

EXHIBIT ONE TEMPLATE: Scope of Work and Terms

SECTION I: SCOPE OF WORK

REGIONAL CENTER NAME HERE

Objective 1: Provide education and training activities inclusive of community-based experiential training (CBET) via field placements and clinical rotations for health professions trainees (inclusive of students and residents) and by implementing the AHEC Scholars Program in collaboration with the AHEC Scholars Graduate (i.e., RHPP) at UNIVERSITY OF ARIZONA (UA), ARIZONA STATE UNIVERSITY (ASU) and NORTHERN ARIZONA UNIVERSITY (NAU).

- 1.1. As an aggregate, all centers must recruit a minimum of six hundred unique CBET trainees per project year in rural and medically underserved communities. This excludes participation in the AHEC Scholars program that builds on community immersion experiences.
- 1.2. **REGIONAL CENTER NAME HERE** will recruit a minimum of **x** unique health profession trainees (i.e., students and residents) in community-based experiential training within the guidelines detailed below.
 - 1.2.1. Health profession students must be matriculated (i.e., enrolled in credit-bearing course(s) toward attainment of a health-profession degree) in a United States licensed educational institution. One or more of the courses in which student is enrolled must specify the requirement for a field experience and the number of hours required for that field experience. **REGIONAL CENTER NAME HERE** agrees to provide, upon request by AzaHEC: a. documentation of the student's matriculation at the institution which reflects the course name and number in which the student is enrolled (e.g., transcript or student schedule); and b. syllabus or other institution information that reflects the required number of hours of field experiences for that course.
 - 1.2.2. Health profession residents must be employees of a United States licensed institution (e.g., hospital or clinic) which provides graduate medical education. **REGIONAL CENTER NAME HERE** agrees to provide documentation, upon request by AzaHEC, of this employment relationship.
 - 1.2.3. Community based experiential training must be conducted under the direction of a qualified preceptor in the same or higher discipline as the trainee to be considered a clinical field experience. Preceptors in related disciplines are acceptable if permitted by the institute and the course in which trainee is enrolled. **REGIONAL CENTER NAME HERE** agrees to provide documentation, upon request by AzaHEC, of the institution's concurrence.
 - 1.2.4. Clinical field experiences must be a minimum of 75% of all reported experiences for each center.

- 1.2.5. Community based experiential training under the direction of a preceptor not in the same discipline as the trainee are considered a nonclinical field experience.
 - 1.2.6. REGIONAL CENTER NAME HERE must include the name and highest degree awarded of preceptors associated with all field experiences in the AzaHEC Salesforce Database when the field experience is entered.
 - 1.2.7. Information regarding each CBET (e.g., name, demographics, and field experiences of trainee; preceptor credentials and site, etc.) as required in the AzaHEC Salesforce Database must be entered by REGIONAL CENTER NAME HERE not later than third day of the field experience. This assures the [evaluation survey as shown in Section V](#) is automatically generated to the trainee.
 - 1.2.8. REGIONAL CENTER NAME HERE agrees they will not charge any trainee or third party (e.g., educational institution) for any CBET activity, inclusive of but not limited to Housing, which is reported to AzaHEC. Exceptions must be requested by the Regional Center and approved by the Program Office in advance of this reported activity.
 - 1.2.9. REGIONAL CENTER NAME HERE agrees they will not report any CBET activity to AzaHEC which they will also report to any other funding source. Exceptions must be requested by the Regional Center and approved by the Program Office in advance of the activity.
 - 1.2.10. Community immersion experiences, inclusive of AHEC Scholars Program (ASP), are not a field experience but should be reported as a Program Activity in the AzaHEC Salesforce Database. These may be reflected in narrative reports. AzaHEC Scholars should only be reported as a field experience when their community based experiential training is within the guidelines and directions of their specific discipline as identified by their educational institution.
- 1.3 Clinical field experiences reported by each AHEC Regional Center must include medical students from the UA Colleges of Medicine (COM) in Tucson and/or Phoenix to help meet the 10% federally mandated AzaHEC Program medical education weeks for the UA Colleges of Medicine.
- 1.3.1 REGIONAL CENTER NAME HERE will provide and/or assist the UA Colleges of Medicine (Phoenix and Tucson) in the placement of xx medical students in the RHPP in community-based experiential training. This rotation is initiated by the relevant RHPP at the start of the rotation; any provided support is entered by the Regional Center as an “Associated Field Experience” after the rotation is confirmed by the RHPP initiating the placement.. The Associated Field Experience must reflect the specifics of the support provided by the Regional Center.
 - 1.3.2 HRSA guidelines require the reporting of unique students. For non-HRSA internal reporting, a medical student in the Longitudinal Integrated

Clerkship (LIC) matriculated in the College of Medicine-Phoenix or College of Medicine-Tucson will be calculated as one unique student for each rotation of four hundred hours or more per fiscal year, up to a maximum of 1600 hours. Student must be initially entered in the AzaAHEC SalesForce Database by RHPP-COM-P or RHPP-COM-T, and association must be entered in the AzaAHEC SalesForce Database by **REGIONAL CENTER NAME HERE** to reflect preceptor support and/or housing.

