

Evaluation of Programs Supporting the Mental Health of the Health Professions

Awardee Training and Services Report Introduction

9.21.23 Version 1

NORC Evaluation Team



Awardee Training and Services Report

In this presentation we will:

- Provide an Overview of the Awardee Training and Services Report (ATSR)
- Introduce the Data Collection Form and Define Key Terms and Concepts
- Provide Example Scenarios for Populating the Data Collection Form



Awardee Training and Services Report

Report Overview

Awardee Training and Services Report



The ATSR collects information about your training, services, and other activities.



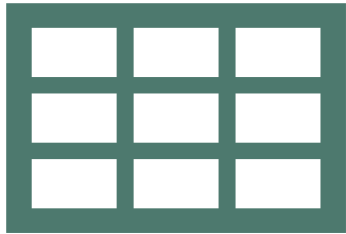
We will use this information to survey your participants about their experiences with activities that you have offered.



The information you list about each activity offered helps us properly name these activities in our survey.



Awardee Training and Services Report Data Collection:



ATSR Form

The report will be collected using a form in an excel workbook.



Who Completes the Form:

Each year the following awardees will be asked to complete the form:

- *Health and Public Safety Workforce Resiliency Training Program Awardees*
- *Promoting Resilience and Mental Health Among Health Professional Workforce*



Outreach:

Each year, awardees will receive an email invitation from NORCeval@norc.org asking to complete the form.



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Data Collection Form

Awardee Training and Services Report Form

The form will be **prepopulated** with information gathered from the Annual Performance Report and Noncompeting Continuation Reports. **You will need to:**



Verify the information for accuracy of the information.




Enter any information that is missing.



Names of the Training/Service/Other Activity (Columns B & C)

Column B: Name of the training, service, or other activity as listed in the grant.

Column C: Name of the training, service or other activity as known by participants

	B	C
	Training/ Service/ Other Activity Name	Participant-Facing Name <i>(What name can we use on the survey that participants will recognize?)</i>
Example Activity	<i>Safety in the workforce training</i>	<i>The Workplace Safety Training</i>
Example Activity	<i>Wellness toolkit</i>	<i>The Wellness Toolkit</i>
Awardee Activity #1		
Awardee Activity #2		
	Please add any additional training/service/other activity not already listed in new rows.	

Categorizing and Describing the Training, Service, or Other Activity (Columns D & E)

Column D: Specify whether activity is a training, service, or other activity.

Column E: Provide a brief description of the training, service, or other activity. We are interested in the main topics and structure of your activity, such as the number of sessions.

	D	E
	Training/ Service/ Other Activity <i>(please specify one)</i>	Type of Training/Service/Other Activity
Example Activity	<i>Training</i>	<i>This training consisted of four one-hours sessions and offered content on de-escalation, security, and self-defense.</i>
Example Activity	<i>Other activity</i>	<i>This toolkit includes activities intended to help participants connect with strength and identify new habits to support wellness.</i>
Awardee Activity #1		
Awardee Activity #2		

Timing and Length of the Training, Service, or Other Activity (Columns F&E)

Column F: Indicate the number of times the training, service or other activity has occurred since the beginning of the award in January 2022.

Column G: Enter the total average time participants spend on the activity. If the exact amount of time is not available for a particular activity, please enter your best estimate.

	F	G
	Number of Times the Training/Service/Other Activity was Offered to Date.	Average Time Individual Participants Spend on Training/Service/Other Activity per offering
Example Activity	<i>The training was offered twice since the beginning of the award.</i>	<i>The training took 4 hours.</i>
Example Activity	<i>Available since Feb 2022.</i>	<i>The toolkit took an average of 30 mins to review.</i>
Awardee Activity #1		
Awardee Activity #2		

Column F should list the number of times a training, service or other activity has been offered. For the number of times, here are few examples for additional guidance:



Cohort of Sessions: When participants enroll in as a cohort for a series of sessions, please indicate the number of times the training *as a whole* was offered (e.g., 4 trainings).



