

Interprofessional Student Hotspotting Learning Collaborative

Frequently Asked Questions

Table of Contents

- I. Finances
- II. Events and Curriculum
- III. Student Teams
- IV. Preceptors
- V. Selection
- VI. Responsibilities
- VII. Miscellaneous

I. Finances

Q: Does the hub budget to be submitted with the RFP need to spend the entire \$50,000 in the first year?

A: Yes. Each hub will be entitled to a \$50,000 grant for the first year only. Hub applicants should budget out how they expect to spend the entire grant by the end of the program year and submit with their proposals.

Q: Can you describe the purpose of the \$15,000 curriculum fee due to the Camden Coalition in year two?

A: Year one is essentially the “launch” of hubs. We have waived the \$15,000 curriculum fee in year one and decided to instead award the hubs a mini-grant to help with the launch. The \$15,000 fee will not be waived year two and is expected to be paid to the Camden Coalition.

Q: Can the grant funds received in the first year also be spent on salary support for a coordinator/ project lead?

A: Yes. If you decide to use any of your grant funds towards a salary for programmatic support please highlight that in your budget.

Q: Do internal hub teams have to pay a participation fee?

A: No, the internal team fees are waived the first year. The team fees are covered in the \$15,000 fee to be paid to the Camden Coalition in the second year by hubs.

Q: Does the hub have to pay the individual team program fee, \$4,000 for the first team and \$2,000 for each of the additional, to Camden?

A: The hubs do not pay the Camden Coalition any team fees for their internal teams in year one. The team fees are covered in the \$15,000 fee to be paid to the Camden Coalition in the second year by hubs. However, this does not apply to assigned independent teams that are not part of a hub. At this time, the Camden Coalition is compiling an agreement to send to accepted hubs with the deliverables and financial responsibilities to come.

Q: Are the hubs restricted to how they use \$50,000?

A: No. The \$50,000 award can be used towards events, programmatic expenses, salaries, etc. The reporting structure for expenses will be outlined in the contract later sent to accepted hubs.

Q: If the hub is successful, would a year 3 also have a \$15,000 fee to Camden? In other words, should hubs plan to budget for this each year?

A: Yes. While we are still working on the financials for upcoming years, absolutely plan on budgeting for this fee.

Q: What are the expected financial responsibilities of a hub to external/independent assigned teams, i.e. travel planning/lodging for teams that are traveling to reach a hub location?

A: Independent student hotspotting teams will be responsible for their own travel. The Coalition will take into consideration geographic location and proximity to assigned hubs when assigning teams to hubs. This way, the student teams will have lower travel costs.

Q: Will the Coalition be contributing any of the \$4,000 team fee paid by the independent assigned teams to the hubs?

A: Due to the grant award and curriculum fee waiver, hubs will not receive any part of the independent team's program fee. This fee is allocated towards the Camden Coalition's administrative overhead, technological infrastructure and expert preceptors.

Q: What about in year two or as hubs take on more responsibility? Will hubs receive a part of the program fee at any point?

A: While we're still working to map out the financial model for the subsequent years, the Coalition will still maintain curriculum and operational oversight, so independent team program fees will still go directly to the Camden Coalition.

Q: In year two, will the hub institutions be responsible to come up with the funds needed to cover a kick-off/wrap up?

A: That is correct. Hubs will be responsible for all spending in year two, including events as well as the \$15,000 curriculum fee mentioned in the RFP.

Q: Are there reporting/documentation requirements for the money received from the grant award?

A: More information to come on the reporting structure to the selected hubs.

Q: How will year one deliverables be assessed? Are there reporting requirements?

A: Yes, there will be reporting requirements. The reporting out process for deliverable assessment will be determined at a later date. The reporting structure for expenses will be outlined in the contract later sent to accepted hubs.

II. Events and Curriculum

Q: Will kick-off and wrap up meetings be held separately by each hub (multiple kick-off meetings)?

A: Yes, each assigned hub is responsible for hosting a kick-off and wrap up event for their internal and assigned teams.

Q: Is the kick-off meeting in Camden on the same date as the kick-off meetings for the hubs?

A: The Camden Coalition will NOT be hosting a kick-off event in Camden. Each hub will host their own kick-off and wrap up event.

Q: For budgeting purposes (in the proposal), how many people should be expected for the kick-off and wrap up events?

