Prelim Transitional Training - Traditional Rotating Internship - Osteopathic
- Rotations - Coursework - Other - Fetal Surgery
- Rotations - Coursework - Other - General and Community Medicine
- Rotations - Coursework - Other - International Pediatric Neurosurgery
- Rotations - Coursework - Other - Pediatric Clinical Pharmacology
- Rotations - Coursework - Other - Pediatric Hospital Medicine
- Rotations - Coursework - Other - Pediatric Optometry
- Rotations - Coursework - Other - Quality Scholars in Transforming Health Care
- Surgical Specialties - Neurosurgery (Neurological Surgery)
- Surgical Specialties - Otolaryngology (ENT Surgery)
- Surgical Specialties - Urology
- Surgical Subspecialties - Cardiothoracic Surgery - Adult Congenital Heart Disease
- Rotations - Coursework - Other - FM and Osteopathic Manipulative Treatment
- Rotations - Coursework - Other - General and Community Pediatrics
- Rotations - Coursework - Other - Osteopathy
- Rotations - Coursework - Other - Pediatric Clinical Pharmacy
- Rotations - Coursework - Other - Pediatric International Surgery
- Rotations - Coursework - Other - Podiatric Medicine and Surgery
- Rotations - Coursework - Other - Spinal Cord Injury Medicine
- Surgical Specialties - Ophthalmology
- Surgical Specialties - Plastic Surgery
- Surgical Subspecialties - Cardiac Surgery
- Surgical Subspecialties - Colon & Rectal Surgery (Colorectal Surgery)
- Surgical Subspecialties - OB-GYN - Fetal Surgery
- Surgical Subspecialties - Orthopedic Surgery - Musculoskeletal Oncology
- Surgical Subspecialties - Pediatric Surgery
- Surgical Subspecialties - Plastic Surgery - Hand Surgery
- Surgical Subspecialties - Thoracic Surgery
- Surgical Subspecialties - Trauma Surgery

- Surgical Subspecialties -  
Neurosurgery - Spinal Cord Medicine
- Surgical Subspecialties - Orthopedic  
Surgery - Hand Surgery
- Surgical Subspecialties - Orthopedic  
Surgery - Sports Medicine
- Surgical Subspecialties - Plastic  
Surgery - Craniofacial Surgery
- Surgical Subspecialties - Surgical  
Critical Care
- Surgical Subspecialties - Transplant  
Surgery - Lung



Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.

### IND-GEN - Entering Training Information in a Primary Care Setting

 Warning: Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

Training in a Primary Care Setting		
Select Whether Individual Received Training	Enter # of Contact Hours	Enter # of Patient Encounters
(28) Block 17	(29) Block 17a	(30) Block 17b

Figure 45. IND-GEN - Entering Training Information in a Primary Care Setting

**Training in a Primary Care Setting: Select Whether Individual Received Training:** Select whether each individual received clinical or experiential training in a primary care setting during the current reporting period by clicking on the drop-down menu in Column 28 (Block 17) and choosing one of the following options:

- Yes
- No


**Training in a Primary Care Setting: Enter # of Contact Hours:**

- If the individual received clinical or experiential training in a primary care setting, enter the total number of hours spent in this type of setting during the reporting period in the textbox under Column 29 (Block 17a).
- If the individual did NOT receive clinical or experiential training in a primary care setting, leave the textbox blank under Column 29 (Block 17a).

**Training in a Primary Care Setting: Enter # of Patient Encounters:**

- If the individual received clinical or experiential training in a primary care setting, enter the total number of patient encounters in this type of setting during the reporting period in the textbox under Column 30 (Block 17b).
- If the individual did NOT receive clinical or experiential training in a primary care setting, leave the textbox blank under Column 30 (Block 17b).

## IND-GEN - Entering Training Information in a Medically Underserved Community

 Warning: Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

Training in a Medically Underserved Community	
Select Whether Individual Received Training	Enter # of Contact Hours
(31) Block 18	(32) Block 18a

**Figure 46. IND-GEN - Entering Training Information in a Medically Underserved Community**


**Training in a Medically Underserved Community: Select Whether Individual Received Training:** Select whether each individual received clinical or experiential training in a medically-underserved community (MUC) during the current reporting period by clicking on the drop-down menu in Column 31 (Block 18) and choosing one of the following options:

- Yes
- No

**Training in a Medically Underserved Community: Enter # of Contact Hours:**

- If the individual did receive clinical or experiential training in a medically-underserved community, enter the total number of hours spent in this type of setting during the reporting period in the textbox under Column 32 (Block 18a).
- If the individual did NOT receive clinical or experiential training in a medically-underserved community, leave the textbox blank under Column 32 (Block 18a).

**IND-GEN - Entering Training Information in a Rural Area**

 Warning: Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

Training in a Rural Area	
Select Whether Individual Received Training	Enter # of Contact Hours
(33) Block 19	(34) Block 19a

**Figure 47. IND-GEN - Entering Training Information in a Rural Area**

**Training in a Rural Area: Select Whether Individual Received Training:** Select whether each individual received clinical or experiential training in a rural area during the current reporting period by clicking on the drop-down menu in Column 33 (Block 19) and choosing one of the following options:

- Yes
- No

**Training in a Rural Area: Enter # of Contact Hours:**

- If the individual did receive clinical or experiential training in a rural area, enter the total number of hours spent in this type of setting during the reporting period in the textbox under Column 34 (Block 19a).
- If the individual did NOT receive clinical or experiential training in a rural area, leave the textbox blank under Column 34 (Block 19a).



## IND-GEN - Selecting Whether Individual Left the Program Before Completion


Select Whether Individual Left the Program Before Completion
(36) Block 21

**Figure 48. IND-GEN - Selecting Whether Individual Left the Program Before Completion**

**Select Whether Individual Left the Program Before Completion:** Select whether each individual permanently left their training program before completion during the current reporting period by clicking on the drop-down menu in Column 36 (Block 21) and choosing one of the following options:

- Yes
- No

## IND-GEN - Entering Graduation/Completion Information

 Warning: Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

Select Whether Individual Graduated/Completed the Program	Select Individual's Post-Graduation/Completion Intentions
(37) Block 22	(39) Block 22b

**Figure 49. IND-GEN - Entering Graduation/Completion Information**


**Select Whether Individual Graduated/Completed the Program:** Select whether each individual completed from their training program during the current reporting period by clicking on the drop-down menu in Column 37 (Block 22) and choosing one of the following options:

- Yes
- No


**Select Individual's Post-Graduation/Completion Intentions:** Select the trainee's training or employment intentions by clicking on the drop-down menu in Column 39 (Block 22b) and choosing all that apply from the options listed below.

If a trainee did not complete from their training program during the current reporting period, select "N/A" in Columns 37 and 39 (Block 22b).

- Individual intends to conduct research
- Individual intends to practice in a primary care setting
- Individual intends to seek further training (fellowship etc.)
- Individual is receiving advanced training (fellowship etc.)
- Not Reported
- Individual intends to practice in a medically underserved area
- Individual intends to practice in a rural area
- Individual intends to teach
- None of the above
- N/A

 Warning: For Block 22b, None of the above, not reported, and N/A cannot be selected in combination with any other option.

### IND-GEN - Entering Individual's Employment Data

 Warning: Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

Select whether Employment Data is available?	Enter Zip Code	City	State	Select Type of Employment
(56)	(57)	(58)	(59)	(60)

Figure 50. IND-GEN - Entering Individual's Employment Data

**Select whether Employment Data is available?:** Select whether employment data are available by clicking on the drop-down menu in Column 56 and choosing **one** of the following options:


- Yes
- Yes (outside U.S.)
- No
- N/A

**Enter Zip Code:**

- If 'Yes' was selected in Column 56, enter the zip code (5 digits) of the employment site.
- If 'No' or 'Yes (outside U.S.)' was selected, leave Column 59 blank.



*Note: .If a valid ZIP code is entered in column 57, columns 58 and 59 populate with the correct corresponding city and state when the page is saved.*

 Warning: A validation displays if column 56 = No or N/A and a ZIP code has been provided in column 57.



*Warning: A validation displays if an invalid ZIP code is provided in column 57.*



*Warning: A validation displays if a 5 digit number is not provided in column 57.*

### Select Type of Employment:

- If 'Yes' was selected in Column 56, identify the individual's type of employment by clicking on the drop-down menu and choosing all that apply from the options listed below.
  - If 'No' or 'Yes (outside U.S.)' was selected, select 'N/A' in Column 60.
- |   |  |   |
|---|--|---|
| • Academic medical center - Hospitalist                           | • Academic medical center - Staff Physician              | • Academic medical center - Faculty Physician |
| • Academic medical center - Other Academia                        | • Public setting - community/rural/migrant health center | • Public setting - health department          |
| • Government - Federal (CDC FDA NIH etc.)                         | • Government - State government                          | • Government - National Health Service Corps  |
| • Government - Military   | • Private Industry - Pharmaceutical/Biotech              | • Private Industry - Other                    |
| • Other   | • Not currently employed                                 | • N/A   |
| • Academic medical center - Additional training (fellowship etc.) | • Private Practice                                       | • Non - academic medical center               |
| • Non - academic medical center - hospitalist                     | • Non - academic medical center - outpatient clinic      |   |



*Warning: For Column 60, None of the above, not reported, and N/A cannot be selected in combination with any other option.*



**To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.**

## INDGEN-PY: Individual Prior Year

### INDGEN-PY - Entering Employment Data 1-year Post Graduation/Completion

Select whether status/employment data are available for the individual 1-year post graduation/completion	Select Individual's Current Training/Employment Status	Select Whether Your Organization Hired this Individual	Select Whether a Partner Organization Hired this Individual	Select Employment Location
(13) Block 23	(14) Block 23a	(16)	(17)	(18)

Figure 51. INDGEN-PY - Entering Employment Data 1-year Post Graduation/Completion

**Select whether status/employment data are available for the individual 1-year post graduation/completion:** Select whether current employment data are available for each resident or fellow who received a BHW-funded financial award and completed their training program one year prior to this report by clicking on the drop-down menu under Block 23 and choosing **one** of the following options.

- Yes
- No

#### Select Individual's Current Training/Employment Status:

Select the current employment status of the individual by clicking on the drop-down menu under Column 14 and choosing all that apply. If you selected No for Column 13, select N/A in Column 14. None of the above and N/A cannot be selected in combination with any other options.

