

MCHB/DRTE Webcast

Preparations for Upcoming Training All-Grantee Meeting

March 12, 2008

JOHANNIE ESCARNE: Good afternoon. I'm Johannie Escarne from maternity and child health bureau. On behalf of the center of research, training and education, I would like to welcome you to the web cast. Before I introduce our presenters today, there are some technical comments that I would like to make.

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the end to have an online evaluation. Your responses will help us plan future broadcasts in the series and improve our technical support.

Today we have two presenters with us. First is Laura Kavanagh who is the branch chief. Next is Patricia Moore. We would like to begin the presentations. Laura?

LAURA KAVANAGH: Thank you so much. Thank you very much Johannie Escarne. At the last minute she agreed to help us out with this web cast because we have so few people with this expertise here. Madhavi Reddy is away for the next two days so thank you so much. Also joining us in the room is Dr. Ann Drum who is the head of the division of research, training and education. Good afternoon and good morning for those of you on the west coast and in Hawaii. I'm very pleased to be sharing with you an update where we are for planning for the training all grantee meeting and we are sticking in some information about the non-compete since they were released and we were able to take advantage of this web cast to give you updates on the non-competing continuations.

If we could have the first slide, please. Today I'm going to talk about the all grantee meeting and as I mentioned the non-competing continuations. Please ask me any questions on any topical area, not just the ones we're talking about today. First about the meeting goals for the all training grantee meeting. Is the slide advancing? OK. We would like to share promising practices. Most of that exchange will be between you, what lessons that you learned in the training program, we'll provide opportunities for you to share your experiences and we have several speakers two of whom will provide communities of practices, updates and another speaker will talk about some leadership development tools and some opportunities for developing leadership community within the M.C.H. training program. I want to thank the planning committee who has worked so

tirelessly for over a year now in planning this meeting. They did a terrific job of putting together this agenda and in particular, I also would like to thank Lynette Calahan and we're very pleased with how this is coming together and I'm very excited about the promise of this meeting and our meeting together with you for only the second time ever as a whole group of the whole training portfolio.

We're going to try some new mechanisms also for some problem solving and I'll talk about that a little bit more when I go through the agenda and also take this opportunity to celebrate our history. This marks 65 years formally for the M.C.H. long-term training program and we want to take a moment to pause, reflect on the history and chart a course for our future. Next slide, please. The first day of the meeting is April 22. We're going to start with an opening session. That will be the standard greetings. We'll move right into Dr. Peck with the University of Nebraska and also heads the Midwest public health leadership institute. She'll be reflecting on -- she actually is a former trainee of the program but she'll be reflecting on leadership development from now into the future. She's a wonderful dynamic speaker. I'm really looking forward to her presentation. She's also going to talk about this issue of developing a leadership community for support amongst ourselves. We will be providing some M.C.H. program updates as well. We'll talk about the accomplishments. We will reflect back to you the data that you presented in progress reports and look at that a little bit. We'll be unveiling the discretionary grant portion that you submit to us every year. It will be unveiled at this meeting. If you would like to look at it in detail, we'll provide a general overview for everyone attending the meeting. We'll talk a little bit about the 2008 budget. I can tell you right now that our budget isn't even itemized yet.

Today, later in March. If you have any questions about that, I'll be happy to take them after this presentation. We do know that the block grant was level funded this year with Congressional decision of just under 2% so we anticipate that we'll start there but we have been given a heads up there might be more cuts to come. As soon as I know what our budget is, I will let you know. I know that you're in the midst of working on your progress reports and you have questions that you have to submit your budgets to the universities. As soon as I have the information, I'll share it with you. We'll be talking about the combating autism act which is new funding that was available this year through the combating autism act. There's actually \$20 million moved into the act through the public health service act and an additional \$17 million. We'll talk about that. Right now we're working on guidances for those programs. It includes an expansion of the lend program, two research networks and some state demonstration grants. If you have questions about that, I would be happy to answer them. You can just submit your questions right now.

