



- DENTAL
- MEDICAL
- BEHAVIORAL HEALTH
- PHYSICIAN ASSISTANT
- ADVANCED NURSE PRACTITIONER

FQHC  OACHC

# Y8 Ohio Primary Care Workforce Initiative (OPCWI) User Manual

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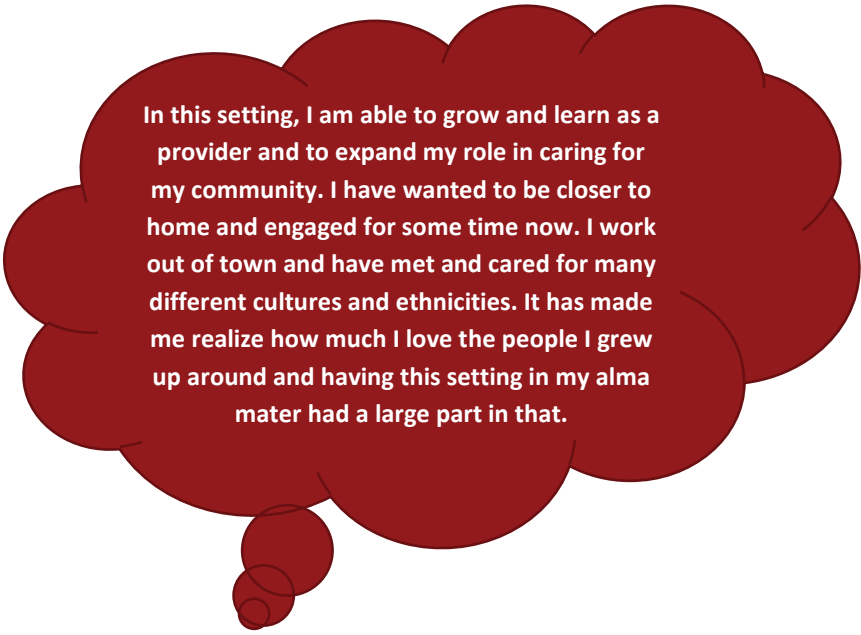
## OPCWI Mission

The mission of the Ohio Primary Care Workforce Initiative (OPCWI) is to teach, inspire and put to work our next generation of primary care providers by exposing students to rich clinical experiences in our network of modernized primary care settings.

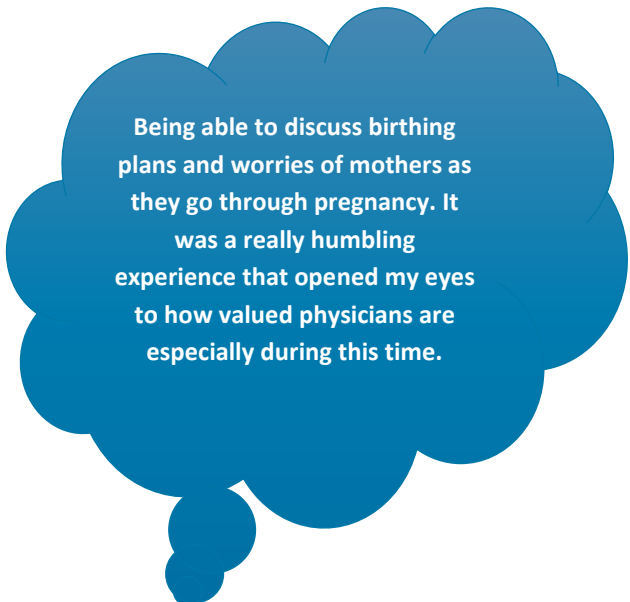
OPCWI is part of the solution to increase recruitment and retention of primary care providers in areas affected by the vast maldistribution of clinical professionals. Training and education of all primary care team members must continue to move toward community settings, and in particular to Federally Qualified Health Centers (FQHCs), located in and serving underserved communities with few alternatives for primary and preventive care.

The goal of the program is to expose students to Patient Centered Medical Homes (PCMHs) in practice and provide a standardized, high-quality educational experience while accounting for the loss of productivity typically associated with precepting. Students must meet the 'Ohio Connection' requirement for clinical rotations to be eligible for OPCWI. The 'Ohio Connection' requires students to be enrolled in an Ohio school program, or Ohio must be their state of legal residence if enrolled in an out-of-state or online program. These structured clinical experiences in modern primary care FQHC sites are designed to lead to increased primary care capacity in some of the most depressed and underserved neighborhoods in Ohio.