- Individual currently practices in a medically underserved area
- Individual currently practices in a primary care setting

- Individual currently practices in a rural area
- Individual is currently teaching
- None of the above
- Individual is currently conducting research
- Individual is receiving advanced training (fellowship etc.)
- N/A

**Select Whether Your Organization Hired this Individual:** Select whether your organization hired this individual following training program completion by clicking on the drop-down menu under Column 16 and choosing one of options below. If you selected No for Column 13, select N/A in Column 16.

- No
- Yes
- N/A

**Select Whether a Partner Organization Hired this Individual:** description

- Yes
- No
- N/A

**Select Employment Location:** description

- Academic Institution
- Critical Access Hospital
- Rural Health Clinic
- N/A
- Area Health Education Center
- FQHC or Look-Alike
- Other Clinical Training Site



Note: Only full-time residency and full-time fellowship programs will be displayed on INDGEN-PY. One year follow-up data will not be required for Major Participating Site/Rotation Site Programs.



**To Complete the Form: Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.**

## Experiential Characteristics—EXP Subforms

### EXP - Introduction

**1. Purpose:** The EXP subforms are used to characterize experiential or clinical training characteristics, including training sites and the number and profession/discipline of trainees.

- The EXP-1 Setup form captures information about the sites used by grantees to provide trainees with clinical or experiential training
- The EXP-2 subform collects information about the profession and discipline of individuals trained at each site that was entered in the EXP-1 Setup form.

### 2. Order of Subforms:

- EXP subforms **MUST** be completed in order, otherwise drop-down menus will not prepopulate correctly.
- You must complete and 'Save and Validate' EXP-1 first before proceeding to EXP-2.

### 3. Pre-population of Prior Records (training sites) reported previously:

- The BPMH system will prepopulate the names each site previously reported in the Saved Records Table within the EXP-1 subform.
- You must indicate whether each previously-reported site was used during the current annual reporting period.
  - **If "Yes" was selected**, the BPMH system will prepopulate certain blocks in the EXP-2 subform.
  - **If "No" was selected**, the BPMH system will not include the site as an option in the EXP-2 subform.



**Warning: Complete the EXP-1 and EXP-2 subforms only for sites used to train individuals who appear on the INDGEN subform.**



## EXP-1: Training Site Setup

### EXP-1 - Entering Site Name

<b>*Add Site</b>	
Enter the Site's Name	
<b>Add Record</b>	

Figure 52. EXP-1 - Entering Site Name

#### Site Name:

- Previously used training sites will prepopulate on the saved records table. They do not need to be re-entered.
- Enter the name of the site used to train residents during the current reporting period in the textbox next to the row labeled, “Enter the Site’s Name.”
- Next, click the “Add Record” button.
- Repeat this process as necessary to capture the names of each new site used during the current reporting period.



**Warning:** Complete the EXP-1, EXP-2 subform only for sites used to train fellows and residents who appear on the INDGEN subform.



**Note:** EXP subforms MUST be completed in order, otherwise drop-down menus will not prepopulate correctly.

## EXP-1 - Selecting Whether the Site was Used in the Current Period

Select Whether the Site was Used in the Current Reporting Period
(2)

Figure 53. EXP-1 - Selecting Whether the Site was Used in the Current Period

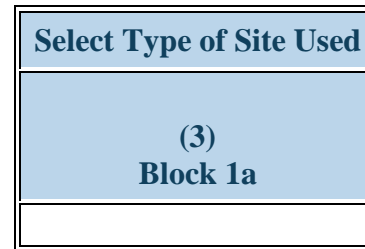
**Select Whether the Site was Used in the Current Reporting Period:** Select whether each site was used during the current reporting period by clicking on the drop-down menu located in Column 2 and choosing one of the following options:

- Yes
- No



Warning: For new sites, you must select "Yes" in Column 2.

## EXP-1 - Selecting Type of Site Used



**Figure 54. EXP-1 - Selecting Type of Site Used**

**Select Type of Site Used:** Select the type of sites used to train residents or fellows during the annual reporting period by clicking on the drop-down menu under Block 1a and choosing from one of the following options.

- Academic institution
- Aerospace operations setting
- Community - based care programs for elderly mentally challenged individuals
- Community care programs for elderly mentally challenged individuals
- Critical Access Hospital
- Dentist Office
- Federal and State Bureau of Prisons
- Geriatric ambulatory care and comprehensive units
- Hospice
- Indian Health Service (IHS) site
- Local health department
- National health association
- Nursing Home
- Other Oral Health Facility
- Residential Living Facility
- Senior Centers
- State Health Department
- Acute Care for the Elderly (ACE) Units
- Ambulatory practice sites
- Community - based organization
- Community Health Center (CHC)
- Day and home care programs (e.g. Home Health)
- Emergency Room
- Federal Government Office or Agency
- Geriatric Behavioral or Mental Health Units
- Hospital
- International nonprofit/nongovernmental organization
- Long - term Care Facility
- National health association or affiliate
- Other
- Physician Office
- Rural Health Clinic
- Specialty clinics (e.g. mental health practice rehabilitation substance abuse clinic)
- Surgery Clinic
- Acute care services
- Assisted Living Community
- Community Behavioral Health Center
- Community Mental Health Center
- Dental Services
- Extended care facilities
- FQHC or look - alike
- Geriatric consultation services
- Independent Living Facility
- Local Government Office or Agency
- Mobile Clinic/Site
- Nurse Managed Health Clinics
- Other community health center (e.g.; free clinic)
- Program of All Inclusive Care for the Elderly
- School - based clinic

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- Tribal Health Department
- Veterans Affairs Hospital or clinic

- Tribal Organization

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- State Government Office or Agency
- Tribal Government
- Veterans Affairs Healthcare (e.g. VA Hospital or clinic)

## EXP-1 - Selecting Type of Setting Where the Site was Located

Select Type of Setting Where the Site was Located
(4) Block 2

Figure 55. EXP-1 - Selecting Type of Setting Where the Site was Located

**Select Type of Setting Where the Site was Located:** Select whether each site used to train residents and fellows during the annual reporting period was located in designated settings by clicking on the drop-down menu under Block 2 and choosing all that apply from the following options.

- Medically underserved community
- Primary Care Setting
- Rural area
- None of the above



Warning: None of the Above cannot be selected in conjunction with any other option.



Warning: Verify that three validations display indicating that there must be at least 1 record in EXP-1 where “Primary Care Setting”, “Medically Underserved Community”, and “Rural Area” I provided in column 4 if “Yes” has been provided in IND-GEN column 28, 31, or 33



Note: To determine whether a site is located in a medically underserved community, please visit HRSA’s Office of Shortage Designation at <http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx>



Note: To determine whether a site is located in a rural area, please visit HRSA’s Office of Rural Health Policy at <http://datawarehouse.hrsa.gov/RuralAdvisor/ruralhealthadvisor.aspx>

**EXP-1 - Selecting Type(s) of Partners/Consortia**

Select Type(s) of Partners/Consortia used to Offer Training at this Site
(5)

**Figure 56. EXP-1 - Selecting Type(s) of Partners/Consortia**

**Select Type(s) of Partners/Consortia used to Offer Training at this Site:** Select the type(s) of partnerships or consortia used or established for the purpose of training residents at each site during the current reporting period by clicking on the drop-down menu in Column 5 (Block 5) and choosing all that apply from the following options:

- Academic department - outside the institution
- Alzheimer’s Disease Resource Centers
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - Other HRSA Program
- Federal Government - CDC
- Federal Government - NIH
- Federal Government - SAMHSA
- Geriatric Behavioral or Mental Health Units
- Health department - Local
- Health disparities research center
- Hospice
- Long-term care facility
- Academic department - within the institution
- Ambulatory practice sites
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - ACL
- Federal Government - FDA
- Federal Government - Other
- Federally - qualified health center or look - alike
- Geriatric consultation services
- Health department - State
- Health insurance/Healthcare Provider Group (e.g.; PPO/HMO)
- Hospital
- No partners/consortia used
- Nurse managed health clinic
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Alzheimer’s Association/Chapters
- Area Agencies on Aging
- Day and home care programs (i.e. Home Health)
- Federal Government - Department of Defense/Military
- Federal Government - AHRQ
- Federal Government - IHS
- Federal Government - Other HHS Agency/Office
- Geriatric ambulatory care and comprehensive units
- Health center (e.g.; free clinic)
- Health department - Tribal
- Health policy center
- Local Government
- Nonprofit organization (faith - based)
- Nursing home
- Private/For - profit organization

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- Nonprofit organization (non - faith based)
- Other
- Professional Associations
- State Governmental Programs
- Tribal Government
- Senior Center
- Tribal Organization



Warning: You may not select "No partners/consortia used" in combination with any other option.

## EXP-1 - Selecting Type(s) of Vulnerable Population

Select Type(s) of Vulnerable Population Served at this Site
(7)

Figure 57. EXP-1 - Selecting Type(s) of Vulnerable Population

**Select Type(s) of Vulnerable Population Served at this Site:** Select the type(s) of vulnerable populations served at each site used to train residents during the current reporting period by clicking on the drop-down menu in Column 7 (Block 4) and choosing all that apply from the following options:

- Adolescents
- College students
- Homeless individuals
- Lesbian/Gay/Bisexual/Transgender
- Migrant workers
- People with disabilities
- Returning war veterans (Iraq or Afghanistan)
- Undocumented Immigrants
- Veterans
- Children
- Financially underserved
- Individuals with HIV/AIDS
- Low income persons/families
- Military and/or military families
- Pregnant women and infants
- Socio-culturally underserved
- Unemployed
- Victims of abuse or trauma
- Chronically ill
- Geographically underserved
- Individuals with mental illness or substance use disorders
- Medically underserved
- Older adults
- Refugee Adults
- Tribal Population
- Uninsured/Underinsured persons/families
- None of the above



Warning: You may not select "None of the above" in combination with any other option.



### EXP-1 - Entering Site's geographical Data

Enter Zip Code	City	State	Four Digit Zip Code Extension
(8)	(9)	(10)	(11)

Figure 58. EXP-1 - Entering Site's geographical Data

**Enter Zip Code:** Enter the zip code (5 digits) where each training site is located by clicking on the textbox under Column 8.

**Four Digit Zip Code Extension:** Enter the four-digit zip code extension where each training site is located by clicking on the textbox under Column 11.