Next slide, please. Continuing on day one, we're going to share a lot of the work that many of you have distributed to through the strategic planning work groups. You've been working on these also for over a year and we'll be presenting the findings. Some you've seen already but we'll talk about them in more detail. We'll also have some breakout time to talk further about where we want to go with those initiatives, if any of them we feel like we needed to accomplish and if we need another work group or additional work to do. The luncheon speakers are from the distance learning grantee network. They'll be talking about adult learning theory and some exciting innovations around communities of practice which is where you come together to collaborate around a common area of interest. They'll be talking about the need of that today where we have very complex issues in many, many different spheres but they'll be talking particularly around maternal and child health leadership training and then we'll do an open space session which for us, to be

honest with you, is taking a little risk. We're presenting this as a methodology that we hope that you will see as a useful tool in your tool kit as an M.C.H. educator but also we want to provide an opportunity for you to interact and have a significant amount of time. We've set aside three hours for this in the meeting for you to raise issues of concern to you that you would like to discuss with other people in the room or it could be a program innovation that you're particularly proud of that you would like to brainstorm with others about where you can take it next. I think it's very respectful. I participated in one of these sessions on another area but I think it's a respectful way to acknowledge that you have the answers in the room already.

I not that the bureau is coming to the meeting. Most of the answers are in the room already. It also allows you to ask questions so you don't walk away feeling unsettled, that something wasn't resolved that you hope we got to. You can raise it in the open space session. We also are providing time for social interaction. There will be hors d'oeuvres and other beverages available for which you'll have to pay separately. But I think it's important to share meals, a meal or food together as well so there will be that informal interaction as well.

Next slide, please. On day two is the 23rd of April. We'll start with some breakfast panels to follow-up. Many of you in your registration have expressed an interest in the reporting and monitoring group. We'll talk about that in particular. There might be some follow-up that emerges from the open space sessions from the day before where you want to have a work group meeting and talk about it in more depth. There will be an opportunity there and the doctors will also be available if there's anything in follow-up from the communities of practice that you would like to address further there, too. We'll then have a sustainability panel to talk about successes around sustainability with M.C.H. training and we'll have a training panel of both current and former trainees and we're making decisions right now.

We've been reviewing the suggestions that you've submitted to us. I know you're anxious to hear back from us who we've chosen to you can decide who else is going to be attending from your training program. That is it for the overview of the Training Grantee Meeting.

She's going to talk to you a lot more about any questions that you might have about registration materials and those sorts of things but I would like to turn our attention briefly and take the opportunity since we already had this web cast scheduled to talk with the non-competing continuations. I gave you a heads up in a subsequent email about it that we were going to talk about the non-competing continuations. For the long term training programs and the short-term training programs, the guidance is all out. I hope you've been able to access it. I'll be accessing them online. It is -- we were able to get it out a little bit earlier this year so you have more time to complete it which is the good news. The bad news is if you wait until later to complete it, the due dates are April 15 and then the end of April which coincide with the All Grantee Meeting. Please do your best to particularly start the grants.gov program now and get that out of the way. The E.H.P. takes much longer. Let's see. Why don't we go ahead and go to the next slide, please. For those of you who aren't intimately familiar with the grants.gov process, they'll send you updates about any changes that have occurred in grants.gov. You can also ask them to send you updates on new grant announcements that you're particularly interested in. So I just wanted you to be aware of this feature.

Next slide, please. When you get into grants.gov and choose an announcement number, this is an example of what you'll see on the screen. Here is where you have the option at the bottom of the screen to download the application instructions. This is clever government bureaucratic language for this is the program guidance. The second part is

downloading the application package. That is actually the two forms that you have to submit in grants.gov before you get to the electronic handbooks.

Next slide, please. Here are the two forms you have to submit. This is what happens when you click on the second piece there. The first form that you have to complete is an S.F.424r & r. It's a two-page cover sheet and the second part is the checklist. You actually can download the forms directly onto your computer and download them back to grants.gov. Save them there and you're done. This just shows you what the form looks like, the cover sheet, the yellow boxes are the ones that you will complete.