A: Hubs should expect around 125-150 people at the events. This includes eight internal teams of 4-6 students each, plus six independent teams of 4-6 students each, three advisors per team, presenters, etc. The number of teams assigned to each hub depends on the amount of applicants accepted by the Camden Coalition, but for purposes of the RFP, please use the information provided above.

Q: Will the Camden Coalition allow potential hubs any flexibility in the scheduling of kick-off/wrap up events, i.e. planning for earlier kick-off/later wrap up?

A: The kick-off and wrap up events will all take place in the same month with different dates. The hubs should expect a weekend in September for kick-off and a weekend in March for wrap up. If there is any preference to the hubs on which weekend date, we are open to discuss further.

III. Student Teams

Q: Can you further describe what independent hotspotting teams are, vs. teams from the hub institution/internal teams?

A: Independent student hotspotting teams are recruited by the Camden Coalition. They are applying and being selected through a separate process. The internal teams are recruited by the hubs and are a part of the hub's institution. The internal hub teams should still meet the same requirements from the independent teams.

Q: How will independent teams be assigned?

A: Student teams will be assigned by geographic location and as evenly as possible. This will ensure that students are able to participate in events such as wrap up and kick-off with minimum travel.

Q: Do the hub's eight internal teams commit to serving for more than one year or will new teams be chosen for year two?

A: Student hotspotting teams are committing to participate for the 6-7 month program duration. If the same teams wish to participate in year two, they may do so. The turnover with graduation may impede in a second year of participation by the same students.

Q: Do teams from the hub's schools count as part of its eight teams?

A: Yes. Each hub is required to recruit eight internal teams. These teams can come from partners in the community or from schools, internal or external to the institution. For example, it is perfectly acceptable to recruit a social work advisor from a local hospital system or a nursing student from a nearby university to participate as part of the hub's internal teams.

Q: How many "outside" or independent teams might a hub expect to be assigned?

A: For purposes of the budget required as part of the RFP proposal, applicants can plan for six independent teams. Hubs will be informed of the actual independent team assignments shortly after we have reviewed and accepted student teams. April 28th is the deadline for independent team applicants.

Q: Can internal teams include students from partner universities?

A: Yes. We encourage hubs to also recruit from partner universities. This would help ensure that the teams are as interprofessional as possible.

Q: If the applying hubs has teams as part of a HRSA grant, can these count as internal teams?

A: Yes.

For year two, is the expected number of internal teams the same?

At this moment we are not requiring any additional teams, however, as the program scales and hub institutions grow in coming years we are open to discussing how hubs can support more teams.

Q: What is the size of a team?

A: Each team consists of 4-6 students.

Q: What are the student team faculty make-up requirements for student hotspotting teams?

A: It is required that student teams have at least three faculty member: one physician, one nurse, and one social work member. Faculty members can oversee multiple teams as they see fit. We recommend that at least one of the faculty members be from the same institution as the students.

Q: What is the role of the faculty member as part of the student hotspotting team?

A: Faculty members or “advisors” will assist teams as needed with administrative barriers faced, navigating the healthcare and social service system, allocating funds, and recruiting and mentoring students.

Q: What is the faculty’s role in the hub?

A: Faculty may be tapped as project leads or remain as support for the internal hotspotting teams; it is up to the institution applying to determine that faculty’s role in programmatic operations.

Q: Student rotations from university partners are usually 6-8 weeks; do the students have to be a part of the hub for the whole year?

A: Students should participate as part of the hotspotting team from the kick-off to wrap up. If at any time the student teams are unable to complete the year, teams should reach out to the Camden Coalition with a replacement member.

Q: What if a hub has more teams due to geographic location? Will they have access to more funds?

A: The Camden Coalition will ensure that you have the appropriate funding to host the event.

Q: To support continuity and leverage momentum, might it be possible to initiate a new cohort of teams during the March-Sept timeframe (between the completion of year one but before the start of the official year two timeline)?

A: Absolutely! The hubs are free to run the program as they feel fit in this manner. However, the Camden Coalition’s operational oversight will only run during the 7 month cohort.

IV. Preceptors

Q: What does the RFP mean when it says that a hub representative must participate in preceptor training?

A: Hubs must recruit one preceptor to participate in training and precept assigned teams. We expect them to actively precept calls, but will be paired with an experienced precepting partner.

Q: Where will the preceptor training take place and how long will that be?

A: The preceptor training will take place electronically through a media conferencing software, with a potential in person meeting. More information to come to selected hubs.