*Note: .If a valid ZIP code is entered in column 8, columns 9 and 10 populate with the correct corresponding city and state when the page is saved.*



*Warning: A validation displays if column 56 = No or N/A and a ZIP code has been provided in column 57.*



*Warning: A validation displays if an invalid ZIP code is provided in column 8..*



*Warning: A validation displays if a 5 digit number is not provided in column 8.*

## EXP-1 - Entering Site's Payment Model

Payment Model
(12)

Figure 59. EXP-1 - Entering Site's Payment Model

**Payment Model:** Select the payment model used by each training site by clicking on the dropdown menu below Column 12 and selecting all that apply from the following options:

- ACO
- CHIP
- Medicare
- Other Public
- Self - Pay
- VA
- Bundled Payments
- Dual Eligible (Medicaid & Medicare)
- Military TRICARE
- Patient Centered Medical Home
- Sliding Scale
- Workman's Comp
- Charity Care
- Medicaid
- Other Private Insurance
- PPO
- Uninsured
- N/A

### EXP-1 - Selecting Whether the Training Site Implements Interprofessional Education and/or Practice

Select whether the training site implements interprofessional education and/or practice
(13)

Figure 60. EXP-1 - Selecting Whether the Training Site Implements Interprofessional Education and/or Practice

**Select whether the training site implements interprofessional education and/or practice:** Select whether the training site implements interprofessional education and/or practice

- Yes
- No



**To Complete the Form:** Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

## EXP-2: Experiential Characteristics - Trainees by Profession/Discipline

### EXP-2 - Selecting Training Program and Site Name

 **Warning:** Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

Type of Training Program	Site Name
(1)	(2) Block 1

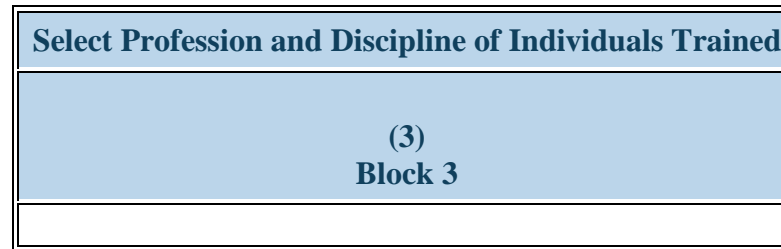
**Figure 61. EXP-2 - Selecting Training Program and Site Name**

EXP-2 will initially appear blank.

**Type of Training Program:** Select a training program by clicking on the drop-down menu in Column 1 and choosing one of the available options (programs that were marked on the Training Program Setup Form as “active” in the current reporting period).

**Site Name:** Pair the selected training program with a site name by clicking on the drop-down menu in Column 2 (Block 1) and choosing one of the available options (sites that were marked in EXP-1 as “used” in the current reporting period).

## EXP-2 - Selecting Profession and Discipline of Individuals Trained



**Figure 62. EXP-2 - Selecting Profession and Discipline of Individuals Trained**

**Select Profession and Discipline of Individuals Trained:** Select the profession(s) and discipline(s) of residents and fellows trained for each training program/site during the current reporting period by clicking on the drop-down menu in Column 3 (Block 3) and choosing one of the options below.

- Combined Programs - Family Medicine/Emergency Medicine
- Combined Programs - Family Medicine/Sports Medicine
- Combined Programs - Internal Medicine/Medical Genetics
- Combined Programs - Internal Medicine/Preventive Medicine
- Combined Programs - Pediatrics/Anesthesiology
- Combined Programs - Pediatrics/Emergency Medicine
- Combined Programs - Pediatrics/Physical Medicine and Rehabilitation
- Critical Care Medicine Subspecialties - Anesthesiology CCM
- Critical Care Medicine Subspecialties - Emergency Medicine CCM
- Critical Care Medicine Subspecialties - Nephrology CCM
- Combined Programs - Family Medicine/Preventive Medicine
- Combined Programs - Internal Medicine/Emergency Medicine
- Combined Programs - Internal Medicine/Neurology
- Combined Programs - Internal Medicine/Psychiatry
- Combined Programs - Pediatrics/Child Neurology
- Combined Programs - Pediatrics/Medical Genetics
- Combined Programs - Pediatrics/Psychiatry/Child & Adolescent Psychiatry
- Critical Care Medicine Subspecialties - Cardiology CCM
- Critical Care Medicine Subspecialties - Infectious Disease CCM
- Combined Programs - Family Medicine/Psychiatry
- Combined Programs - Internal Medicine/Family Medicine
- Combined Programs - Internal Medicine/Pediatrics
- Combined Programs - Obstetrics/Anesthesiology
- Combined Programs - Pediatrics/Dermatology
- Combined Programs - Pediatrics/Medical Toxicology
- Combined Programs - Preventative Medicine/Medical Toxicology
- Critical Care Medicine Subspecialties - Cardiology CCM - Anesthesiology
- Critical Care Medicine Subspecialties - Internal Medicine CCM
- Critical Care Medicine Subspecialties - Pulmonary CCM

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- Critical Care Medicine Subspecialties - Surgery CCM
- Medical Specialties (non-Primary Care) - Emergency Medicine
- Medical Specialties (non-Primary Care) - Nuclear Medicine
- Medical Specialties (non-Primary Care) - Pathology (Anatomic and Clinical Pathology)
- Medical Specialties (non-Primary Care) - Psychiatry
- Medical Specialties (Primary Care) - Family Medicine
- Medical Specialties (Primary Care) - Pediatrics (General Pediatrics)
- Medical Subspecialties - Cardiology - Adult Congenital Heart Disease
- Medical Subspecialties - Cardiology - Nuclear Cardiology
- Medical Subspecialties - Critical Care Medicine
- Medical Subspecialties - Endocrinology Diabetes and Metabolism
- Medical Subspecialties - Gastroenterology - Hepatology
- Medical Subspecialties - Hematology - Hematologic Pathology
- Medical Subspecialties - Infectious Diseases
- Medical Subspecialties - Medical Genetics (Adult Molecular Genetic Pathology)
- Medical Subspecialties - Pulmonary and Sleep Medicine
- Medical Subspecialties - Sleep Medicine
- Oral Health Specialties and Subspecialties - Dental Medicine/General Dentistry
- Critical Care Medicine Subspecialties - Pediatrics CCM
- Medical Specialties (non-Primary Care) - Anesthesiology
- Medical Specialties (non-Primary Care) - Medical Genetics (Clinical Genetics)
- Medical Specialties (non-Primary Care) - Obstetrics & Gynecology
- Medical Specialties (non-Primary Care) - Physical Medicine & Rehabilitation
- Medical Specialties (non-Primary Care) - Radiation Oncology
- Medical Specialties (Primary Care) - Geriatric Medicine
- Medical Subspecialties - Allergy & Immunology
- Medical Subspecialties - Cardiology - Clinical Cardiac Electrophysiology
- Medical Subspecialties - Clinical Informatics
- Medical Subspecialties - Endocrinology
- Medical Subspecialties - Gastroenterology
- Medical Subspecialties - Hematology & Oncology
- Medical Subspecialties - Hospice and Palliative Medicine
- Medical Subspecialties - Medical Genetics (Adult Biochemical Genetics)
- Medical Subspecialties - Nephrology
- Medical Specialties (non-Primary Care) - Dermatology
- Medical Specialties (non-Primary Care) - Neurology
- Medical Specialties (non-Primary Care) - Occupational Medicine
- Medical Specialties (non-Primary Care) - Preventive Medicine
- Medical Specialties (non-Primary Care) - Radiology (Diagnostic Radiology)
- Medical Specialties (Primary Care) - Internal Medicine
- Medical Subspecialties - Cardiology
- Medical Subspecialties - Cardiology - Interventional Cardiology
- Medical Subspecialties - Clinical Neurophysiology
- Medical Subspecialties - Endocrinology - Reproductive Endocrinology
- Medical Subspecialties - Gastroenterology - Adult Transplant Hepatology
- Medical Subspecialties - Hematology - Blood & Marrow Transplantation
- Medical Subspecialties - Hospital Medicine
- Medical Subspecialties - Medical Genetics (Adult Clinical Genetics)
- Medical Subspecialties - Nephrology and Hypertension
- Medical Subspecialties - Rheumatology
- Oral Health Specialties and Subspecialties - Advanced General Dentistry

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- Oral Health Specialties and Subspecialties - Endodontics
- Oral Health Specialties and Subspecialties - Pediatric Dentistry (Pedodontics)
- Oral Health Specialties and Subspecialties - Prosthodontics
- Other Medical Subspecialties - Anesthesiology - Adult Cardiothoracic Anesthesiology
- Other Medical Subspecialties - Dermatology - Dermatopathology
- Other Medical Subspecialties - Emergency Medicine - Medical Toxicology
- Other Medical Subspecialties - Neurology - Clinical Neurophysiology
- Other Medical Subspecialties - Neurology - Movement Disorders
- Other Medical Subspecialties - Neurology - Pediatric Epilepsy
- Other Medical Subspecialties - Neurology - Spinal Cord Medicine
- Other Medical Subspecialties - OB-GYN - Gynecological Oncology
- Other Medical Subspecialties - Occupational Medicine - Clinical Pharmacology & Toxicology
- Other Medical Subspecialties - Pathology - Anatomic and Clinical - Dermatopathology
- Other Medical Subspecialties - Pathology - Medical Microbiology
- Other Medical Subspecialties - Psychiatry - Child & Adolescent Psychiatry
- Other Medical Subspecialties - Radiology - Musculoskeletal Radiology
- Medical Subspecialties - Pulmonary Medicine
- Medical Subspecialties - Sports Medicine
- Oral Health Specialties and Subspecialties - Dentistry - Craniofacial Surgery
- Oral Health Specialties and Subspecialties - Pathology Dentistry
- Oral Health Specialties and Subspecialties - Pediatric Orthodontics
- Oral Health Specialties and Subspecialties - Public Health Dentistry
- Other Medical Subspecialties - Anesthesiology - Pain Medicine
- Other Medical Subspecialties - Dermatology - Procedural Dermatology General
- Other Medical Subspecialties - Medical Genetics - Molecular Genetic Medicine
- Other Medical Subspecialties - Neurology - Epilepsy
- Other Medical Subspecialties - Neurology - Neurodevelopmental Disabilities
- Other Medical Subspecialties - Neurology - Pediatric Neurology
- Other Medical Subspecialties - Neurology - Vascular Neurology
- Oral Health Specialties and Subspecialties - Dentistry - Oral and Maxillofacial Surgery
- Oral Health Specialties and Subspecialties - Pediatric Dentistry
- Oral Health Specialties and Subspecialties - Periodontics
- Oral Health Specialties and Subspecialties - Radiology Dentistry
- Other Medical Subspecialties - Dermatology - Dermatologic Surgery
- Other Medical Subspecialties - Emergency Medicine - Clinical Pharmacology & Toxicology
- Other Medical Subspecialties - Medical Genetics - Molecular Genetic Pathology
- Other Medical Subspecialties - Neurology - Headache Medicine
- Other Medical Subspecialties - Neurology - Neuromuscular Medicine
- Other Medical Subspecialties - Neurology - Pediatric Neuromuscular Medicine
- Other Medical Subspecialties - OB-GYN - Female Pelvic Medicine & Reconstructive Surgery
- Other Medical Subspecialties - OB-GYN - Pediatric & Adolescent Gynecology
- Other Medical Subspecialties - Pain Medicine
- Other Medical Subspecialties - Pathology - Hematologic Pathology (Hematopathology)

