

Data Management and Reporting

HRSA requires the CGEC to report twice per year on grant activities. Each AHEC's quarterly report is a very important data source for the narrative report we submit in March. These are due on the following dates:

- July 15th
- October 15th
- January 15th and
- March 15th

Each AHEC received a URL link to submit these reports electronically. If you do not have this link email Cristine.clarke@med.unc.edu

These reports offer AHEC administrators the opportunity to reflect upon their practice and seriously consider their progress towards the goals of the grant. There will not be penalties for disclosure of challenges or roadblocks that you have experienced in your planning and implementation, rather the CGEC welcomes this feedback as it allows us to provide support and assistance in overcoming obstacles. It is especially helpful as other AHECs may be facing the same issues and can benefit from your experience.

At the end of August the CGEC compiles 17 different reports on the activities of the CGEC. These include:

- Information on each training event conducted
- A compilation of health problems addressed
- The demographics of participants including gender, race, ethnicity, age, setting where patients of the participants are seen, discipline, etc.

Other reports deal with faculty demographics, the approach we take to interdisciplinary training, who completed training programs and who did not, the length of each training program, how many providers we trained from primary care disciplines, how many trainings took place in underserved areas of the state and how many total contact hours we provided.

Some of this is collected through CASCE but the vast majority of this data comes from the CGEC Participant Profile. Your help in ensuring the completion of these data forms ensures our continued funding and ability to expand programming.

While paper versions of the Participant Profile are available Greensboro AHEC has designed an online submission system that each CGEC participant should have had the opportunity to complete before they attend one of your events. Please ask presenters to inquire about this form and to hand out paper copies to anyone who may not have submitted it. Complete and accurate data is one of the main mechanisms we have to promote the fine work of the AHECS to HRSA and on a national level.

How Dashboard works

Every night the CASCE database is searched for events coded CGEC either in the title or in the keyword field. The system then sends an email to the participant's preferred email address (either home or work).

Step 1. First participants are sent a pre-test (See Appendix C). This is intended to be a global pretest applicable to almost all programs AHECs deliver.

Step 2. If the participant has not previously completed a demographic profile (See Appendix D) they will receive a link to an online version of the form.

Step 3. Following the completion of the event the participant will receive an email post test (See Appendix E). Again this is a global instrument with only 10 questions. At the present time this email is arriving after the participant has received their certificate and so response rates are lower than potentially they could be. In the future we may need to consider reversing the order of receipt in order to raise response rates to a point where enough participants complete both the pre test and the post test for our analysis to be statistically significant.

In summary the burden on the AHECs should be minimal as all demographic data should be input by the participant him or herself via dashboard. Each AHEC should take a back up copy of the Participant Profile to training events in case participants did not complete the online form.

Reminder: In order for participants to receive the request for the additional demographic information HRSA requires of CGEC participants AHECs must code the event as a CGEC event using either the CASCE keyword = CGEC or including CGEC in the event title.

This coding should be done well at least 30 days in advance of the event to allow participants to register and complete the demographics online.

In the event of walk in registrations the pre test and the Participant Demographic Profile will need to be completed manually.

The CGEC will review demographic submissions from each AHEC on a monthly basis to confirm that data flow is being completed using the automated processes.