Next slide, please. And this is the second form that you'll complete there as well. So, pretty straight forward. It's mostly project identifier information, assurances and that type of thing.

The next slide is the checklist. That's the second form that you'll complete. So hopefully you've already seen these, you've already completed these, you're done with the grants.gov portion of the submission. Once you're done with the submission, there are two reminders that I wanted to bring to your attention when you get to the forms in the electronic handbooks. As we reviewed progress reports last year from your submissions, there are two common areas where people were underreporting that we would appreciate if you would spend some -- a moment to complete. Next slide, please. The first is on the S.F.424r & r budget form. Many of you didn't complete the person months. You submitted the dollar amount you were asking for senior personnel but you didn't reflect the number of months that meant. For example, if I'm 50% time on a 12-month budget, that would be .5 calendar months and I'll go over that in a minute how you fill that out on the form. The reason why we're asking for this information, it allows us to automatically, and she'll be

very happy if you fill this out. They're the ones dealing with the data on the other end. It will allow the number that we're supporting during the training program automatically. This is the only place we ask you for this information is on this form. There's another place to complete the number of trainees that are supported. And I'll show you where that is as well. Next slide, please. This is sort of tiny but I hope that you can print out the slides as well. This is the actual research and related budget, the S.F.424r & r budget. This shows the key personnel at the top and the other personnel is at the bottom. For each of the sections there is a calendar month, academic month and summer month section. That is where you fill in the percentage time.

And the next slide shows you at the bottom section e where you fill in number of participants, number of trainees. It's in the section that says tuition, travel, assistance and others and a box for trainees. Fill it there. This is the actual calculation, the explanation from the N.I.H. website that explains how you calculate person, months depending on whether your university is on a nine-month calendar or 12-month calendar, if you happen to have some of your time that's part of the three-month summer session. It goes into detail and I'll give you a U.R.L. as well. I won't go over this in detail because you have the exact description right here.

Next slide, please. The only other reminder I have about the electronic handbooks portion of this is that please, please, please when you're filling out the performance measures, use the notes section. If you have any issue with your performance measure whatsoever, any concerns you have about data definitions or data that you're using that year, how you're defining terms for any performance measure, note it in the forms because we really are reliant on what the feedback that you give us to improve it in the coming year.

And next slide is just a sample of what is going to happen when you're finished with the whole process. This is what it look like when you've done everything, you're finished, ready to punch the button and be finished with the non-competing continuation. I just put into one slide some -- and it's hard to see the U.R.L.s but these are handy websites. There's a U.R.L. for the all-grantee meeting coming up for grants.gov but also for the person, months and the frequently asked questions on the N.I.H. site for that particular perform. I've given you the direct U.R.L. there for your future reference. Next slide, just a plug for the training website one more time. There's lots of information there available for you and you can always pick up the phone or email any project officer or myself would be happy to help you. That's it for my presentation. If you have questions, I would be happy to handle them now or if we want to move to her, I'll leave it up to you.

>> There's a couple of questions.

>> Let's go ahead with questions.

>> OK. First is related to the open space session. They want to know are we going to be breaking out into small groups or what exactly is the process?

>> Let me tell you about the process. There will be a moderator at the session. She actually is from the C.M.S. She's done this with groups from 50 to 1,500. She's used to various sizes of group. The moderator will come, open the session and tell you about the open space process. She will ask for volunteers from the group to volunteer about a pressing issue of concern to them. They will volunteer, describe what that area is so that other people in the group can understand what their area is. We'll write it on the top of a flip chart as well as projected on a screen and you'll go to a section of room and stand by

that as your group and there will be other groups that will form over the course of the process as well. If there's not a topic area that's come up that you're interested in addressing, please volunteer and you can initiate a group as well. Then whoever is remaining in the group, if they feel like their issue has been addressed around these volunteers will go into these small groups and you'll have small group discussions around a topic that you're interested in particular. Another important aspect of open space is that if you feel like you're not contributing and you feel like you're not gaining anything from participating in that small group, you're supposed to vote with your feet and you're welcome to go to another group. You can go to more than one session if you're interested in more than one topical session as well.