- 1.4 **REGIONAL CENTER NAME HERE** must provide and/or assist in the placement of **xx** RHPP students from University of Arizona (Nursing, Pharmacy, Public Health), ASU (Nursing) and NAU (Physical Therapy, Nursing and Physician Assistant) in community-based experiential training. This rotation is initiated by the relevant RHPP at the start of the rotation; support is entered by the Regional Center as an “Associated Field Experience” after the rotation is confirmed by the RHPP initiating the placement.. The Associated Field Experience must reflect the specifics of the support provided.
- 1.5 **REGIONAL CENTER NAME HERE** must provide and/or assist UA-Banner University Medical Center South Campus in the placement of **xx** family and community medicine, internal medicine, or emergency medicine physician residents with community based experiential training. Rotations are initiated by South Campus at the start of the rotation; support is entered by the Regional Center as an “Associated Field Experience” after the rotation is confirmed by South Campus. The Associated Field Experience must reflect the specifics of the support provided.
- 1.6 **REGIONAL CENTER NAME HERE** may provide and/or assist in the placement of **xx** health profession undergraduate or non-RHPP graduate students from University of Arizona, Arizona State University, and Northern Arizona University, in community-based experiential training. At the time of the entry of rotations by these students, **REGIONAL CENTER NAME HERE** agrees to provide, upon request by AzaAHEC:
 - 1.6.1 documentation of the student’s matriculation at the institution which reflects the course name and number in which the student is enrolled (e.g., transcript or student schedule); and;
 - 1.6.2 the syllabus or other institution information that reflects the reported hours of field experiences for that course.
- 1.7 **REGIONAL CENTER NAME HERE** may provide or assist in the placement of **xx** health profession students from other U.S. based health profession educational institutions, including but not limited to technical, allied health programs within community, public and private colleges, or universities. **REGIONAL CENTER NAME HERE** agrees to provide documentation, upon request by AzaAHEC, of the student’s matriculation at the institution, the course name and number in which the student is enrolled, and a copy of the syllabus or other institution information that reflects the required hours of field experiences for that course.

- 1.8 **REGIONAL CENTER NAME HERE** may provide and/or assist in the placement of **x** resident trainees from other U.S. health care organizations. **REGIONAL CENTER NAME HERE** agrees to provide documentation, upon request by AzaAHEC, of the trainees' employment relationship with the employer or other information necessary to validate the residency program.
- 1.9 **REGIONAL CENTER NAME HERE** agrees to support the AzaAHEC Scholars Program (ASP) as follows:
- 1.9.1. In collaboration with AzaAHEC Program Office and UA, ASU and NAU RHPP Directors and Faculty Mentors, **REGIONAL CENTER NAME HERE** will host up to eighteen new graduate-level scholars per Regional Center per year for a total of up to thirty-six scholars at each regional center as described in the AHEC SCHOLARS GRADUATE HANDBOOK 2022-23 including:
- a. Development and implementation of locally meaningful ASP community-based experiential training;
 - b. Participation in monthly Center/RHPP Director meetings to address the ASP.
 - c. Adherence to standardized concepts of the ASP as specified in the ASP Graduate Manual.
- 1.9.2 **REGIONAL CENTER NAME HERE** agrees to identify health professional(s) with an advanced health science degree (e.g., MD, DO, NP, DNP, MPH, PharmD, etc.) to serve as faculty mentor(s) at regional center within the following guidelines:
- a. BY 8/1/22: Identification of Faculty Mentor(s) for fiscal year 22-23 by Centers; approved by Program Office. Any changes to Faculty Mentor throughout a fiscal year require prior approval by Program Office.
 - b. BY 10/1/22: Identification of 22/23 monthly seminar topic to be presented by Faculty Mentor; approved by Program Office.
 - c. BY 10/31/22: Recording of 22/23 monthly seminar topic prepared by Center and submitted to the Program Office.
 - d. BY 8/1/23: Identification of Faculty Mentor(s) for fiscal year 23-24; approved by Program Office.
- 1.10. **REGIONAL CENTER NAME HERE** will implement HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) BUREAU OF HEALTH WORKFORCE (BHW) Core Topics: Interprofessional Education (IPE), Behavioral Health Integration, Connecting Communities and Supporting Health Professionals, Social Determinants of Health (SDOH), Cultural Competency, Practice Transformation, Virtual Learning and Telehealth, and Current and Emerging Health Issues in the areas of CBET and the ASP. Current & emerging health issues require prior approval and must be requested by the Regional Center and approved by AzaAHEC in advance of the activity.

Objective 2: Improve the health professions pipeline and pathways to practice to assure a well-trained diverse health workforce and provide recruitment, training, interactive and didactic pipeline activities for grade 9-12 high school students and pre-health professions undergraduates with emphasis on health careers, including public health.

2.1 As an aggregate, all centers must recruit a minimum of 600 9-12th grade high school students and undergraduate pre-health professions students per project year to participate in structured pipeline programs (e.g., clubs) as described in this section.

2.2 REGIONAL CENTER NAME HERE will recruit a minimum of xxx 9-16th grade high school students and undergraduate pre-health professions students per year to participate in structured pipeline activities. Pipeline participants must be:

2.2.1 from a rural, border, tribal or other Arizona high disparity populations; and

2.2.2 interested in health profession careers.