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- Other Medical Subspecialties - Radiology - Pediatric Body MRI
- Other Medical Subspecialties - Radiology - Vascular and Interventional Radiology
- Pediatric Medical Subspecialties - Medical Genetics (Clinical Genetics)
- Pediatric Medical Subspecialties - Medical Genetics (Molecular Genetics)
- Pediatric Medical Subspecialties - Neonatal-Perinatal Medicine (Neonatology)
- Pediatric Medical Subspecialties - Pediatric and Adolescent Medicine
- Pediatric Medical Subspecialties - Pediatric Cardiology - Echocardiogram
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Interventional Cardiac Catheterization
- Pediatric Medical Subspecialties - Pediatric Critical Care Medicine
- Pediatric Medical Subspecialties - Pediatric Gastroenterology
- Pediatric Medical Subspecialties - Pediatric Hematology-Oncology
- Pediatric Medical Subspecialties - Pediatric Infectious Disease
- Pediatric Medical Subspecialties - Pediatric Neurology (Child Neurology)
- Pediatric Medical Subspecialties - Pediatric Pathology
- Pediatric Medical Subspecialties - Pediatric Rehabilitation Medicine
- Pediatric Medical Subspecialties - Pediatric Sports Medicine
- Other Medical Subspecialties - OB-GYN - Maternal-Fetal Medicine (MFM)
- Other Medical Subspecialties - Occupational Medicine - Medical Toxicology
- Other Medical Subspecialties - Pathology - Blood Banking/Transfusion Medicine
- Other Medical Subspecialties - Pathology - Neuropathology
- Other Medical Subspecialties - Radiology - Body MRI
- Other Medical Subspecialties - Radiology - Neuroradiology
- Other Medical Subspecialties - Radiology - Pediatric Diagnostic Radiology
- Pediatric Medical Subspecialties - Clinical Pharmacology & Toxicology
- Pediatric Medical Subspecialties - Medical Genetics (Medical Biochemical Genetics)
- Pediatric Medical Subspecialties - Medical Toxicology
- Pediatric Medical Subspecialties - Neurodevelopmental Disabilities
- Pediatric Medical Subspecialties - Pediatric Anesthesiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Fetal Cardiology
- Other Medical Subspecialties - Psychiatry - Addiction Psychiatry
- Other Medical Subspecialties - Radiology - Endovascular Surgical Neuroradiology
- Other Medical Subspecialties - Radiology - Nuclear Radiology
- Other Medical Subspecialties - Radiology - Pediatric Neuroradiology
- Pediatric Medical Subspecialties - Medical Genetics (Clinical Cytogenetics)
- Pediatric Medical Subspecialties - Medical Genetics (Molecular Genetic Pathology)
- Pediatric Medical Subspecialties - Neonatal - Neurology Cerebral Palsy
- Pediatric Medical Subspecialties - Pediatric Allergy & Immunology
- Pediatric Medical Subspecialties - Pediatric Cardiology
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Cardiac Imaging
- Pediatric Medical Subspecialties - Pediatric Clinical Cardiac Electrophysiology
- Pediatric Medical Subspecialties - Pediatric Endocrinology
- Pediatric Medical Subspecialties - Pediatric Hematology
- Pediatric Medical Subspecialties - Pediatric Hospital Medicine



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- Pediatric Medical Subspecialties - Pediatrics - Advanced Pediatric Hematology-Oncology Stem Cell Transplantation
- Pediatric Medical Subspecialties - Pediatrics - Clinical Immunodeficiency
- Pediatric Medical Subspecialties - Pediatrics - Transplant Hepatology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Cardiothoracic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Ophthalmology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Plastic Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Transplantation Surgery - Bone Marrow
- Pediatric Surgical Specialties and Subspecialties - Vascular Anomalies Surgery
- Prelim Transitional Training - Preliminary Surgery
- Rotations - Coursework - Other - Advanced General Dentistry
- Rotations - Coursework - Other - FM Integrated/Neuromusculoskeletal Medicine
- Rotations - Coursework - Other - GI Motility
- Rotations - Coursework - Other - Pediatric Cardiac Intensive Care Unit
- Rotations - Coursework - Other - Pediatric Environmental Health
- Rotations - Coursework - Other - Pediatric Nutrition
- Rotations - Coursework - Other - Psychosomatic Medicine
- Pediatric Medical Subspecialties - Pediatric Cardiology - Pediatric Preventive Cardiology
- Pediatric Medical Subspecialties - Pediatric Emergency Medicine
- Pediatric Medical Subspecialties - Pediatric Heart Failure Transplant
- Pediatric Medical Subspecialties - Pediatric Hospice and Palliative Medicine
- Pediatric Medical Subspecialties - Pediatric Nephrology
- Pediatric Medical Subspecialties - Pediatric Oncology
- Pediatric Medical Subspecialties - Pediatric Pulmonology
- Pediatric Medical Subspecialties - Pediatric Rheumatology
- Pediatric Medical Subspecialties - Pediatrics - Adolescent Medicine
- Pediatric Medical Subspecialties - Pediatrics - Child & Adolescent Psychiatry
- Pediatric Medical Subspecialties - Pediatrics - Developmental Behavioral Pediatrics
- Pediatric Surgical Specialties and Subspecialties - Adolescent Bariatric Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Colorectal Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Orthopedics
- Pediatric Medical Subspecialties - Pediatric Neurocritical Care
- Pediatric Medical Subspecialties - Pediatric Palliative Care Medicine
- Pediatric Medical Subspecialties - Pediatric Radiology
- Pediatric Medical Subspecialties - Pediatric Sleep Medicine
- Pediatric Medical Subspecialties - Pediatrics - Advanced Pediatric Hematology-Oncology Neurooncology
- Pediatric Medical Subspecialties - Pediatrics - Child Abuse Pediatrics
- Pediatric Medical Subspecialties - Pediatrics - Medical Toxicology
- Pediatric Surgical Specialties and Subspecialties - Congenital Cardiac Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Neurosurgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Otolaryngology
- Pediatric Surgical Specialties and Subspecialties - Pediatric Transplantation Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Urology
- Prelim Transitional Training - Preliminary Medicine (General Internship) - Osteopathic
- Prelim Transitional Training - Transitional Year

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- Rotations - Coursework - Other - Surgery - Surgical Scholar
- Surgical Specialties - Orthopedic Surgery
- Surgical Specialties - Surgery - General Surgery
- Surgical Subspecialties - Cardiothoracic Surgery
- Surgical Subspecialties - General Surgery - Fetal Surgery
- Surgical Subspecialties - Orthopedic Surgery - Foot and Ankle Surgery
- Surgical Subspecialties - Orthopedic Surgery - Spine Surgery
- Surgical Subspecialties - Pediatric Surgery - Fetal Surgery
- Surgical Subspecialties - Surgery - Oral and Maxillofacial Surgery
- Surgical Subspecialties - Transplant Surgery
- Surgical Subspecialties - Vascular Surgery
- Pediatric Surgical Specialties and Subspecialties - Pediatric Surgical Critical Care
- Pediatric Surgical Specialties and Subspecialties - Pediatric Trauma Surgery
- Prelim Transitional Training - Preliminary Medicine
- Prelim Transitional Training - Traditional Rotating Internship - Osteopathic
- Rotations - Coursework - Other - Fetal Surgery
- Rotations - Coursework - Other - General and Community Medicine
- Rotations - Coursework - Other - International Pediatric Neurosurgery
- Rotations - Coursework - Other - Pediatric Clinical Pharmacology
- Rotations - Coursework - Other - Pediatric Hospital Medicine
- Rotations - Coursework - Other - Pediatric Optometry
- Rotations - Coursework - Other - Quality Scholars in Transforming Health Care
- Surgical Specialties - Neurosurgery (Neurological Surgery)
- Surgical Specialties - Otolaryngology (ENT Surgery)
- Surgical Specialties - Urology
- Surgical Subspecialties - Cardiothoracic Surgery - Adult Congenital Heart Disease
- Rotations - Coursework - Other - FM and Osteopathic Manipulative Treatment
- Rotations - Coursework - Other - General and Community Pediatrics
- Rotations - Coursework - Other - Osteopathy
- Rotations - Coursework - Other - Pediatric Clinical Pharmacy
- Rotations - Coursework - Other - Pediatric International Surgery
- Rotations - Coursework - Other - Podiatric Medicine and Surgery
- Rotations - Coursework - Other - Spinal Cord Injury Medicine
- Surgical Specialties - Ophthalmology
- Surgical Specialties - Plastic Surgery
- Surgical Subspecialties - Cardiac Surgery
- Surgical Subspecialties - Colon & Rectal Surgery (Colorectal Surgery)
- Surgical Subspecialties - OB-GYN - Fetal Surgery
- Surgical Subspecialties - Orthopedic Surgery - Musculoskeletal Oncology
- Surgical Subspecialties - Pediatric Surgery
- Surgical Subspecialties - Plastic Surgery - Hand Surgery
- Surgical Subspecialties - Thoracic Surgery
- Surgical Subspecialties - Trauma Surgery

- Surgical Subspecialties -  
Neurosurgery - Spinal Cord Medicine
- Surgical Subspecialties - Orthopedic  
Surgery - Hand Surgery
- Surgical Subspecialties - Orthopedic  
Surgery - Sports Medicine
- Surgical Subspecialties - Plastic  
Surgery - Craniofacial Surgery
- Surgical Subspecialties - Surgical  
Critical Care
- Surgical Subspecialties - Transplant  
Surgery - Lung




*Note: Repeat the above two steps until all used Training Program/Site/Discipline combinations are present. Each reported profession and discipline must be reported on a separate line even if they trained at the same site under the same program.*


## EXP-2 - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline
(4) Block 3

Figure 63. EXP-2 - Entering # Trained in the Profession and Discipline

**Enter # Trained in this Profession and Discipline:** In Column 4 (Block 3), enter the number of residents and fellows in the profession and discipline selected in the previous step that were trained at each site during the current reporting period.