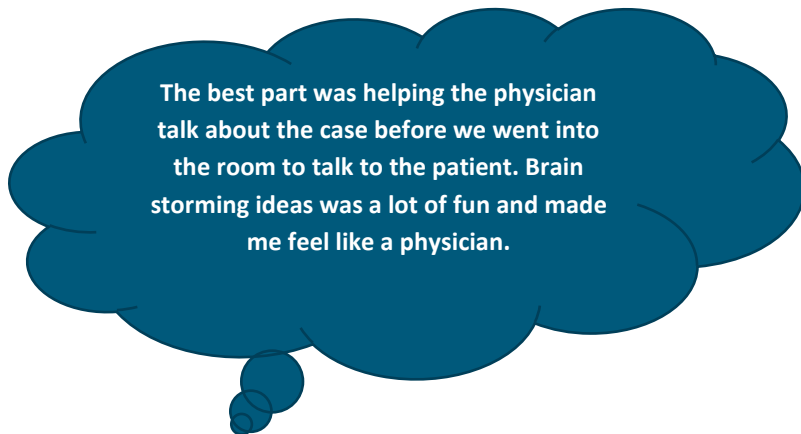
## Positive Student Impact



In this setting, I am able to grow and learn as a provider and to expand my role in caring for my community. I have wanted to be closer to home and engaged for some time now. I work out of town and have met and cared for many different cultures and ethnicities. It has made me realize how much I love the people I grew up around and having this setting in my alma mater had a large part in that.



Being able to discuss birthing plans and worries of mothers as they go through pregnancy. It was a really humbling experience that opened my eyes to how valued physicians are especially during this time.



The best part was helping the physician talk about the case before we went into the room to talk to the patient. Brain storming ideas was a lot of fun and made me feel like a physician.

# The Ohio Primary Care Workforce Initiative

The goal of the OPCWI is to expose health professional students to Patient Centered Medical Homes (PCMHs) in practice and provide a standardized, high-quality educational experience while providing support for the administrative costs and decrease in revenue typically associated with hosting and training students. To accomplish this, the OPCWI provides [training and technical support for preceptors](#) and compensates participating health centers, not preceptors, (an hourly rate per student) for the time their staff spend teaching students. Health centers may host students in the following disciplines: medicine (MD, DO), dentistry, advanced practice nursing, physician assisting, and behavioral health (LSW, LISW, LPC, LPCC, and LMFT). These structured clinical experiences are designed to increase primary care capacity in some of the most underserved neighborhoods in Ohio.

Community Health Centers (CHCs) are uniquely positioned to teach our next generation of primary care providers by exposing students to clinical experiences in our network of primary care settings. Located throughout the state, Ohio's Federally Qualified Health Centers (FQHCs) serve over 850,000 Ohioans each year. Participating health centers have, or commit to obtaining, national recognition as Patient Centered Medical Homes (PCMHs) so that students can experience an advanced primary care practice model. We also provide a unique opportunity for health professions students to experience **team-based care** in action!

## Reimbursement Methodology

State funding provided to the Ohio Association of Community Health Centers (OACHC) supports the OPCWI. **Participating health centers are eligible to earn up to an annual cap of \$50,000 for precepting students.** Health centers must complete all required reporting information quarterly and have 50% of student evaluations submitted quarterly in order to receive quarterly reimbursement. Health centers are also eligible to receive a share of any remaining (over-soft cap) earnings at year-end. The over-soft cap funds are distributed among health centers based on the following criteria: the percentage of total students precepted in all FQHCs with volume over the cap and the student evaluations of their FQHC experience (75% or more of participating students must complete an evaluation of their health center experience, with an average score of 4 out of 5 or better).

## Outcome Measures

The following outcome measures are evaluated through a combination of information provided by participating health centers and by tracking participating students through workforce-related databases (e.g., NPI, Medicaid claims)

Did/Does the precepted student:

- ✓ Stay in Ohio for residency training?
- ✓ Enter primary care practice? In Ohio?
- ✓ Practice in an FQHC? In Ohio?
- ✓ Accept patients who are insured by Medicaid or are uninsured?

# FQHC Participation Requirements, Recommendations, and Benefits

To assure and maintain the high quality and consistency of the OPCWI program across the state, the following requirements apply for all FQHCs participating in the program.