2.3 REGIONAL CENTER NAME HERE will develop or collaborate on the development structured pipeline activities with a specific health-career focused curriculum, regular meetings, and on-going participants in Grades 9-16. These activities may be organized directly or through collaboration, or financially supported by a center. Structured *pipeline activities* must have all the following components:

2.3.1 four or more of the same participants (exclusive of instructors or equivalent);

2.3.2 encompass more than 20 hours during one academic year.

2.3.4 have a specified curriculum on the topic of health career education.

2.3.5 demographics are collected on program participants.

Examples include but are not limited to: Health Occupational Students America (HOSA), Future Health Leaders (FHL), tribal high school programs. REGIONAL CENTER NAME HERE agrees to provide, upon request by AzaHEC, a curriculum or workplan in the AzaHEC SalesForce Database for each club and the club sponsor (e.g., name of high school), if any. Clubs and all participants, including names and demographics as required in the AzaHEC SalesForce Database, must be entered by REGIONAL CENTER NAME HERE not later than 10 days from the first date of the activity or June 10, 2023, whichever may occur first. Club participants supported directly or indirectly by a non-AHEC federal funding source (e.g., HCOP) must not be included by a Regional Center in any federal reports submitted to or by AzaHEC. Exceptions must be requested by the Regional Center and approved by the Program Office in advance of the activity.

2.2.2 REGIONAL CENTER NAME HERE agrees to collect or arrange for the collection of evaluation surveys from structured program participants [as shown in Section V](#).

2.2.3 REGIONAL CENTER NAME HERE will collaborate with the University of Arizona Health Sciences for Med-Start, which is classified as a club for HRSA

reporting purposes. Participants may be nominated by a Regional Center for Med-Start participation. If selected and supported by AzaAHEC funds, AzaAHEC and the Regional Center will be notified, and the participant will be reported in the AzaAHEC SalesForce Database as a club participant by the Med-Start Program.

REGIONAL CENTER NAME HERE agrees to not enter Med-Start club members in the AzaAHEC SalesForce Database. Med-Start club members who are not supported by AzaAHEC funds may not be reported to AzaAHEC.

- 2.3 **REGIONAL CENTER NAME HERE** may offer Health Career Focused Programs with presentations or short-term events for ad-hoc participants in Grade K-16. These events are classified as *unstructured pipeline activities*. This includes any event with 1) activities of less than 20 hours during one academic year OR 2) with no specified curriculum OR 3) demographics are not collected OR 4) less than four participants. Examples include career and health fairs, job shadowing, visits to local health professions schools, health science days, health careers seminars and early college readiness programs. Programs must be entered in the AzaAHEC Database not later than 10 days from the date of the activity or June 10, 2023, whichever may occur first. Collected information may but is not required to include the individual name and demographics of the participants. These data are reportable to the State of Arizona but not reportable to HRSA and will not be considered in any overperformance calculations.
- 2.4 **REGIONAL CENTER NAME HERE** may present regional information to other programs (i.e., University of Arizona Health Sciences) that are supported by AzaAHEC. To avoid overreporting of participants, presentations made by the Regional Center should be identified in the center's narrative reports and participants should not be reported by Centers in the SalesForce Database.
- 2.5 **REGIONAL CENTER NAME HERE** agrees they will not charge any fees to pipeline participants who are reported to AzaAHEC through SalesForce. Exceptions must be requested by the Regional Center and approved by the Program Office in advance of the activity.
- 2.6 **REGIONAL CENTER NAME HERE** agrees they will not report any pipeline activity to AzaAHEC which they will also report to any other funding source. Exceptions must be requested by the Regional Center and approved by the Program Office in advance of the activity.

Objective 3: Provide continuing education for currently practicing health professionals emphasizing HRSA BHW Eight Core Areas as reflected in Objective 3.1.2.

- 3.1.1 As an aggregate, all centers must recruit a minimum of 1,500 health care providers per year from safety net health service sites (e.g., providers and health care settings that serve groups such as inner city and rural poor, the homeless, migrant workers, the uninsured and/or underinsured and Medicaid patients; Federally Qualified Health Centers, community hospitals, health departments,