>> All right. The next question is for developmental behavioral pediatrics programs that apply for a five-year cycle, will we need to do an annual report this year?

>> The developmental behavioral pediatrics programs are one of six training programs that were completed this year. When they submitted their applications this year, they submitted a five-year progress report and that was part of their application process. For those that successfully compete, you will come back into the electronic handbook system after you get your notice of grant award. I can't remember if it's 90 or 120 days but it's one of those afterwards. 120. Thank you. 120 after you submit your notice of grant award and you'll come back into the system to submit your data so that we don't have a lapse of data from the four years that you had gone into the E.H.P. before and your new application. That's a relatively new aspect. We had gap years and we didn't want to miss that information so yes, you will be submitted. It won't be a full progress report the way that you will complete after your first year of your new application but you will go into E.H.P. and present information on performance measures and those sorts of things.

>> Thank you. The next question, which grants need to submit in non-competing continuation grant?

>> The grants that were listed in the guidance that were sent out are the ones that need to submit a non-competing continuation. If your grant program is not competing this year and the six programs that were competing this year were -- this is a test. Developmental behavioral pediatrics, nutrition, nursing, distance learning, communication disorders and social work. If you aren't in one of those programs, those are the six that were competing, then you will -- you need to submit a non-competing continuation application. If you look on the emails that I sent out, I listed on there, these are the long-term programs and I listed them out and these are the short-term programs so there's two separate guidances. Call your project officer if you still are not sure. Call your project officer or email and we'll clarify with you.

>> Thank you.

>> Thank you.

>> That's it for the questions right now. So I guess we can move along.

>> OK. Well, welcome, everyone. I am the project manager for the training resource center. I know most of you are familiar with Cheryl Mathis and I work with her. So we're just going to go over some of the things about the logistics and getting to the meeting and just some more details about registration.

Next slide. The meeting is going to be held at the omni hotel here in Washington, D.C. and here on the slide you can see that there is the hotel phone number, the registration information and a link to how to register online. If you have not been to our website, please do so and register for the meeting.

>> And also make your registration for your hotel by march 28 in order to get the discount that we have arranged.

Next slide. How to get to Washington, D.C., there are three airports which you can fly into. There is national Ronald Reagan airport, there's Dulles international also in Virginia and Baltimore, Washington international. I have listed the three airports in order of how close they are to the hotel so you can see Ronald Reagan would be the closest and Baltimore Washington international would be the furthest and I've listed different ways for you to get to the hotel from the airport. In addition, the hotel is located near the metro so you will be able to get around Washington pretty easily once you get to the hotel.

Next slide. If you -- once you arrive at the hotel, you'll be able to register for the meeting on the 21st. That's the evening before the meeting starts from 6:00 to 7:30 and also register for the meeting in the morning from 7:30 a.m. to 8:00 a.m. You'll be able to pick up your binder when you register and if you are staying in the hotel, when you check into the hotel, you will get a letter explaining to you where registration for the meeting is, where all of the registration rooms are and things of that nature so don't worry. You'll be able to find us.

Next slide. I've also listed some of the dining in the area. Where we park is an area that has a lot of restaurants and you're also close to the ethnic neighborhood, close to DuPont

circle. This hotel is very accessible in the metro area. There's lots of things to do around there and you're also close to the national view.

Next slide? I know a lot of you are wondering about bringing materials to the meeting.