 Note: Counts provided should be based on individuals reported on IND-GEN from HRSA-funded programs.

 Warning: The value provided in column 4 must be greater than 0. Otherwise, a validation will display.

## EXP-2 - Selecting Type of Site Used

Select Type of Site Used
(6)

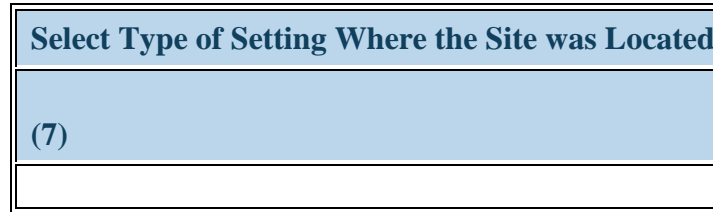
**Figure 64. EXP-2 - Selecting Type of Site Used**

**Select Type of Site Used:** Following the selection of a training site in EXP-1, the associated type of site, setting, and geographical information will be automatically populated when the save and validate button is selected.



Warning: Gray fields are linked to the name of training sites in EXP-1. To change the associated site type with a particular site name, return to EXP-1.

## EXP-2 - Selecting Type of Setting Where the Site was Located



The image shows a screenshot of a web form. At the top, there is a header bar with the text "Select Type of Setting Where the Site was Located" in a dark blue font. Below the header is a dropdown menu with a light blue background and the text "(7)" in a dark blue font. The dropdown menu is currently open, showing the selected option. Below the dropdown menu is a white rectangular box, likely for additional input or a button.

Figure 65. EXP-2 - Selecting Type of Setting Where the Site was Located

**Select Type of Setting Where the Site was Located:** Following the selection of a training site in EXP-1, the associated settings will be automatically populated when the save and validate button is selected.



Warning: Site settings are linked to the name of training sites in EXP-1. To change the associated site settings with a particular site name, return to EXP-1.



*Note: This Block will prepopulate for prior records with data submitted in previous reporting periods.*



**To Complete the Form: Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.**

## CHD-1: CHGME Hospital Data - Hospital Discharge Data

### CHD Subforms - Introduction



**Warning:** Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

General Information	
Medicare Provider Number	
Year hospital first received funding	
How many outside institutions send residents to your hospital?	

**Figure 66. CHD Subforms - Introduction**

**Medicare Provider Number:** This field will be prepopulated with your hospital's information.

**Year hospital first received funding:** Enter the **calendar year that your hospital first received CHGME funding** in the textbox labeled 'Year hospital first received funding.'

**How many outside institutions send residents to your hospital?:** Enter the **number of outside institutions** that send residents to your hospital in the textbox.

## CHD-1: CHGME Hospital Data - Hospital Discharge Data

### CHD Subforms - Introduction



**Warning:** Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

General Information	
Medicare Provider Number	
Year hospital first received funding	
How many outside institutions send residents to your hospital?	

**Figure 67. CHD Subforms - Introduction**

**Medicare Provider Number:** This field will be prepopulated with your hospital's information.

**Year hospital first received funding:** Enter the **calendar year that your hospital first received CHGME funding** in the textbox labeled 'Year hospital first received funding.'

**How many outside institutions send residents to your hospital?:** Enter the **number of outside institutions** that send residents to your hospital in the textbox.



## CHD-1 - Hospital Discharge Data By Payor Setup



**Warning:** If you have used the CHD-1 form before, this answer is pre-selected 'Yes' for you. You do not need to answer this question again. Please move ahead to the CHD-1 form by using the form list located on the left side of your screen.

Did any of your residency programs have at least one resident spending $\geq 75\%$ under Children's Hospital Supervision?	<input type="checkbox"/> <b>Yes</b> (complete table below) <input type="checkbox"/> <b>No</b> (Click Save and Validate to proceed to the next form)
---	---

**Figure 68. CHD-1 - Hospital Discharge Data By Payor Setup**

To begin providing hospital-level data for institutions that who received a CHGME funding during the current reporting period, or to provide updates for hospitals previously reported on CHD-1, **click "Yes"** to the initial setup question.



Note: Clicking "Yes" will activate the remaining forms that will allow you to begin data entry.

### CHD-1 - Entering Hospital Discharge Data By Payor

Payor	Enter # of Inpatient Discharges	Enter # of Outpatient Visits	Enter # of Emergency Department Visits
(1)	(2)	(3)	(4)
Private Insurance			
Medicaid and/or CHIP			
Medicare			
Other Public (TRICARE, Indian Health Service)			
Self-Pay			
Uncompensated Care			

Figure 69. CHD-1 - Entering Hospital Discharge Data By Payor

**For each Payment Group**, follow the instructions below to enter the required information:

**Enter # of Inpatient Charges:** In Column 2, enter the **number of inpatient discharges**.

**Enter # of Outpatient Visits:** In Column 3, enter the **number of outpatient visits**.

**Enter # of Emergency Department Visits:** In Column 4, enter the **number of emergency department visits**.



**Warning:** A number must be entered in each cell. If there were no inpatient discharges billed to a particular payment group, enter a zero (0) in that cell.



**Note:** Report all Medicaid payments, including Medicaid managed care and any other Medicaid payments under the Medicaid and/or CHIP category.



Note: Self-pay refers to patients who have made out-of-pocket payments for services.



Note: Uncompensated care means care for which the hospital receives no payment.



**To Complete the Form: Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.**

## CHD-2: CHGME Hospital Data – Hospital Discharge and Safety Data

### CHD-2 - Setup



**Warning:** If you have used the CHD-2 form before, this answer is pre-selected 'Yes' for you. You do not need to answer this question again.

Did your children's hospital have any patient safety initiatives in place in the most recently completed academic year?	<input type="checkbox"/> <b>Yes</b> (complete CHD-2) <input type="checkbox"/> <b>No</b> (Click Save and Validate to proceed to the next form)
---	---

**Figure 70. CHD-2 - Setup**

- If your children's hospital has any patient safety initiatives in place during the most recently completed academic year, answer 'Yes' and proceed to complete this form. Clicking "Yes" will activate the remaining forms that will allow you to begin data entry.
- If not, please answer 'No' and click 'Save and Validate' to proceed to the next required form.

## CHD-2 - Adding Patient Safety Initiatives

<b>*Add Patient Safety Initiative (add all that apply)</b>	
Patient Safety Initiative	
<b>Add Record</b>	

**Figure 71. CHD-2 - Adding Patient Safety Initiatives**

### Patient Safety Initiative:

- Use the drop-down menu labeled 'Patient Safety Initiative' to **identify all patient safety initiatives** your children's hospital utilized during the current reporting period. Choose **ALL** of the following that apply.
- You may add **additional initiatives** by selecting "Other" and typing the name of the safety initiative in the textbox provided.
- Click the "**Add Record**" button after each selection. Each selected initiative will form a row on the table below.
- **Repeat this process as necessary** to capture the names of all safety initiatives used during the current reporting period.

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Appropriate Use of prophylactic antibiotics in surgery</li> <li>• Catheter-related bloodstream infections</li> <li>• Electronic Medical Records</li> <li>• Formalized support mechanisms for residents that err and harm patient</li> <li>• Infection Prevention and Control</li> <li>• Logs and literature reviews on error analysis</li> <li>• Medication Reconciliation</li> <li>• Other</li> <li>• Reducing hand-offs</li> <li>• Restructuring of Inpatient Ward Team</li> <li>• Standardization of drug dosing</li> <li>• Ventilator associated pneumonia</li> </ul> | <ul style="list-style-type: none"> <li>• Automatic drug dispensing linked to CPOE</li> <li>• Chart audits</li> <li>• Elimination of look/sound alike drugs</li> <li>• Hand hygiene</li> <li>• Institution of protocols/guidelines</li> <li>• Mandatory error disclosure</li> <li>• Mock codes/patient simulation for residents</li> <li>• Patient Safety Morning Report</li> <li>• Required error reporting system</li> <li>• Root cause/ error analysis</li> <li>• Surgical site infections</li> </ul> | <ul style="list-style-type: none"> <li>• Availability of translators</li> <li>• Computerized physician order entry (CPOE)</li> <li>• Error Prevention Training - Simulation</li> <li>• Handheld Computers</li> <li>• Logic based forcing functions</li> <li>• Medication Administration Bar Coding</li> <li>• Nursing Pediatric Early Warning System</li> <li>• Rapid response team (RRT)</li> <li>• Resident participation in quality assurance committees</li> <li>• Simulation Lab</li> </ul> |
|--|---|--|

- Voluntary and confidential error reporting system
- Timely recognition and treatment of shock
- None of the Above

## CHD-2 - Selecting Whether Initiative is Part of the Hospital's Patient Safety Program

Select Whether Initiative is Part of the Hospital's Patient Safety Program in Most Recent Academic Year
(2)

**Figure 72. CHD-2 - Selecting Whether Initiative is Part of the Hospital's Patient Safety Program**

**Select Whether Initiative is Part of the Hospital's Patient Safety Program in Most Recent Academic Year:** Report whether or not each patient safety initiative was part of the hospital's patient safety program in the current reporting period by clicking on the drop-down menu under Column 2 and selecting **one** of the following options:

- Yes
- No

**CHD-2 - Entering Changes made to the Initiative since the Previous Academic Year**

Select Whether the Hospital has made Changes in Initiative since the Previous Academic Year	Reasons for Change
(3)	(4)

**Figure 73. CHD-2 - Entering Changes made to the Initiative since the Previous Academic Year**

**Select Whether the Hospital has made Changes in Initiative since the Previous Academic Year:** Report whether or not the hospital made changes to each patient safety initiative since the previous academic year by clicking on the drop-down menu under Column 3 and selecting **one** of the following options:

- Yes
- No

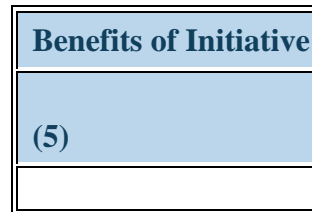
**Reasons for Change:** Identify the reason(s) for the change by clicking on the drop-down menu under Column 4 and selecting all of the reasons below that apply.