- tribal facilities, private clinics) to participate in the following continuing education and professional development events:
- A. CE/CME relevant to populations served.
 - B. Preceptor development programs.
 - C. IPE faculty development programs.
 - D. Access to online programs/trainings.
- 3.1.2 Events must emphasize HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) BUREAU OF HEALTH WORKFORCE (BHW) Core Topics: Interprofessional Education (IPE), Behavioral Health Integration, Connecting Communities and Supporting Health Professionals, Social Determinants of Health (SDOH), Cultural Competency, Virtual Learning and Telehealth and Practice Transformation. Current & emerging health issues require prior approval and must be requested by the Regional Center and approved by the Program Office in advance of the activity.
- 3.1.3 REGIONAL CENTER NAME HERE must provide evidence of their center’s current authority to issue nationally or state recognized continuing education certificates to health professionals. Center must submit name(s) of accrediting entities from whom certificates will be issued with Center Work Plans. This evidence must be from a nationally or state recognized accrediting agency (e.g., American Medical Association; American Nurses Association; Accreditation Council for Pharmacy Education) and issued in the name of the center.
- 3.1.4 Continuing Education participants must have completed a health profession field of study or otherwise be qualified for compensated work in a health profession field and must be identified in AzaHEC SalesForce Database by discipline.
- 3.1.5 REGIONAL CENTER NAME HERE will recruit xx health care providers to participate in continuing education events. This category of events must result in the issuance of Continuing Education credits by REGIONAL CENTER NAME HERE from a nationally or state recognized accrediting agency and are reported as “CONTINUING EDUCATION (CE)” in the AzaHEC SalesForce Database. Regional Centers agree to collect evaluations for this activity and submit to AzaHEC, with results reportable to HRSA. A sign-in sheet or attendance log that includes the name, credential (or title) and employment affiliation is required to be submitted with each CE event reported in the AzaHEC SalesForce Database.
- 3.1.6 REGIONAL CENTER NAME HERE agrees to collect [evaluation surveys as shown in Section V](#) from health professional participants who will receive credit toward professional licensure as identified in Section 3.1.5.
- 3.1.7 REGIONAL CENTER NAME HERE may partner with a third party to issue nationally recognized continuing education certificates which are provided in the name of a third party. Evaluations for this activity are not collected by AzaHEC and are not reported to HRSA. This category of events are reported as “CONTINUING PROFESSIONAL DEVELOPMENT” in SalesForce.
- 3.1.8 REGIONAL CENTER NAME HERE may issue locally recognized certificates of attendance to participants as evidence of a professional development training

activity. Evaluations for this activity are not collected by AzaHEC and evaluations are not reported to HRSA. This category of events is reported as “CONTINUING PROFESSIONAL DEVELOPMENT” in the AzaHEC SalesForce Database.

- 3.1.9 All continuing education and professional development participants must be entered into the AzaHEC SalesForce Database not later than 30 days from the start date of the training date and not later than June 10, 2023, whichever may occur first.
- 3.1.10 REGIONAL CENTER NAME HERE agrees they will not charge any trainee for any continuing education or professional development activity that is directly arranged by that center and is reported to AzaHEC. Exceptions must be requested by the Regional Center and approved by the Program Office in advance of the activity.
- 3.1.11 REGIONAL CENTER NAME HERE agrees they will not report any continuing education or professional development activity to AzaHEC which they will also report to any other funding source. Exceptions must be requested by the Regional Center and approved by the Program Office in advance of the activity.
- 3.1.12 REGIONAL CENTER NAME HERE may recruit community members not employed or qualified for employment as a health professional to participate in health-related events under the category of “OTHER EDUCATION EVENTS”. If offered, information regarding this participation must be entered in the AzaHEC Sales Force Database not later than 10 days from the date of the activity. Collected information may include the name and demographics of the participants. This data is reported to the State of Arizona but is not reportable to HRSA.

Objective 4: REGIONAL CENTER NAME HERE agrees to collaborate with AzaHEC and other regional centers to maintain, develop and enhance effective current and future strategic partnerships to implement, advance, and sustain the work of the AzaHEC program activities as follows:

- 4.1. Identify priorities and obtain strategic networks to achieve identified workplan objectives. REGIONAL CENTER NAME HERE will submit copies of formal clinical affiliation agreements as required by UA, ASU and NAU. REGIONAL CENTER NAME HERE will create Memos of Understanding with strategic partners as identified on center work plan instructions.
- 4.2. Utilize AzaHEC SalesForce Database to report on activities that provide and coordinate field placements in underserved areas and health disparity populations in conjunction with community-based organizations, accredited primary care residency training programs, federally qualified health centers, rural health clinics, public health departments and other appropriate facilities.
- 4.3. Deliver career preparation programs to high school students on careers inclusive of public health.

- 4.4. Deliver and facilitate continuing education and information dissemination for health professions emphasizing providers caring for underserved and high disparity populations.
- 4.5. Conduct and participate in interdisciplinary training that involves physicians, physician assistants, nurse practitioners, nurse-midwives, dentists, psychologists, pharmacists, community health workers and other allied health professionals.
- 4.6. Utilize the AzaHEC SalesForce Database and/or quarterly narrative reports to identify activities leading to the development of Community Health Workers and other paraprofessionals.
- 4.7. Maintain and build strategic networks as an ongoing relational process throughout program implementation and evidenced by appropriate letters of agreements, MOUs, and similar documentation.
- 4.8. Demonstrate through quarterly narrative reports effective collaboration with local and state workforce boards and health safety net sites that demonstrate successful recruitment, retention, and distribution of health professionals into underserved rural and urban areas.
- 4.9. Recruit individuals from underrepresented minority populations or from disadvantaged or rural backgrounds into health careers.
- 4.9. Provide education and training to diverse individuals to prepare the health workforce to deliver high quality care, especially primary care, in underserved areas or health disparity populations in collaboration with local, state, and federal health workforce development programs, state workforce agencies, local workforce boards, and health care safety net sites.