When you register or if you've registered, you should have indicated you are going to be bringing materials to the meeting and the type of materials we're looking for are internal grantee products, different types of training materials, educational materials so things that you want to share with your colleagues, not necessarily anything about what your training program is but if you've developed any type of training material that you want to share, those are the types of things that you should bring. There's a limited number of spaces so make sure you indicate that you are bringing things and you will have a quarter of a six foot table. It's about 18x18 inch space. Please be aware of that when you think about what materials you would like to bring. Do you have any questions about materials? There's a phone number there where you can contact Brigitte Jones and she will help you and give you more information about bringing materials and other things about the meeting. That concludes my presentation so if anyone has any questions for me, I'll be glad to take them.

>> We haven't received any questions but one question I had, what is your website?

>> It's long. I don't have it listed here. OK. It's one of the handy websites that was in Laura's presentation so it is www.state-eccs.org/meeting/mch_training. That is the registration website for this meeting. Thanks.

>> Sure. Any additional questions, please type them in and we'll be happy to respond to them. They don't have to be just about the all grantee meeting. This is an opportunity, folks. If you have any questions, we would be happy to answer them.

>> Is there anything else that you guys would like to add or --

>> No. I mean, I'm very excited about the meeting. I just can't wait for it to come. I think it's a tremendous opportunity to spend a moment to reflect on the long history and really get excited about the future. The presenters I've heard all of them speak before. They're just terrific presenters and you all are -- I can't wait to see what emerges from the open space session, for example. I'm very excited about the follow-up that we're going to have from the meeting as well.

>> A couple of questions came in.

>> Should we make hotel reservations for the graduate training you recommend for the panel or -- you should wait. Don't make any arrangements for the person that you recommended. We've got a lot of recommendations from the trainings program. Right now we're reviewing the recommendations and picking who will be the current and the former trainees represented on the panel. Our chairman will include costs for the trainees to come out of their contract so that won't need to come out of your training grant and we will contact you directly to let you know and actually, we'll contact everybody who submitted a name to let you know one way or the other what the status is. You should be hearing -- I know that nanette is working on that right now. You should be hearing from us within the next several days.

>> Do we need specific materials for the open space sharing?

>> Just -- no. You don't need any special materials. It really is -- you might want to take a few moments to reflect ahead of time about what are some issues that are very important that you want to make sure get addressed at this meeting that could be areas that you don't see on the agenda currently. I mean, this is an opportunity to address anything that is of interest to you but you don't need to bring any materials unless, for example, you would like to share something where you've had an experience with others and then brainstorm further and you feel like it might help to move the process along you could bring but don't feel pressured that you have to bring materials. It can happen on the spot. The session that I participated in, the areas emerged from the -- in a very free flow manner. And we will have you as a group can talk about what next steps you want to take after open that is from the D.C.

Lend program. Do we have any idea when information will be uploaded?

>> The nearest information is of particular to the LEND program. I don't know the dates. Crystal -- I believe I saw an email recently that gave you the dates of when the planned dates were but we will send you a follow-up email to confirm the dates. I don't know that off the top of my head. I apologize. We'll follow-up and make sure we give you information about when the nearest data is going to be uploaded. The guidance came out earlier this year. We did meet with Crystal and Maggie from AUCD and folks to plan for this right before the guidance came out but we will confirm with you what the dates are.

>> The next question, how might long-term MCH training programs such as LEAHs work with lends on projects in autism with the additional 37 million that will become available? OK. Just to clarify, there's a total of 37 million only but it's really new money. 20 million

was taken from existing dollars so lend program and the developmental behavioral pediatrics program moved into the program and then new dollars were added. I would recommend that you contact -- if you're a LEAH program that you contact the lend program that's in your area geographically and find out what they plan to be -- what their plans are. There are two types of lend grants that will emerge from this combating autism act. There will be expansions of existing programs so currently we fund 34 lend programs across the country. The expansion part of the combating autism act will have a competition where 17 of those 34 programs will get expansion, additional funds to address areas outlined in the combating autism act. The second part of the lend program that is part of the combating autism act is actually new lend program so four new lend programs will be funded through this process. So you could partner -- if you don't have a lend program in your state, I would, you know, contact your -- the project officer here at the bureau. We can tell you if we've heard about somebody coming in or contact an existing lend if you already have one in your state. I would say that would be the best place to start. If you have a particular idea, I would run it by Madhavi Reddy or Denise Sokka, they're joint officers for the lend program as well. You're welcome to shoot me an email as well about particular ideas if you have a particular idea in mind that you would like to pursue. I'm looking over at Ann to see if she has anything to add as well. We are literally writing the guidances right now so there are -- they're not even on the street yet.