If “**No**”, was selected in Column 3, choose “No Change” in Column 4.

- Yes
- No



## CHD-2 - Entering Benefits of Initiative



The image shows a screenshot of a web form. At the top, there is a blue header box with the text "Benefits of Initiative" in white. Below this is a larger light blue box containing the number "(5)" in black, which represents a selected option in a dropdown menu. Below the dropdown is a white rectangular input field.

Figure 74. CHD-2 - Entering Benefits of Initiative

**Benefits of Initiative:** Identify all of the benefits of each patient safety by clicking on the drop-down menu under Column 5 and selecting all of the following options that apply:

- Added faculty expertise
- Improved clinical competence
- Improved patient care outcomes
- Improved reporting
- Improvements in procedural technique
- Increased awareness of psychosocial conditions
- Increased medical knowledge
- Increased/improved research activities
- N/A
- Benefits pending
- Improved clinical management
- Improved professional development
- Improved supervision
- Incorporated best practices
- Increased awareness/exposure to underserved populations
- Increased mentoring
- Other
- Expanded clinical services
- Improved monitoring/evaluation
- Improved provider performance
- Improved workflow
- Increased awareness of community resources
- Increased clinical coverage
- Increased/improved feedback
- None of the Above



Warning: "None of the Above" and "N/A" cannot be selected in combination with any other option



**To Complete the Form:** Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

## CHD-3: CHGME Hospital Data – Hospital Discharge Data by Zip Code

### CHD-3 - Uploading Hospital Discharge Data by Zip code

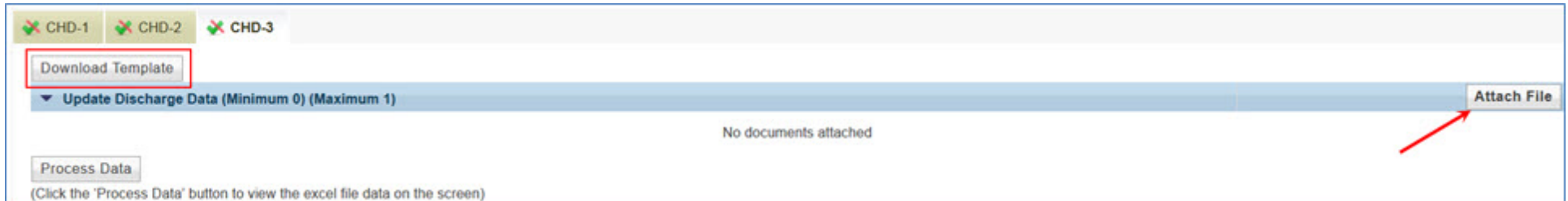


Figure 75. CHD-3 - Uploading Hospital Discharge Data by Zip code

Please complete the following steps to enter locality data identifying the number of hospital discharges by zip code.

1. Using the link provided, **download** the Excel data template to input data.
2. Using the template, complete each row of **data entry** by reporting (a) each zip code used by your program and (b) the corresponding number of hospital discharges.
  - If you are reporting an overseas zip code, use code “88888”.
  - If the zip code is unknown, enter code “00000”.
3. When you have completed data entry using the template, save your work to a local folder.
4. Using the **attach file** button, **upload** your saved file into BPMH (e.g., using the browse function to select your file from your local folder).



**Warning:** The structure of the data entry template must not be altered (i.e., do not add/remove/edit/rearrange columns or column headers). Doing so will lead to uploading errors.



Note: If you have difficulty downloading the template file, contact your Government Project Officer.



Note: Once uploaded into BMPH, template data cannot be downloaded back into an Excel format.

## CHD-3 - Processing Hospital Discharge Data by Zip code

The screenshot displays the CHD-3 web application interface. At the top, there is a 'Download Template' button and a section for 'Update Discharge Data (Minimum 0) (Maximum 1)' with a 'Max 1 Allowed' indicator. Below this, a table lists the uploaded file 'CHD3\_Template\_File.xls' with a size of 47 kB and a date of 11/13/2014. A 'Process Data' button is highlighted with a red box. Below the button, a note states: '(Click the 'Process Data' button to view the excel file data on the screen)'. The main area features a table with columns for Record Status, Zip Code, City, State, and Number of Inpatient Discharges. The table contains three rows of data, each with a 'Delete' option. The table is paginated to show 'Page: 1' of 1 page.

Record Status	Zip Code	City	State	Number of Inpatient Discharges	Option(s)
	(1)	(2)	(3)	(4)	
1 New Record	20105	ALDIE	VA	78	✗ Delete
2 New Record	20171	HERNDON	VA	762	✗ Delete
3 New Record	00000			3	✗ Delete
4					

Figure 76. CHD-3 - Processing Hospital Discharge Data by Zip code

- Once your file has been uploaded, select the “**Process Data**” button, which will populate the table below with the data you entered into the excel template (i.e., zip codes and discharge counts).
- Next, select the “**Save**” button to automatically populate the city and state fields (based on the zip codes you have provided) and run the form validations.
- After you have verified that all data are present and accurate, select the **Save/Validate** button to proceed to the next subform.



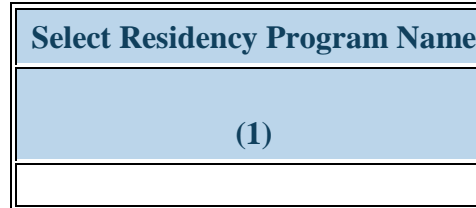
Note: Errors in editable fields will be identified with a “Row” number and can be corrected either (a) within the BMPH system or (b) corrected in the original excel template and then re-uploaded.



**To Complete the Form: Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.**

## PCC: Program Curriculum Changes

### PCC - Selecting Residency Program Name



The image shows a screenshot of a web-based form. At the top, there is a header box with the text "Select Residency Program Name" in blue. Below this header is a large, light blue rectangular area containing the number "(1)" in the center. At the bottom of this area is a white rectangular box, which is the selected option in the drop-down menu.

Figure 77. PCC - Selecting Residency Program Name

**Select Residency Program Name:** Select a **training program** by clicking on the drop-down menu in Column 1 and choosing **one** of the available options (programs that were marked on the Training Program Setup Form as “active” in the current reporting period).

**PCC - Entering the Course/Training Activity Name**

Enter the Name of Course or Training Activity
(2) Block 1

**Figure 78. PCC - Entering the Course/Training Activity Name**

**Enter the Name of Course or Training Activity:** Enter a name for the Course or Training Activity in in Column 2 (Block 1).

## PCC - Selecting Type of Course or Training Activity

Select Type of Course or Training Activity
(3) Block 2

Figure 79. PCC - Selecting Type of Course or Training Activity

**Select Type of Course or Training Activity:** Select the type of course or training activity offered in the current reporting period by clicking on the drop-down menu in Column 3 (Block 2) and choosing **one** of the following options:

- Academic course
- Faculty development programs or activities
- Grand rounds
- Clinical rotation
- Field placement/practicum
- Workshop

## PCC - Selecting whether Course was Newly Developed or Enhanced

Select whether Course or Training Activity was Newly Developed or Enhanced
(4) Block 3

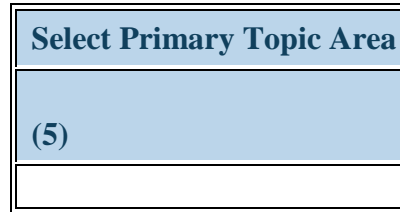
**Figure 80. PCC - Selecting whether Course was Newly Developed or Enhanced**

**Select whether Course or Training Activity was Newly Developed or Enhanced:** Select whether the course or training activity was newly **developed or enhanced** in the current reporting period by clicking on the drop-down menu in Column 4 (Block 3) and choosing **one** of the following options:

- Enhanced
- Newly developed
- No changes



## PCC - Selecting Primary Topic Area



The image shows a screenshot of a web-based form. At the top, there is a blue header box with the text "Select Primary Topic Area" in white. Below this is a larger blue box containing the number "(5)" in white, indicating the selected option in a dropdown menu. Below the blue box is a white rectangular area, likely representing the rest of the form or a scrollable list.

Figure 81. PCC - Selecting Primary Topic Area

**Select Topic Area:** Select the primary topic area of the course or training activity offered in the current reporting period by clicking on the drop-down menu in Column 5 and choosing **one** of the following options:

- 360 evaluations
- Americans with Disabilities Act
- Area Health Education Center sites
- Availability of allied health providers
- Bedside training
- Care of internationally adopted children
- Center for Early Intervention for Deaf Infants
- Child protective teams
- Community - level advocacy
- Competency - based training
- Counseling for oral hygiene diet and fluoride use
- Cultural competency
- Day care
- Domestic violence resources
- Early Intervention Services
- Family - centered pediatrics
- Forensic Psychiatry
- Access to dental health services
- Amish Satellite Clinic
- Assist families with transition to child care and educational settings
- Availability of community based programs
- Care coordination with other health care providers
- Case - based experiential learning
- Chart - stimulated recall
- College Health
- Community health centers
- Coordination of health care and community resources
- County Hospital
- Cultural efficacy training
- Developmental biology
- Domestic violence/child abuse
- Effects of physical environment (e.g. toxins)
- Fluoride guidelines
- Advocacy training
- Anticipatory guidance
- Autopsies
- Availability of public sources of dental services
- Care of domestically adopted children
- Case logs
- Checklists of observed behaviors
- Community - based medicine
- Community longitudinal project
- Coordination of mental health care services
- Cultural Beliefs and attitudes
- Cultural immersion experiences
- Diabetes Camp
- Drug rehabilitation program
- Effects of social environment (e.g. crime)
- Foreign language instruction
- Genomics/ Proteomics
- Health promotion/ illness prevention
- Homeless shelters
- Immigration/deportation issues