Objective 5: REGIONAL CENTER NAME HERE agrees to collaborate with the AzaHEC Program Office, Rural Health Profession Programs (RHPP), other regional centers and other funded AzaHEC programs to:

- 5.1. Participate in evaluation planning, design, and assessment meetings.
- 5.2. Participate in development and update of evaluation plan
- 5.3. Collect or support endeavors to collect data consistent with the evaluation plan that may include some or all the following:
 - 5.3.1. Timely database entries as shown in [Section V](#) to assure distribution of surveys requests to health profession trainees identified in Objective 1 in this Scope of Work.
 - 5.3.2. Timely distribution of survey requests as shown in [Section V](#) to structured program participants as identified in Objective 2 of this Scope of Work
 - 5.3.3. Timely distribution of survey requests as shown in [Section V](#) to continuing education participants as identified in Objective 3 of this Scope of Work
 - 5.3.4. Timely database entries of preceptors to assure distribution of survey requests to assess preceptor satisfaction
 - 5.3.5. Timely database entries of IPE events and participants to assure distribution of survey requests to assess participant satisfaction.

- 5.3.6 Site visits by Program Office Staff to assess activities for structured student pipeline programs.
- 5.3.7 Participate in AzaHEC workforce studies to assess the diversity and distribution of the Arizona health workforce by region in workforce studies.

SECTION II:

CENTER OVERPERFORMANCE SCHEDULE

PERFORMANCE ABOVE BASE	RANGE MINIMUM	OVERPERFORMANCE
<p>CENTER EXCEEDS 100% OF RANGE OF CBET UNIQUE TRAINEES AND OVER 17,400 HRSA- REPORTABLE HOURS. See Note ⁱ on Specifications Regarding Overperformance for further details.</p>	200+ TRAINEES	\$ 40,000
	175-199 TRAINEES	\$ 30,000
	151-175 TRAINEES	\$ 20,000
	121-150 TRAINEES	\$ 10,000
	0-120 TRAINEES	IN BASE BUDGET
<p>CENTER RETAINS ASSIGNED AHEC SCHOLARS THROUGH TWO YEAR PROGRAM COMPLETION See Note ⁱⁱ on Specifications Regarding Overperformance for further details</p>	80% OF SCHOLARS	\$ 15,000
	70% OF SCHOLARS	\$ 7,500
<p>CENTER EXCEEDS 100% OF STRUCTURED PIPELINE ACTIVITES (E.G., CLUBS) OF OVER 20 HOURS WITH A MINIMUM OF 12 PARTICIPANTS PER CLUB See Note ⁱⁱⁱ on Specifications Regarding Overperformance for further details</p>	8+ CLUBS	\$ 12,500
	6-7 CLUBS	\$ 10,000
	4-5 CLUBS	\$ 7500
	0-3 CLUBS	IN BASE BUDGET
<p>CENTER EXCEEDS 100% OF CONTINUING EDUCATION GOALS FOR CURRENTLY PRACTICING HEALTH PROFESSIONALS AND PROVIDES CONTINUING EDUCATION CREDITS DIRECTLY FROM NATIONALLY RECOGNIZED ENTITIES See Note ^{iv} on Specifications Regarding Overperformance for further details</p>	OVER 550 PARTICIPANTS AND OVER 40 EVENTS	\$ 10,000
	OVER 450 PARTICIPANTS AND OVER 30 EVENTS	\$ 7,500
	OVER 350 PARTICIPANTS AND OVER 20 EVENTS	\$ 5,000
	300 PARTICIPANTS	IN BASE BUDGET

SECTION II(A): SPECIFICATIONS REGARDING OVERPERFORMANCE

Activities that exceed the 100% level of performance metrics may qualify centers for overperformance funds. Overperformance funds are based on performance activity in one fiscal year (e.g., 7/1/22 – 6/30/23) and are paid in the subsequent fiscal year (e.g., 7/1/23 – 6/30/24) as part of that year’s contract. Overperformance funds are generated based on an approved budget request from a current AzaAHEC Regional Center. For centers to qualify for overperformance, the trainee (i.e., student or resident) or participant (e.g., club and continuing education) must be 1) reportable to HRSA under Model AHEC Grant # U77HP0304; 2) not reportable to any other funding source, including non-AHEC funding sources, and 3) entered in the AzaAHEC SalesForce Database during the fiscal year when the participation occurred. The following descriptions provide details of overperformance qualification for fiscal year 7/1/22 – 6/30/23:

FOOT- NOTE	DESCRIPTION
i.	To be eligible for overperformance, CBET Trainees (e.g., students and residents) must be entered in the AzaAHEC SalesForce Database in accordance with Objective 1 described in this Scope of Work Overview and elsewhere in the Center contract. CBET Trainees that are supported directly or indirectly by a non-AHEC funding source are excluded from overperformance calculations. HRSA guidelines require the reporting of unique students. For purposes of contract achievement and overperformance, a medical student in the Longitudinal Integrated Clerkship (LIC) matriculated in the University of Arizona College of Medicine-Phoenix or College of Medicine-Tucson will be calculated as one unique student for each confirmed rotation of four hundred hours or more per fiscal year, up to a maximum of 1600 hours. Rotations must be confirmed in SalesForce by RHPP-COM-P or RHPP-COM-T, and association must be entered in SalesForce by REGIONAL CENTER NAME HERE to reflect preceptor support and/or housing in accordance with Objective 1 described in this Scope of Work Overview. This reporting exception includes only formalized LIC programs within the University of Arizona College of Medicine-Phoenix or College of Medicine-Tucson.
ii.	To be eligible for overperformance, AHEC Scholars must be 1) entered in the AzaAHEC SalesForce Database by the AzaAHEC Program Office; 2) assigned to and remain with the same regional center for the duration of the program; 3) simultaneously enrolled in an RHPP; and 4) complete two consecutive years of the Scholars program. Overperformance will be calculated for each Scholar Group within a center beginning with the Scholars groups completing the program in 2023.
iii.	To be eligible for overperformance, participants (e.g., students in grades 9-16) must be entered in the AzaAHEC SalesForce Database in accordance with Objective 2 described in this Scope of Work Overview and elsewhere in the Center contract. Center must enter a minimum of four clubs with a minimum of twelve participants in each club in the SalesForce Database for the reporting center to qualify for overperformance in this category. Clubs that are developed and co-hosted with other AHEC regional centers (e.g., Future Health Leaders Summer Club) or UAHS (i.e., Med-Start) which meet all other criteria will be calculated in overperformance. Clubs and participants that are supported by 1) another funding source (e.g., Health Careers Opportunity Program (HCOP), or 2) are not organized or directly supported by a regional center are excluded from overperformance considerations.
iv.	To be eligible for overperformance, participants (i.e., working health professionals) must be identified by discipline in the AzaAHEC SalesForce Database in accordance with Objective 2 described in this Scope of Work Overview and elsewhere in the Center Contract. Center must identify nationally recognized entities from whom Continuing Education credits will be issued as part of center’s initial budget request. Continuing education events or participants that are supported by a non-AHEC funding source are excluded from overperformance calculations.

SECTION III: REQUIRED NARRATIVE REPORTING

Overview: AzAHEC's Federal fiscal year is from 9/1 to 8/31 and these dates are reflected in the Federal subcontract signed by Regional Center. As shown in the schedule below, Federal narrative reports required from the Regional Centers are due on a quarterly basis based on the Federal Fiscal Year. N.B.: The Federal fiscal year differs from both 1) the Federal performance data reporting cycle which begins 7/1 to the end of the most recently completed academic year; and 2) the State fiscal year which is from 7/1 to 6/30. The Annual State Report required below is based on the State fiscal year. As a convenience to centers, the State subcontract signed by Regional Centers utilizes the federal fiscal year.

TASK NAME	DUE DATE	REPORTING PERIOD	DESCRIPTION
FIRST QUARTERLY NARRATIVE DUE	12/31/2022	9/1/22 - 11/30/23	<p>FEDERAL QUARTERLY NARRATIVES SUMMARIZE WORK EFFORTS FOR A SPECIFIC QUARTER. DATA IS NOT REQUIRED BUT IF CITED SHOULD BE CONSISTENT WITH DATA BASE FOR THE SAME PERIOD. QUARTERLY NARRATIVES ARE THE BASIS FOR REPORTS TO HRSA AND SHOULD REFERENCE SCOPE OF WORK EFFORTS RELATED TO FIELD EXPERIENCES, PIPELINE PROGRAMS AND CONTINUING EDUCATION FOR HEALTH PROFESSIONALS. THESE REPORTS REQUIRE THE SIGNATURE OF HRSA-DESIGNATED CENTER DIRECTOR.</p> <ul style="list-style-type: none"> a. THE FIRST QUARTER NARRATIVE REPORT MUST INCLUDE A CENTER BOARD ROSTER. TEMPLATE WILL BE PROVIDED. b. THE SECOND QUARTER NARRATIVE REPORT MUST INCLUDE A SIGNED COPY THE CENTER'S FORM 990. c. THE FOURTH QUARTER NARRATIVE REPORT MUST INCLUDE A HOUSING ANALYSIS OF UNITS AVAILABLE AND OCCUPIED. TEMPLATE WILL BE PROVIDED.
SECOND QUARTERLY NARRATIVE DUE	3/15/2023	12/1/22 - 2/28/23	
THIRD QUARTERLY NARRATIVE DUE	6/15/2023	3/1/23 - 5/31/23	
FOURTH QUARTERLY NARRATIVE DUE	9/15/2023	6/1/23 - 8/31/23	
ANNUAL NARRATIVE DUE	9/4/2023	7/1/22 - 6/30/2023	<p>STATE OF ARIZONA ANNUAL NARRATIVES SUMMARIZE WORK EFFORTS FOR AN ENTIRE YEAR. DATA ARE NOT REQUIRED BUT IF CITED SHOULD BE CONSISTENT WITH DATA BASE ENTRIES FOR THIS PERIOD. ANNUAL NARRATIVES SHOULD IDENTIFY WORK EFFORTS RELATED TO FIELD EXPERIENCES, HEALTH CAREER PREPARATION PRORAMS INCLUSIVE OF PIPELINE PROGRAMS, CONTINUING EDUCATION AND COMMUNITY EVENTS. THESE REPORTS REQUIRE SIGNATURE OF HRSA-DESIGNATED CENTER DIRECTOR.</p>