## Participation Requirements:

- ✓ Complete a subcontractor agreement between OACHC and the FQHC biennially. This contract allows the FQHC to participate and provides additional guidance for participation in OPCWI.
- ✓ Obtain and/or maintain national recognition of the primary FQHC site as a PCMH or begin the application process for recognition within one year of precepting the first student and become recognized no later than two years from precepting the first student. If PCMH recognition expires, the FQHC has one year for renewal to obtain renewal.

## Accepted Accreditation Standards:

- NCQA-National Committee for Quality Assurance
  - TJC-The Joint Commission
  - AAAHC-Accreditation Association for Ambulatory Health Care
  - URAC-Utilization Review Accreditation Commission
- ✓ Designate an FQHC OPCWI Point of Contact (POC) who must participate in scheduled calls and attend at least one in-person meeting annually.
- ✓ Precept one or more students from any of the following primary care disciplines: Medicine; Dentistry; Advanced Practice Registered Nursing; Physician Assistant; and Behavioral Health (LSW, LISW, LPC, LPCC, and LMFT).
- ✓ Assure participating students meet the 'Ohio Connection' requirement for clinical rotations to be eligible for OPCWI. The 'Ohio Connection' requires students to be enrolled in an Ohio school program, or Ohio must be their state of legal residence if enrolled in an out-of-state or online program.
- ✓ Submit required paperwork and reports to OACHC within the designated reporting period following the end of each quarter including: (See quarterly reporting details on pgs. 6 & 7)
  - Quarterly Student Clinical Rotations Report (100% submission required)
  - **50% of student evaluations must be submitted to receive any quarterly reimbursement.**
  - Final student evaluation of clinical rotation experience (Based on the student's experience in their FQHC rotation. FQHC must receive 4/5 or better and a minimum of 75% yearly response rate to be eligible for the over-soft cap earnings fund disbursement at the end of the year). Meeting these criteria makes the FQHC eligible for the over-soft cap earnings

disbursement at year-end. Each FQHC has the potential to reach the \$50,000 soft cap; once this has been achieved the FQHC's reported hours of precepting are recorded for their over-soft cap earnings.

## Preceptor Recommendations

These recommendations are in place to increase professional development for the providers that are precepting students. By obtaining teaching, voluntary, or adjunct faculty appointments, preceptors are contributing to the teaching mission of the college or university. These appointments may include access to the school library and the wide array of learning and professional development opportunities given by the school with the potential for earning CME/CEU credits.

- ✓ Obtain teaching, voluntary or faculty appointments with affiliated schools, as applicable.
- ✓ Include preceptor's student teaching ability as part of annual clinician performance review by FQHC leadership.
- ✓ Encourage preceptors to participate in at least one professional development opportunity annually, with preference given to those that enhance teaching skills.

## FQHC Student Orientation

The goal of FQHC student orientation is to create an environment that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning. Reviewing the FQHC's requirements for clinical rotations, giving an overview of FQHCs and the people they serve, and explaining the requirements for participation in OPCWI will help assure a successful and meaningful clinical rotation.

On-boarding and off-boarding students assures they receive the information needed to successfully begin and complete their clinical rotations.

### On-boarding-Requirement

- ✓ Complete or confirm there is an affiliation agreement with the student's college or university.
- ✓ Review the mission of Ohio Primary Care Workforce Initiative. (See page 1)
- ✓ Provide WF-FQHC 101 overview.
- ✓ Explain the importance of completing the final student evaluation of clinical experience along with the FQHC's guidelines for completing clinical rotations. Please see under OPCWI Tools & Resources, on the OACHC web page. (See Appendix A)
- ✓ Provide student objectives for the FQHC clinical rotation, for example:

- Define ways in which your FQHC contributes to the health of the community.
- Define the roles of the providers working in the FQHC and the benefit for patients.
- Discuss, in general terms, the services of FQHCs, state and local health departments such as: Family Planning, WIC, Early Interventions, Newborn Screening, and Oral Health promotion.
- Formulate interprofessional approach to health care delivery, with consideration given to cultural factors and public health issues.
- Describe services available to patients and families, and how to access services.
- Define Cultural Competence
- Define Social Determinants of Health
- Define National CLAS Standards-National Culturally and Linguistically Appropriate Services Standards

### Off-boarding-Requirement

- ✓ Complete final student evaluation of clinical rotation experience:  
[https://www.ohiochc.org/page/opcwi\\_survey](https://www.ohiochc.org/page/opcwi_survey)
- ✓ Confirm completion of the student evaluations:
  - All students receive a confirmation page and an email confirming completion of the student evaluation.
  - Quarterly reimbursement-In order receive quarterly reimbursement you must have **50% of student evaluations submitted for any type of quarterly reimbursement.**
  - Final student evaluation of rotation experience (**FQHC experience being scored, on average, 4/5 or better and a minimum 75% response rate for the year makes the FQHC eligible for the over-soft cap earnings fund disbursement at year end**). Meeting these criteria is required and makes the FQHC eligible for the over-soft cap earnings disbursement at year-end. Each FQHC has the potential to reach the \$50,000 soft cap; once this has been achieved the FQHC's reported hours of precepting are recorded for their year-end over-soft cap earnings.