- Global ratings
- Home care services
- Homelessness
- Indian Health Center sites
- Interdisciplinary care
- Interpretation of research
- Juvenile detention facilities
- Leadership training
- Medicaid/CHIP/EPSTDT related programs
- Migrant health center
- National Health Service Corp sites
- Observed structured clinical examination (OSCE)
- Other
- Patient Centered Medical Home
- Physician - patient communication
- Private practice
- Public education
- Public sources of care in rural areas
- Reflective exercises
- Resident project
- School health
- Screening/referral for Maternal depression
- Social services
- Substance abuse
- Team - Based Care
- Transition to adult care
- Uninsured/underinsured
- Foster care system
- Head Start
- Home visits to patients
- Identify/mobilize medical home
- Indian Health Service
- Interdisciplinary patient care conferences
- Intraoperative Consults
- Laboratory Exams
- Legislative/policy advocacy
- Medical simulations
- Migrant worker families and children
- Neuroscience
- Office Based Pediatrics
- Outreach Clinic
- Patient surveys
- Poison Control Center
- Procedure logs
- Public health department
- Record reviews
- Research
- Rural health centers
- Schools
- Screening/referral for parental substance abuse
- Standardized patients
- Substance abuse treatment system
- Telemedicine
- Translational Research
- Use of transformative learning techniques (e.g. role play)
- Individualized Education Plans (IEPs)
- Interfacing with community organizations
- Issues related to use of interpreter services
- Language training
- Local and state health departments
- Mental/behavioral health care system
- Mobile health van
- Obesity - directed care
- Oral health screening
- Patient advocacy
- Pediatric palliative care/Pediatric hospice
- Poverty
- Promoting positive health behaviors
- Public sources of care (e.g. CHC public health dept.)
- Referral for dental care
- Research Design
- Scholarly activities (clinical translational or health services research)
- Screening/referral for domestic violence
- Social service system
- Statistics for Medicine
- Tailoring therapy to the individual
- Tobacco prevention and control
- Transportation and travel barriers
- Welfare system

## PCC - Selecting Topics in Quality Improvement and Measurement

Select Topics in Quality Improvement and Measurement
(6)

Figure 82. PCC - Selecting Topics in Quality Improvement and Measurement

**Select Topics in Quality Improvement and Measurement:** Select which **quality improvement and measurement topics** each course or training activity addressed in the current reporting period by clicking on the drop-down menu in Column 6, and selecting **all** of the following options that apply:

- AHRQ Clinical Performance Measures for Ambulatory Care
- Audit and feedback approaches
- Evidence-based medicine
- Health care disparities
- Organizational changes
- Patient reminder systems
- Physician reminder systems
- Quality characteristics
- Small area variation
- Use of practice guidelines
- AHRQ Pediatric Quality Indicators
- Benchmarking
- Facilitated relay of clinical data to providers
- Health Plan Employer Data and Information Set (HEDIS)
- Other
- Performance measurement and indicators
- Practice guidelines
- Sentinel event
- Structure/Process/ Outcomes Measures
- Volume-outcomes
- Ambulatory care sensitive conditions
- Consumer Assessments of Health Plans (CAHPS)
- Financial incentives (e.g. pay for performance)
- Interdisciplinary care
- Patient education
- Physician education
- Promotion of disease self-management
- Severity/risk adjustment
- Systematic literature reviews/meta-analysis
- None of the above

## PCC - Entering Curriculum

Enter the Curriculum the Course or Training Activity is Associated With
(7) Block 5

**Figure 83. PCC - Entering Curriculum**

**Enter the Curriculum the Course or Training Activity is Associated With:** Type the **name of the curriculum** associated with each course or training activity that was developed or enhanced through the grant in the textbox in Column 7 (Block 5).



Note: If the course or training activity that was developed or enhanced is **not associated with a specific curriculum**, type "N/A".

## PCC - Selecting Delivery Mode

Select Delivery Mode Used to Offer this Course or Training Activity
(8) Block 6

**Figure 84. PCC - Selecting Delivery Mode**

**Select Delivery Mode Used to Offer this Course or Training Activity:** Select the **primary mode used to deliver** each course or training activity that was developed or enhanced through the grant by clicking on the drop-down menu in Column 8 (Block 6) and choosing **one** of the following options:

- Classroom-based
- Distance learning (Online Webinar)
- Grand rounds
- Clinical Rotation
- Experiential/Field-based
- Hybrid

## Printing Your Performance Report

- To print the entire performance report, expand the left side menu of your report and click the 'Review' link under the 'Review and submit' section. You will be directed to the Review page.
- Next, click the 'Print All Forms' button below the Resources section of the Review Page.

The screenshot displays the Performance Report interface for the reporting period of 7/1/2014 to 12/31/2014. The left sidebar contains a navigation menu with sections: Overview, Status, Basic Information, Setup Data, Performance Data, Comments, and Review and Submit. The 'Review' link under the 'Review and Submit' section is highlighted with a red box. The main content area shows a 'Resources' section with a 'View' button and a list of links: Last NoA, Current Performance Report, Prior Performance Report, Program Manual, Glossary, and FAQs. Below this is a 'Print All Forms' button, also highlighted with a red box. A 'Table of Contents' link is visible on the right. A pagination bar shows 'Page size: 15' and a 'Go' button. A table lists the report sections and their types:

Section	Type	Options
View: Semi-Annual Performance Report		
Training Program	HTML	View ▼
PC	HTML	View ▼
IND-GEN	HTML	View ▼
INDGEN-GPC	HTML	View ▼
INDGEN-PY	HTML	View ▼
EXP	HTML	View ▼
Comments and Certification	HTML	View ▼

Figure 85. Screenshot of Printing Your Performance Report

## Submitting Your Performance Report

1. To submit your performance report, expand the left side menu of your report and click the 'Submit' link under the 'Review and submit' section. You will be directed to the Submit Report. On the Submit Report page, ensure that the status of all forms is 'Complete' with a green check mark. Click the 'Submit' button on the bottom right corner of this page.

The screenshot displays the 'Submit Report' interface. On the left is a navigation menu with sections like 'Performance Report', 'Setup Data', 'Performance Data', and 'Review and Submit'. The 'Submit' link is highlighted in red. The main content area shows a table titled 'Submission Report Status' with columns for 'Section', 'Status', and 'Option'. A red arrow points to the 'Complete' status of the 'PC-1' row. A 'Submit' button is located at the bottom right.

Section	Status	Option
Setup Data		
Training Program	✓ Complete	Update
Performance Data		
PC-1	✓ Complete	Update
IND-GEN	✓ Complete	Update
INDGEN-GPC	✓ Complete	Update
INDGEN-PY	✓ Complete	Update
EXP-1	✓ Complete	Update
EXP-2	✓ Complete	Update
EXP-3	✓ Complete	Update

Figure 86. Screenshot of the Submit Report Page

2. After step 1, you will be directed to the Submit Report-Confirm page. On this page, check the box under the 'Certification' section and click the 'Confirm' button on the bottom right corner of your screen to submit your report to HRSA. You will receive a confirmation message on your next screen.

**Submit Report - Confirm**

You have chosen to submit this report to HRSA. Please check the box to electronically sign the Report. Click the 'Confirm' button below to submit the report. If you do (+ [View More](#))

**Confirmation:**  
This is a confirmation page! You MUST Click on the appropriate button to complete your action.

Fields with \* are required

\* **Certification** [View Report](#)

I Sherer, Sara certify that I am authorized to submit this report to HRSA for grant D40HP28075.

Please check the box to electronically sign the Report.

[Cancel](#) [Confirm](#)

**Figure 87. Screenshot of the Submit Report - Confirm Page**



## Appendix B: FAQs

### *General FAQs*

#### **When is the due date for the performance report?**

Performance reports are due by **January 31, 2018** for all programs. No extensions will be granted beyond this date. Failure to submit a performance report by the due date may place your grant in a non-compliant status.

#### **What dates does the performance report cover?**

The performance report submitted by grantees should cover all activities conducted through the grant during the current reporting period **July 01, 2016 - June 30, 2017**.

#### **Is it possible to change data entered incorrectly in a prior reporting period?**

No. Data entered in a previous reporting period cannot be edited. It is important that grantees provide accurate data during each reporting period.

#### **Where will grantees be able to locate the instruction manuals for the performance reports?**

Grantees will be able to access their program-specific instruction manual through the EHB. In addition, the manuals will be posted on the BHW grants website at <http://bhw.hrsa.gov/grants/reporting/index.html>.

#### **Is there a way to look at the data forms required for my program without logging into EHB?**

Yes. Grantees will be able to view a program-specific overview of the required performance measure forms on the BHW grants website at <http://bhw.hrsa.gov/grants/reporting/index.html>.

#### **Are reports from prior years stored in the EHBs?**

Yes. Grantees can locate reports from prior reporting periods in EHB by using any of the following methods:

- a) Clicking the 'view prior period data' link within a form or under your Resources tab;
- b) Going into your grant folder and searching for previously completed reports; or
- c) Clicking on the "submissions" link in the left side navigation menu.

#### **Will the information we are submitting in this reporting period be automatically used to populate the forms in the future?**

Yes. Depending on the form, certain data fields will prepopulate for future reporting periods based on the data you enter when the record is initially created. For example, information reported on the EXP-1 and EXP-2 forms for training sites used will carry over each reporting period. Similarly, much of the information reported on the INDGEN form will also carry over each reporting period until the individual completes his/her specific training program or permanently leaves before completion.

#### **Does this report allow us to submit any attachments?**

No, you cannot add attachments to the performance report.

#### **When specific data, such as "N/A" is required after completing a cell, can those cells populate automatically?**

No, grantees are required to enter all data themselves due to Section 508 requirements.

***FAQs about Technical Support & Assistance***

**Who do we contact if we need technical assistance entering data in EHB?**

Grantees should contact HRSA's Call Center for any questions related to the performance report. The Call Center can be reached via phone at 1-877-464-4772.

***FAQs about the Training Program Setup forms***

**The wrong program name was entered last year. Going forward, should we list the correct name?**

If the grantee changes the program name, all the previous years' data will be reset (everything entered in the past will not reappear this year). The best course of action is to make a note in the comments field and leave the program name as-is.

***FAQs about the Program Characteristics (PC) forms***

**Do I need to set up my training program again if it is being reused in the current reporting period?**

No. If you previously reported on a training program, you do not need to set up the program again. All of your previously used training programs will be displayed in your training program setup menu with a record status of 'Prior Record' displayed.