SECTION IV: ADDITIONAL CONTRACT TERMS

1. **REGIONAL CENTER NAME HERE** agrees to:
 - a. designate a Center Director to oversee the AHEC program who will work on AzaAHEC activities not less than 75% FTE.
 - b. notify AzaAHEC of changes to the Regional Center Director status within 10 days of that change, and submit an updated Center Director's resume/CV, job description and verification of appointment as evidenced by Center Board Meeting Minutes.
 - c. have a board of directors of not less than 10 members consisting of both health professionals and community members reflecting the composition of the region served. The roster of board members must be submitted to AzaAHEC in Quarter One of each year as part of that center's quarterly report through the on-line repository. Any changes to the Regional Center's Board President, who serves as Ex-Officio on the Arizona AHEC Commission, must be submitted within 30 days of that change.
 - d. maintain board minutes that will be provided to the AHEC Program Office upon request. When applicable, the minutes should include documentation of compliance with Federal Model AHEC program terms including, "Community-based governing or advisory board responsible for the hiring and/or termination of the Center Director." (See **PROVIDED AFTER AWARD** for HRSA-22-053 Funding Opportunity terms and **PROVIDED AFTER AWARD** for most recent Notice of Award.)
 - e. submit a signed copy of their most recent Form 990 Return of Organization Exempt from Income Tax with the Quarter 2 narrative report.
 - f. implement all AHEC-wide systems as designated by the AHEC Program Office. Implementation may include additional training and staff time.
 - g. ensure a contingency plan for remote work is in place so that work may continue as possible should state guidelines prevent staff from working in the same physical office space.
 - h. be solely responsible for compliance with any applicable laws and regulations; UArizona will not provide tax or legal advice. This includes any requirements directly resulting from carrying out the Scope of Work.
 - i. Utilize the AHEC name only when they have a subcontract with ARIZONA to act as a subcontractor of the Federal Model AHEC award. **REGIONAL CENTER NAME HERE** agrees to discontinue use of the AHEC name and to change any reference to the name "AHEC" as part of their formal name (e.g., incorporated name) or informal name (e.g., website or social media) not later than 30 days following the end of a contract with ARIZONA.
 - j. **REGIONAL CENTER NAME HERE** confirms their understanding that 2022-23 REGIONAL CENTER data entries into the AzaAHEC Salesforce Database will close on June 10, 2023, to facilitate HRSA timely submittal of the 2022-23 HRSA

Performance (Data) report Additional supporting guidance will be provided as needed.

- k. **REGIONAL CENTER NAME HERE** confirms their understanding that
- all changes to the scope of work must be pre-authorized by the AzaAHEC Program Office. Changes between budget lines that do not impact the scope of work and do not exceed 10% of the award are allowable.
 - All changes between budget lines that exceed 10% of the total award must be pre-authorized by the AzaAHEC Program through a budget revision request.
 - All changes to the Faculty Mentor appointment require prior approval by the AzaAHEC Program Office.

2. Each Regional Center Director must:

- a. maintain sufficient knowledge of HRSA reporting requirements to ensure development of appropriate internal processes resulting in accurate program oversight. This includes a broad understanding of the required information reportable to HRSA by AzaAHEC with two primary reporting templates:
 - i. 2022 annual narrative report as found at <https://bhw.hrsa.gov/sites/default/files/bureau-health-workforce/funding/final-report-for-grants.pdf>
 - ii. 2022 annual performance (data) reports as found at <https://grants4.hrsa.gov/WebBPMHExternal/Interface/ProgramManualHTML.aspx?FormCode=111&IsPM=False&EHBActivityCode=U77>
- b. approve invoices submitted to the financial contact listed in **PENDING** through the AzaAHEC online repository. ARIZONA will consider invoices as received only when submitted to the AzaAHEC online repository and a system-generated acknowledgement of receipt e-mail is issued. Center Director must sign all invoices to indicate approval of information submitted as being consistent with the contract objectives.
- c. submit quarterly narrative reports in accordance with the Required Reporting Schedule through the online repository. Report templates will be provided where applicable. Center Director must sign the quarterly reports to indicate approval of information submitted.
- d. submit an annual report in accordance with the Required Reporting Schedule through the on-line repository.
- e. establish internal controls to assure all data reflecting achievement of contract metrics are entered and monitored in a timely and accurate manner, including regular validation of entries and compliance with Scope of Work requirements and review of the AzaAHEC SalesForce Database Dashboard Summaries.
- f. comply with all applicable HRSA requirements, included allocating a minimum of .75 Full-Time Equivalents (FTEs) solely to conducting center duties and responsibilities, as required by HRSA-22-053 (see **PROVIDED AFTER AWARD**). If Center Director is not 100% funded by AHEC contracts,