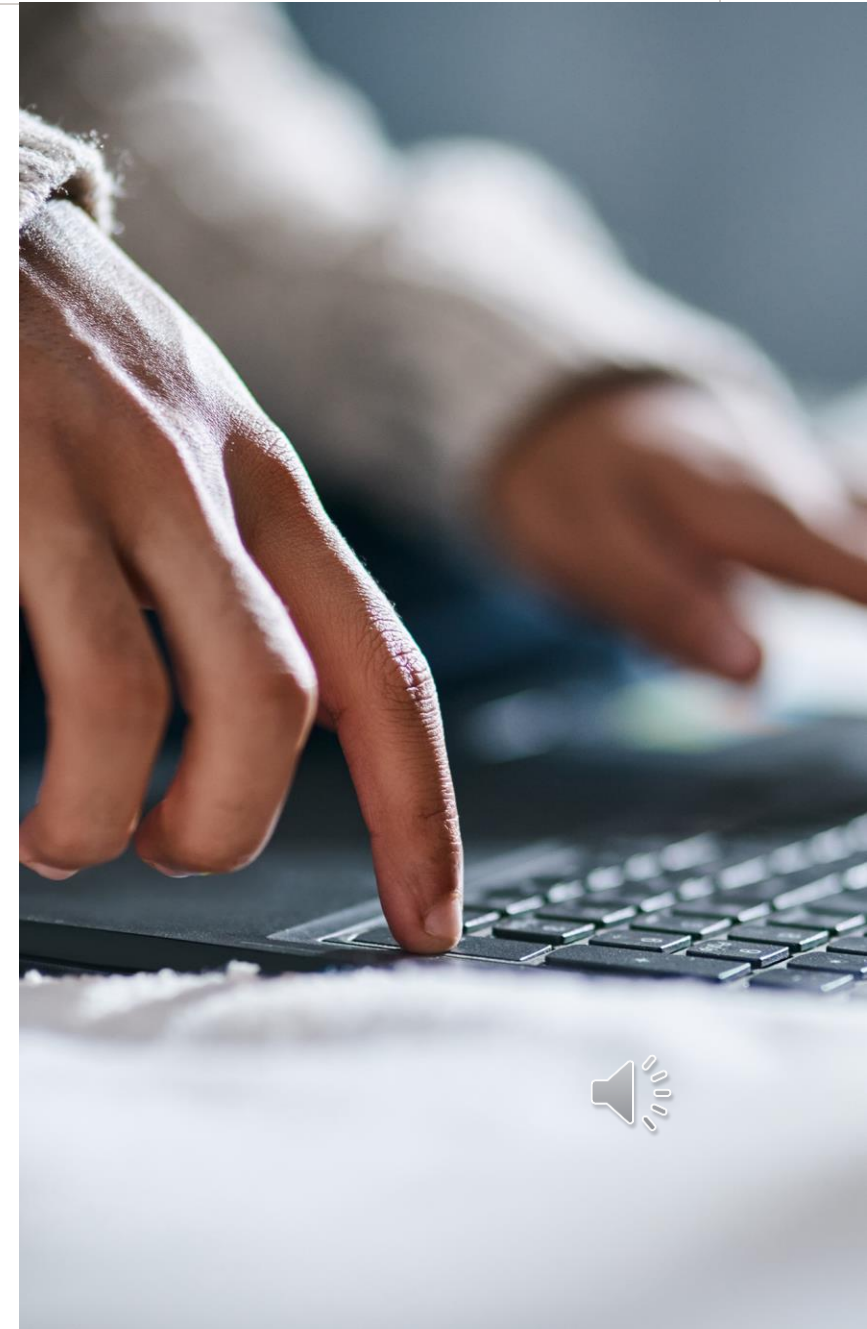
Webinar Series: Webinars or similar trainings that are open for participants to sign up for individual sessions enter the number of sessions that have been offered (e.g., “15 webinars to date”).



On-Demand Services: For on demand services (i.e., mental health counselor or a wellness app) enter the date that the resource became available and an ending date if it is no longer available. (e.g., “a counselor has been available for sessions by request since June 2022”).

For the average time participants spend, here are a few examples for additional guidance:

- The time entered should reflect the best estimate of the time that it takes to complete the training, service, or activity.
- For a series, the average time that participants spent on the activities should be listed. For example, an activity might consist of monthly one-hour webinars that participants sign up for individually. In this case, if the average participant attended two one-hour webinars, enter “2 hours”.



Goals of the training and notes to NORC (Columns H & I)

Column H: In the tab “Introduction and OMB information” is a list of number goals. For this column, the goals of the activity should match the goals provided in the list.

Column I: Enter any additional information that would help us understand and accurately characterize your offerings.

	H	I
	Goals of the Training/Service/ Other Activity <i>(Numbered options listed on Instructions tab)</i>	Notes to NORC <i>(Feel free to provide additional context to NORC such as target population, number of sessions offered, etc)</i>
Example Activity #9		
Example Activity	#1, #2, #12 <i>(Other: prevent substance abuse)</i>	Offered to the entire organization
Awardee Activity #1		
Awardee Activity #2		

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Example Scenarios

Example Scenario #1: Safety Training


In the grant application, there was an activity listed as “Safety in the Workforce Training. The materials the participants received were branded “The Workplace Safety Training. “

This was a training conducted by an instructor that consisted of four one-hour sessions and included content on de-escalation, security, and self-defense. The training was offered twice since the beginning of the award.