**What are the status options for the different types of programs?**

Structured and Unstructured Training programs use program status options "Ongoing" or "Complete." All other training programs (degree/certificate, internships, fellowships, 1-year retraining, practica/field placements, residencies) use the status options "Active" or "Inactive."

**In the PC forms, do we count all trainees in our program, regardless of the year of study; do we include full-time/part-time trainees, etc.?**

Yes, as long as trainees are enrolled or participating in the training program identified in Column 1.

**Are we required to report on trainees at our institution beyond those who are participating in HRSA-funded programs?**

The PC tables capture information about the universe of trainees regardless of funding status at your school. This is the only form that collects this type of information in aggregate.

***FAQs about the LR-1 through DV-3 forms***

**In the LR and DV tables, are the counts for graduates and/or program completers a subset of the total trainee number, or are they to be reported separately?**

On the LR and DV forms, graduates and program completers are not reported as a subset of the current trainee total. Please report aggregate counts of trainees (e.g., enrollees, residents, and fellows) SEPARATELY from the aggregate counts of graduates or program completers.

**Which address should we use to determine whether an individual is from a rural residential background?**

The definition of rural residential background is based on whether an individual has ever lived in a rural area. Grantees may choose to use the address prior to matriculation or the institution's address.

***FAQs about the INDGEN form***

**Where do we get the Trainee Unique ID?**

Grantees are responsible for developing a unique ID for each individual for whom an INDGEN entry is required. Grantees must keep a log of these unique IDs in order to provide follow-up data through the BPMH system.

**What are the characters of the 7-digit unique ID?**

Each unique ID must be made up of 7 alphanumeric characters. Do not include any personally identifiable information in the ID (name, birthdate, SSN, etc.).

**Are INDGEN records from the last reporting period stored in the EHB?**

Yes; they will appear in the INDGEN table as 'Prior Records' until (a) the individual is marked as a graduate/ program completer, or (b) the individual permanently discontinues participation in the training program.

**Last year we created unique IDs in the INDGEN table. If any of those participants attend a new training cycle this year, should we use the same code for that participant?**

The purpose of the Unique ID is to track an individual's training participation over time. If the same individual is simultaneously participating in multiple training programs, you should use the same unique ID. Note that each training program must also have a unique name. The same "unique ID-training program" combination cannot be present more than once.

**What if an individual already listed on INDGEN did not receive a financial award during the reporting period?**

If an individual from a prior record did not receive a financial award during the current reporting period, please indicate this under Column 12. The record will remain on INDGEN until this individual is marked as a graduate/program completer or permanently leaves the training program prior to completion.

**Is reporting the underrepresented Asian distinction no longer included?**

The definition of an underrepresented minority (URM) included in the instruction manuals specifically states that a URM is "is an individual from a racial and/or ethnic group that is considered inadequately represented in a specific profession relative to the numbers of that racial and/or ethnic group in the general population". While some professional or accrediting organizations collect detailed information on Asian subpopulations, data sources for the general population (i.e., the Census) do not. Therefore, it is not possible to determine that specific Asian subpopulations are underrepresented relative to the general population. Furthermore, federal agencies have been directed by the Office of Management and Budget to collect race/ethnicity data in a manner consistent with that used for the Census. As a result, all race and ethnicity categories displayed in the INDGEN sub-form are identical to those used in the Census.

**Can we use our institution's definitions/standards for disadvantaged background?**

The BHW definition of disadvantaged background is included in the glossary of each instruction manual. As long as an institution's definition or standard does not contradict the federal definition of disadvantaged, then grantees may choose to count individuals who have been deemed disadvantaged by the institution. Otherwise, you must use the definition for disadvantaged background located in your program manual glossary.

**Do we report full time faculty who receive salary support for teaching or administrative responsibilities?**

If the faculty member is already accounted for in the grant's personnel log, then do include this individual on the INDGEN table. If the faculty member who received financial support is not listed in the grant personnel log, then he/she should be reported on INDGEN.

**Do conference registration fees count as financial support?**

Yes, but only for non-project staff.

**How do we find out an individual's family income?**

The institution's financial aid office should have that information, as part of the required application for financial aid.

**For veteran status, are we asking only for the trainee's status, or the trainee's family status (e.g. dependent of veteran, spouse of veteran, etc.)?**

Only the trainee's status should be reported.

**How is the academic year funding total calculated?**

Once you have validated the form, the academic year total is automatically calculated in EHB as the sum of funding during the academic year.

**How is the cumulative funding total calculated?**

The cumulative funding total is automatically re-calculated each annual reporting period in EHB. This is the total of each annual amount that has been entered for the individual record either (a) across the life of the grant or (b) since the BPMH system has been in use, starting with Academic Year 2012-2013.

**Can I cut and paste rows in the INDGEN table?**

The cut and paste capability is currently set up at the row level, rather than individual data elements. After a row of data has been copied and pasted, edits will need to be made to individual cells using the dropdowns. Please note that the system does not accept data that has been cut and pasted from sources outside the report itself.

**Do we include faculty or preceptors on this form?**

If direct funds were given to the individuals AND the individuals were not already included in the grant application, then yes, include them on INDGEN. Otherwise, do not include them.

**In INDGEN Column 13, Stipend, should we include salaries?**

The individual's salary (unless it's paid by the grant) should not be included. However, the BHW funding should be included.

**On the prior report we indicated that a trainee graduated when he had not. Because of that, he is not showing up on the current report. Can he be moved back to the INDGEN form?**

If the individual moves to the INDGEN-PY form you can locate the record of the mislabeled graduate. Scroll all the way to the right, and use the link called "Move to INDGEN", which will allow you to reset that record back to the INDGEN table for continued reporting.

**I submitted a report last year using the 'not reported' option for trainee demographics. Why am I getting an error this year?**

You may only select the 'not reported' option during the first reporting period for each trainee. Demographics are required information and grantees are expected to collect and report the information in all subsequent reports.

***FAQs about the INDGEN-PY form***

**How do I use the INDGEN-PY form?**

One year after an INDGEN record is marked as a graduate/program completer, you will be asked to provide an update on the individual's employment/enrollment status.

***FAQs about the Experiential Training (EXP) forms***

**Which training sites do I need to report on this form? Is it all of the sites our program uses?**

Grantees should report only on sites used to provide training to students, trainees, or faculty supported by the grant during the current reporting period.

**Our hospital provides multiple training sites for our trainees. Do I list the hospital or the specific clinics and offices within the hospital?**

You should list the specific clinics and offices within the hospital that provide training to supported trainees.

**Do I need to list a site more than once on EXP-2?**

For sites that provide training to students, trainees, and faculty from different training programs, the site should be listed on the form for each training program the grant sponsors.

**How can I report interprofessional team-based care at the training sites?**

Interprofessional team-based care reporting is a three-step process on the EXP-2 form. After identifying the training program and site, the first step is to select ALL of the professions and disciplines represented on the interprofessional team (including that of the principal HRSA-sponsored trainees). The second step is to provide the number of trainees (by discipline) who were trained by the HRSA-sponsored program (principal trainees). The final step is to provide the number of other trainees (by discipline) who participated at the site, alongside the principal trainees, but who were not enrolled in the HRSA-sponsored program.

**What training sites do I report on EXP if I don't have directly-funded individuals in INDGEN?**

You should report all training sites used to train individuals touched by your grant funding. If no individuals are reported in INDGEN, consider those you reported on the LR-1 form.

**The values I added in EXP-1 aren't prepopulating in EXP-2. Why can I only see my active prior records?**

You must select each program-site combination using the drop down menus in columns 1 and 2. The values you added in EXP-1 will load in the dropdown menu in EXP-2 column 2.

**Why do I need to enter the zip code of my training sites?**

The zip codes allow HRSA to identify sites that are in rural areas, medically underserved communities, and health professions shortage areas. Because the designation of each location may change over time, the zip code allows HRSA to adjust the way it labels a site.

**Where can I find the 4-digit zip code extension?**

You can locate your site's 4-digit zip code extension by visiting the US Postal Service website:

[https://tools.usps.com/go/ZipLookupAction\\_input](https://tools.usps.com/go/ZipLookupAction_input)

***FAQs about the Curriculum Development and Enhancement (CDE) forms***

**What if courses are created using a variety of funding sources?**

Grantees should complete a CDE-1 entry for each course or training activity that was developed or enhanced using any amount of HRSA grant funds.

**For CDE-2, do we report on all attendees or only those directly funded by a BHW-funded program for this reporting period?**

For the purposes of the CDE-2 form, count all individuals trained (whether or not the individuals received direct financial support) through courses or training activities developed or enhanced using any BHW funds during the current reporting period.

**In the CDE-1 table, I have entered a course that has been implemented, but when I try to select the site where the course was taught, I receive an error message that based on my responses for columns 2 and 4, this site is not allowed. Shall I use N/A as the site?**

If it is an academic course or training/workshop for health professions students, fellows, or residents, then N/A will need to be used.

**Can I delete a course from last year?**

You will not be able to delete a previously used course. You may indicate that the course from last year was not used again this year.

***FAQs about the Faculty Development (FD) forms***

**What is the difference between a structured faculty development program and an unstructured faculty development activity?**

Structured and unstructured faculty development programs differ in a few ways. Generally, structured faculty development programs are administered over a longer period of time and involve multiple meetings/sessions. Additionally, structured programs tend to be curriculum-driven, and may lead to the conferral of a degree or certificate. In contrast, unstructured faculty development activities are shorter in duration and are single, stand-alone trainings. Faculty development activities include conferences, workshops, and grand rounds.

**What are the definitions for the roles of educator and administrator?**

The educator role deals with instruction and training, course preparation, grading, and generally involves imparting knowledge or skills to others. Administrative responsibilities are support functions, such as committee work.

***FAQs about the Continuing Education (CE) forms***

**For CE-2, do we report on all attendees or only those directly funded by a BHW-funded program for this reporting period?**

Count all individuals trained (whether or not the individuals received direct financial support) through courses or training activities developed or enhanced using any BHW funds during the current reporting period. Individuals attending CE trainings should be current providers, rather than students.

**In creating and enhancing courses for continuing education, what should the site be?**

Enter N/A for these courses.

**When should I use the 'Other' option for type of continuing education?**

The 'Other' option is available if there was a CE activity that the grantee does not identify as an unstructured training or structured CE course. We anticipate that few (if any) grantees will need to use this option.