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- additional information may be requested regarding funding sources and additional duties.
- g. attend AHEC planning and coordination meetings. Regularly scheduled meetings will follow the schedule as much as possible; however, rescheduling may occur and will be communicated as soon as possible. Center Directors may also invite other center staff as needed. The required meetings include but are not limited to:
 - i. AHEC Commission (quarterly)
 - ii. AHEC Scholars (typically scheduled monthly)
 - iii. RHPP/Center (typically scheduled monthly)
 - h. Ensure that financial and data system, as relevant to this subcontract, reflect the following:
 - i. Student stipends (e.g., mileage, housing, etc.) that utilize funds provided in the AHEC Center's annual subcontract are entered into the AzaHEC Salesforce Database. All stipends must be associated with a supported community rotation. There must be evidence of collaboration between the center and the trainees' college or residency program for reported community rotation experiences.
 - ii. Housing billed to AHEC must provide priority to students in ABOR schools. Housing occupancy information (i.e., address of housing and occupancy dates), institution, and discipline of trainee (i.e., student or resident) must be submitted to AzaHEC annually with the first quarter narrative report each year.
 - a. Regional Centers may not bill Rural Health Professions Programs (RHPPs), South Campus Residency Program or other ABOR schools or departments for housing or any services provided by or paid through the AHEC contract. Instead, expenses should be included in the annual budget and be reimbursed directly through the AHEC program office.
 - iii. Program income is tracked in accordance with federal uniform guidance. Program income resulting from activities within the contracted scope of work must be reported to the AHEC Program Office when the next monthly invoices are submitted following receipt of income. Program income includes income that is directly generated by the scope of work or earned in whole or in part because of the award, e.g., fees for services performed, the use or rental of real or personal property acquired under federally funded projects, the sale of commodities or items fabricated under an award, and conference fees. The following provides additional guidelines related to Program Income:
 - a. If any expenses for a project that brings in revenue billed to the AHEC Program Office based on the AHEC contracts, that program income must be reported.

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- b. If tickets are sold for an event that is reported in the AzaAHEC Salesforce Database, the program income must be reported.
 - c. If employees who are paid 100% on AHEC contracts contribute efforts to any project that brings in revenue, that is considered program income and must be reported. Employees not paid 100% through AHEC contracts may work on activities that generate income for the center in the time outside of the portion paid for by AHEC, and this is not considered program income.
 - d. Program income is typically used to offset program expenses. Regional Center Director agrees to provide information on how the program income will be used. If the program income will not be used to support the scope of work, program income may be deducted from invoices for reimbursement.
- iv. Internal charges agree to a price list or other documentation (such as a documented methodology for allocation of costs) to ensure price charged to AHEC is equal to price charged to other internal users and the public. This includes center space rented from a parent organization. Documentation may be requested during the annual budget proposal or during review of monthly invoices.
 - v. Regional Center staff “is familiar with and will comply with the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under 2 CFR, Part 200.” Documentation of compliance may be requested when necessary.

SECTION V: Statewide Evaluation Expectations from Centers

Activity Reference	Data collection tool	Schedule of data collection
Field Experience Objective 1.2.8 Objective 5.2.a	<i>Retrospective Pre-/Post-test Survey for Participants in Rotations for Health Profession Students and Medical Residents</i>	REGIONAL CENTER NAME HERE agrees to document non-RHPP/South Campus rotation start and end date in Salesforce within three days of the start date. NOTE: Automated email invitation for on-line survey will be sent by Salesforce at the end of the rotation to trainees in rotations of 1 week or more/40 hours or more.
Continuing Education Objective 3.1.6 Objective 5.2.c	<i>Retrospective Pre-/Post-test Survey for Health Professional Participants in Continuing Education</i> Note: Online survey data collection should match the paper version of the <i>Retrospective Pre-/Post-test Survey for Health Professional Participants in Continuing Education</i> . The <i>Retrospective Pre-/Post-test Survey for Health Professional Participants in Continuing Education</i> can be found in the shared Box folder at: https://arizona.box.com/s/y6g8rykky9fqsa2xva0pybdbsuete3s0	FOR IN-PERSON EVENTS: REGIONAL CENTER NAME HERE agrees to 1) collect the paper survey, “ <i>Retrospective Pre-/Post-test Survey for Health Professional Participants in Continuing Education</i> ” from healthcare professional attendees <i>who receive national or state continuing education credits from the center towards re-licensure at the event</i> , and 2) enter each paper survey into Qualtrics at: https://uarizona.co1.qualtrics.com/jfe/form/SV_232uClqtaXqNCFD within 30 days of the event. OR FOR ONLINE EVENTS OR IN-PERSON EVENTS: REGIONAL CENTER NAME HERE agrees to 1) collect the survey, “ <i>Retrospective Pre-/Post-test Survey for Health Professional Participants in Continuing Education</i> ” from healthcare professional attendees <i>who receive national or state continuing education credits from the center towards re-licensure online immediately after the event</i> ; and 2) download data in Excel and provide to the AzaHEC Evaluation Specialist within 30 days of the event.
Structured Programs for 9-12th grade: Clubs/Camps Objective 2.2.2 Objective 5.2.b	<i>Retrospective Pre-/Post-test Survey for Participants in Structured Pipeline Programs</i> The <i>Retrospective Pre-/Post-test Survey for Participants in Pipeline Programs</i> can be found in the shared Box folder at: https://arizona.box.com/s/y6g8rykky9fqsa2xva0pybdbsuete3s0	At the end of each structured club/camp, REGIONAL CENTER NAME HERE agrees to 1) collect the paper survey “ <i>Retrospective Pre-/Post-test Survey for Participants in Pipeline Programs</i> ” or have them collected by the club/camp facilitator, and 2) enter contents of each survey into Qualtrics at the following link: https://uarizona.co1.qualtrics.com/jfe/form/SV_01AUxir2XIO4Y7A within 30 days of the end date. Note: Centers should not collect surveys from Med Start students; other partners collect surveys from these pipeline participants.