>> The only other thing I should add is certainly the academic community may want to pay attention to the research network grants because there will be competition for some research and guideline development in this area and certainly they need to be aware of looking at those competitions so I would pay attention to the combating autism act, guidances as they come out because the training center for the academic communities, there may be some interest in some of the research guidance as well. And these are

significant research efforts. There will be two research networks, one in the area of \$4 million and one in the area of \$2 million. These are significant investments.

>> And they're for multi-site network so there might be opportunities for people to form networks and think they may be interested in some of the research dollars as well.

>> Thank you, Ann and Laura. The next question, are we still limited to two registrants per program? As of right now, yes. It's due to space consideration, budget consideration for food and those sorts of things that we're providing. We are keeping a close eye on the registrations. We've had, you know, a pretty dramatic increase lately. If there is any possibility that you can support a third person as we get closer and we still have spaces available, we will figure out a way to let you know that. I know that people are anxious to bring additional people if they can but for right now, we need to be very strict about the two person to give those people opportunity first before we open it up to additional folks who might have other, you know, funding streams that can support additional participants. Thank you for your patience. We do have to limit to two for right now.

>> The next question, when can SPC training programs expect their information to be uploaded into the EHB? We have submitted the ss424r & r. It was submitted yesterday.

>> Yesterday. The question was when -- this is a school of public health that has completed the grants.org program. Usually you get an email that states a time frame when you will hear. It's generally in the area of within a week that you will then get a subsequent email that tells you can go into EHB and submit. I'm looking at Johannie. That's right, right?

>> It's usual two or three days.

>> It's usually before that. If you haven't heard within two or three days, contact grants.gov. Give it two or three days. Sometimes it takes a little bit longer. We've had some folks take a little bit longer. You won't hear today. It will take a little bit of time to process before you go into EHB. But thank you for doing it early. That's terrific. I'm happy to hear you made it to the first step, first portion of the application guide. That's great.

>> What time do you expect the grants specific meeting on Wednesday afternoon to end?

>> Each grant specific meeting, not everybody is meeting but some of the programs are doing what they're calling piggy back meetings on the agenda. Right now what we're doing is working on adding those meetings to a revised agenda that we will be sending out to you but I haven't seen the final version that has each of those. They each end at a different time. Some are only meeting for half a day on Wednesday -- is it Wednesday the 23rd? It's the 23rd.

>> And some are ending on the 24th. So contact your project officer, I would say, to confirm that. Not every program is doing a piggy back meeting. You should already know about the meeting. They should have contacted you already about those sessions but each program has a different -- some are meeting for a couple hours and some are meeting for an hour and a half. That's it?

>> That's all the questions we have right now.

>> We'll give you a couple more questions -- minute in case you have more questions. If any questions come in after the broadcast, we'll answer them offline. Is there anything that you would like to add?

>> No. I think we've said it all.

>> OK. There will be an upcoming broadcast about the M.C.H. pipeline program that will occur before the all grantee meeting. Wait for details from us as soon as Madhavi Reddy is in the office, you'll be hearing more from us about that broadcast. It will be early April, I believe. Ann, is there anything that you would like it add while you're here? Any additional questions?

>> No questions.

>> OK. I can just close out. On behalf of the division of research, training and education, I would like to thank our presenters and the audience for participating in this webcast. I would like to thank you our contractor at the university of Illinois at Chicago, school of public health, for making this technology work. Today's web cast will be archived and available in a few days on the website. We encourage you to let your colleagues know about this website. Thank you and we look forward to your participation in future web casts.

>> Thank you.