The main goal of the training was to increase the feeling of safety in the workplace.



Example Scenario # 1: Based on the example, you would verify that columns B-E are completed as shown below.

	B	C	D	E
	Training/ Service/ Other Activity Name	Participant-Facing Name <i>(What name can we use on the survey that participants will recognize?)</i>	Training/ Service/ Other Activity <i>(please specify one)</i>	Type of Training/Service/Other Activity
Example Scenario 1	<i>Safety in the workforce training</i>	<i>The Workplace Safety Training</i>	<i>Training</i>	<i>This training consisted of four one-hour sessions and offered content on de-escalation, security, and self- defense.</i> 

Example Scenario # 1: Based on the example, you would verify that columns F-I are completed as shown below.


F	G	H	I
Number of Times the Training/Service/Other Activity was Offered to Date	Average Time Individual Participants Spend on Training/Service/Other Activity per offering	Goals of the Training/Service/Other Activity <i>(Numbered options listed on Instructions tab)</i>	Notes to NORC <i>(Feel free to provide additional context to NORC such as target population, number of sessions offered, etc.)</i>
Example Scenario 1	<i>The training was offered twice since the beginning of the award.</i>	<i>The training took 4 hours.</i>	

Example Scenario #2: Wellness Toolkit

Another activity provided as part of the grant was a wellness toolkit, titled “The Wellness Toolkit.” This toolkit, which was published in February of 2022, includes activities intended to help participants connect with strength and identify new habits to support wellness, including substance abuse resources. The toolkit took an average of 30 mins to review.



Example Scenario # 2: Based on the example, you would verify that columns B-E are completed as shown below.

B	C	D	E
Training/ Service/ Other Activity Name	Participant-Facing Name <i>(What name can we use on the survey that participants will recognize?)</i>	Training/ Service/ Other Activity <i>(please specify one)</i>	Type of Training/Service/Other Activity
Example Scenario 2	<i>The Wellness Toolkit</i>	<i>The Wellness Toolkit</i>	<i>This toolkit includes activities intended to help participants connect with strength and identify new habits to support wellness.</i> 

Example Scenario # 2: Based on the example, you would verify that columns F-I are completed as shown below.

F	G	H	I	
Number of Times the Training/Service/Other Activity was Offered to Date	Average Time Individual Participants Spend on Training/Service/Other Activity per offering	Goals of the Training/Service/Other Activity (Numbered options listed on Instructions tab)	Notes to NORC (Feel free to provide additional context to NORC such as target population, number of sessions offered, etc.)	
Example Scenario 2	Available since Feb 2022.	The toolkit took an average of 30 mins to review.	#1, #2, #12 (Other: prevent substance abuse)	Offered to the entire organization

Questions

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Appendix

Definitions for Column D:



“Training” sessions or series of sessions that are provided by an instructor and designed to improve knowledge and skills of participants. This category includes train-the-trainer sessions.



“Services” activities that provide directly assistance or advice to individual participants, including mental health services, career counseling, leadership coaching, emergency childcare, and massage.



“Other activities” includes any participant-facing components of your program that are not trainings or services. Examples include peer-to-peer support systems, wellness fairs, exercise classes, and websites with resources to support resiliency.



List of possible goals of the trainings, resources, services or other activities 1-6:

1. Provided useful strategies to help participants manage things like feeling burned out, dealing with work-related stress, manage work/life balance, etc.
2. Provided helpful resources for managing stress, mental health, or burnout.
3. Helped participants connect to mental health services or resources.
4. Improved organization's culture of wellness (e.g., promoting employee/trainee health, aligning policies with stated organizational mission, reducing stigma at work about mental health).
5. Made participants feel more supported by their organization.
6. Helped participants feel more in control over their work (e.g., managing schedule, determining how the work gets done)



List of possible goals of the trainings, resources, services or other activities 7-12:

7. Improved workloads (e.g., addressed insufficient staffing).
8. Improved workflows (e.g., reduced excessive prior authorizations or redundant chart requirements).
9. Increased participants' sense of safety at work (e.g., by addressing and preventing workplace violence).
10. Improved teamwork and communication within the organization.
11. Addressed discrimination (e.g., racism) or other inequities at work (e.g., unfair pay).
12. Other, {please specify}.



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