## FQHC Quarterly Reporting

In order to receive reimbursement for the students precepted, it is imperative to report data quarterly. The quarterly reporting details are outlined below. Following these requirements will help improve data for measuring outcomes for the future.

### Please be aware:

- Quarterly reports will not be accepted if reports are incorrect.
- Reports submitted after the due date will not be accepted.
- Retroactive payments for student clinical rotation hours are not allowable.
- Please notify Marie Grady if your FQHC will not be submitting a report each quarter.

## OPCWI Reimbursement Rates

Quarterly payments are calculated using the clinical rotation hours reported quarterly.

Type of Student	Rate
Medical 1 <sup>st</sup> year / Summer Externship	\$27/hr.
Medical 2 <sup>nd</sup> year	\$27/hr.
Medical 3 <sup>rd</sup> year	\$29/hr.
Medical 4 <sup>th</sup> year	\$29/hr.
Dental	\$22/hr.
Advanced Practice Registered Nursing	\$22/hr.
Physician Assistant	\$22/hr.
Behavioral Health LPC LPCC LSW LISW LMFT Other	\$15/hr.

## FQHC Quarterly Dates

- ✓ **Quarter 1: July 1 – September 30**
  - Reports are due on October 15
- ✓ **Quarter 2: October 1 – December 31**
  - Reports are due on January 6
- ✓ **Quarter 3: January 1 – March 31**
  - Reports are due on April 7
- ✓ **Quarter 4: April 1 – June 30**
  - Reports are due on July 7

## FQHC Quarterly Report Submission

All reporting forms and spreadsheets can be found on the OACHC webpage under Operations: Workforce: OPCWI. <https://www.ohiochc.org/page/OPCWI> and in Appendix A, Point of Contact Resources

- ✓ Quarterly Student Clinical Rotations Report  
Information to report:
  - Date report submitted.
  - FQHC name-Click each line to choose from drop-down menu.
  - Site name-Click each line to choose from drop-down menu.
  - Site Address-Enter site address for each site (example: 1234 Columbus Dr., Columbus, OH 43219)
  - Student Last name-capitalize first letter of last name (example: Smith)



- Student First name-capitalize first letter of first name (example: John)
- Preferred English name
- Student school email
- Student personal email-Please don't provide school email.
- Student type-Click each line to choose from drop-down menu.
- Clinical Rotation Type Click each line to choose from drop-down menu.
- Student School-Click each line to choose from drop-down menu.
- School State- (example: Ohio, no abbreviation)
- Online Student-Yes/No
- State of Legal Residence- permanent address, spell state (e.g., Ohio, no abbreviation)
- Birthdate-month/day/year (example: 11/1/1970)
- Age
- Gender- (example: Female or Male) No abbreviation
- Race-Click each line to choose from drop-down menu.
- Ethnicity-Click each line to choose from drop-down menu.
- In which type of community did the student grow up? Rural, Suburban or Urban
- City, State & Zip Code where student grew up?
- Rotation dates-Use the slash (/) punctuation mark when entering dates and enter the date as one digit month, one digit day and two-digit year (example: 0/0/00)
- Total clinical hours
- Payment-this is calculated automatically once student type and hours are submitted.
- Preceptor Last name- capitalize first letter of last name (example: Smith)
- Preceptor First name- capitalize first letter of first name (example: John)
- Preceptor Credentials-MD, DO, DDS, DMD, CNP, PA, LISW, etc.
- Preceptor email-encouraged for Teaching Physician and other educational resources, there is no penalty if the preceptor does not want to share email.
- Submit Quarterly Student Clinical Rotations Reporting spreadsheet to Marie Grady at [mgrady@ohiochc.org](mailto:mgrady@ohiochc.org)

Only submit reports for students that have completed their clinical rotation during that quarter unless the student is doing multiple rotations in different areas and then report the students once they have completed their clinical rotation.