Q: Should the preceptor be a faculty or could it be a student/resident?

A: We are happy to discuss potential candidates with the hubs, and help decide who would be a good candidate. We encourage the hubs to select an individual that has experience working with individuals facing complex health and social needs.

Q: Will the assigned independent teams come with their own preceptor identified?

A: The Camden Coalition will be recruiting and assigning preceptors to the independent teams.

Q: What is the role of the hub preceptor in terms of time commitment?

A: All preceptors will go through preceptor training and participate in monthly hour long case conferencing calls. Hub preceptors should expect to commit to a few hours a month.

V. Selection

Q: How many hubs do you plan to select?

A: Three hubs will be selected year one with the possibility of expanding in coming years.

Q: What is the scope and type of support the hubs will supply to the assigned independent teams?

A: Hubs will support independent teams by serving as host for the kick-off and wrap up, scheduling case conferencing calls, monitoring the communication platform that the Camden Coalition will supply, ensuring database compliance, and responding to team inquiries.

Q: When's the start of the timeline for the second year?

A: The second year is expected to mirror the first year.

Q: Where will the hub selection interviews take place?

A: Hub interviews will take place virtually via Skype or Zoom. Selected interviewees will be contacted by phone and email the first week of April to schedule.

VI. Responsibilities

Q: Can you say more about the nature of the relationship between Camden Coalition and the hubs throughout the year?

A: The relationship between the Camden Coalition and the selected hubs will entail monthly program management calls to discuss progress, issues encountered and deliverables. In addition, hubs will also have a direct contact person at the Camden Coalition that they can reach out to at any time.

Q: The RFP notes that the hub is responsible for managing the communication platform. What is the platform to be provided and can you elaborate on this responsibility?

A: We are still identifying a platform, but it will likely be Slack or similar to Slack. Management of the communication platform involves reminders for content, answering questions in a timely manner, and providing programmatic updates.

Q: The RFP states that the hub must ensure the participation of 2-5 hub leaders at national event. What is the national event?

A: We are still working out what the national event looks like for our hubs. The hubs should expect to participate in the national event in November 2017, likely in Los Angeles, CA. More information to come.

Q: How will the institution/project leads coordinate with the program pieces that the Camden Coalition administers?

A: Hub project leads will be required to participate in hour long monthly check-in calls with the Camden Coalition. This time will serve to coordinate these pieces and problem solve any issues the hub is facing in implementation. In addition, contact points at the Coalition will be available at any time to address questions.

VII. Miscellaneous

Q: If we have internal grants supporting some internal teams, can we use the data we gain for scholarship or publication purposes as well as provide data to the Camden Coalition?

A: Yes, we will be drafting publication guidelines to be sent at a later date.

Q: What constraints are placed on the utilization of any data procured as part of our hotspotting participation?

A: The Camden Coalition will supply a database to the teams to record data while working with patients. Guidelines on utilization of data will be provided at a later date.

Q: What is the student hotspotting program database and how do we ensure compliance?

A: Our current database is currently being transitioned; we are still working through the details but we expect to present hubs with a system for tracking their progress through the program. The Camden Coalition will discuss with hubs strategies to ensure compliance.

Q: What is the future connection to the National Center for Complex Health and Social Needs?

A: The Interprofessional Student Hotspotting Collaborative is an initiative of the National Center. For more information on the National Center please feel free to visit the Camden Coalition's website.

Q: Is it possible for hub-based teams to utilize a communication/charting platform of their own choosing if the hub funds the purchase of said platform?

A: We are open to discussion and recommendations for communication platforms. We hope that hubs using different software will also provide this to assigned independent teams.

Q: Is there any way to preview the curriculum?

A: The Camden Coalition curriculum is open source. Please reach out to studenthotspotting@camdenhealth.org directly to gain access to our curriculum. The selected hubs will receive a welcome packet with more information on timelines and curriculum distribution for this upcoming years cohort.

Q: Would hubs be able to implement their own curriculum internally while also providing the "standard" level of support for independent teams?

A: We are open to discuss curriculum with the selected hubs. The Camden Coalition along with Primary Care Progress will deliver the content to students during the initial program year. As the hubs begin to scale and

grow in coming years, we would expect the hubs to have more responsibility in delivering some of the content.

Have a question that was not addressed here? E-mail us at studenthotspotting@camdenhealth.org!



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