## Appendix A

### Student Resources

- ✓ OACHC-OPCWI Reporting Resources (student clinical rotations form)  
<https://www.ohiochc.org/page/OPCWI>
- ✓ Final Student Evaluation Clinical Rotation Experience Link  
[https://www.ohiochc.org/page/opcwi\\_survey](https://www.ohiochc.org/page/opcwi_survey)
- ✓ State Loan Repayment-Ohio Department of Health  
<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/primary-care-office/workforce-programs>
- ✓ National Health Service Corps Scholarship and Loan Repayment Programs  
<https://nhsc.hrsa.gov/nhsc-sites/index.html>
- ✓ 3RNet-3RNet is a nonprofit organization focused on people and communities. Members connect health professionals searching for jobs in rural or underserved areas with health care facilities.  
<https://www.3rnet.org/For-Healthcare-Professionals>

### Preceptor Resources

- ✓ **OACHC Preceptor Development webinars and trainings** can be found on the OACHC webpage:  
<http://oachcresources.blogspot.com/search/label/OPCWI%2FWorkforce>
- ✓ **LEAP Program-Primary Care Team Guide**  
The Improving Primary Care Assessment is intended to help sites measure how well their primary care teams are functioning and to point toward improvements covered by the topics on this website. The Improving Primary Care Assessment can also help sites track progress toward practice transformation when it is completed at regular intervals.  
<http://www.improvingprimarycare.org/assessment/full>
- ✓ **Teaching Physician**  
TeachingPhysician.org is a comprehensive web-based resource. It provides point-of-need instruction for preceptors in the form of videos, tips, answers to frequently asked questions, and links to in-depth information on precepting topics. Please see under [OPCWI Tools & Resources](#), student resources on the OACHC web page.
- ✓ **STAR2 Center Burnout Assessment Tool**

This Burnout Self-Assessment Tool has been designed to assist your health center in identifying topics for further exploration. The tool includes 7 questions to gauge the need for intervention to prevent burnout at your organization. It should take approximately 5-10 minutes to complete. The Burnout Self-Assessment Tool's primary purpose is to help you identify strategies that may improve your success with provider retention. Using your responses, the Tool will provide brief recommendations on those topics you might want to pursue.

<https://chcworkforce.org/star<sup>2</sup>-center-burnout-assessment-tool>

✓ **Health Center Resource Clearinghouse**

HRSA's Bureau of Primary Health Care (BPHC) has charged the National Association of Community Health Centers (NACHC) with establishing a National Resource Center (NRC) and creating an online resource repository to meet the information needs of professionals for the purpose of building stronger and healthier communities. The Health Center Resource Clearinghouse addresses the demands placed on a busy public health workforce by providing resources and tools to acquire and use targeted information daily.

<https://www.healthcenterinfo.org/>

✓ **Preceptor Expansion Initiative**

STFM-Society of Teachers of Family Medicine

<https://www.stfm.org/about/keyinitiatives/preceptorexansion/buildingbettercollaborativespil/ot/>

## Point of Contact Resources

✓ **OACHC-OPCWI webpage**

<https://www.ohiohc.org/page/OPCWI>

✓ **Student Clinical Rotations Form**

[https://cdn.ymaws.com/www.ohiohc.org/resource/resmgr/workforce/y7\\_student\\_clinical\\_rotation.pdf](https://cdn.ymaws.com/www.ohiohc.org/resource/resmgr/workforce/y7_student_clinical_rotation.pdf)

✓ **Quarterly Student Clinical Rotations Report**

<https://www.ohiohc.org/page/OPCW16>

✓ **Preceptor Expansion Initiative**

STFM-Society of Teachers of Family Medicine

<https://www.stfm.org/about/keyinitiatives/preceptorexansion/buildingbettercollaborativespil/ot/>

## Appendix B

### State and National Professional Associations and Organizations

- ✓ Area Health Education Centers (AHEC)  
<https://nationalahec.org/>
- ✓ Better Health Partnership  
<http://www.betterhealthpartnership.org/>
- ✓ The Health Collaborative of Cincinnati  
<https://healthcollab.org/>
- ✓ Healthcare Collaborative of Greater Columbus  
<http://www.hcgc.org/>
- ✓ 3RNet  
We are a nonprofit organization focused on people and communities.  
Our members connect health professionals searching for jobs in rural or underserved areas with health care facilities.  
<https://www.3rnet.org/about>
- ✓ Association of Clinicians Underserved (ACU)  
<http://clinicians.org/>
- ✓ National Association of Community Health Centers (NACHC)  
<http://www.nachc.org/>