

# Transcription

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Megan: Hello everyone, and welcome to this webinar featuring an introduction to the Healthy Start Project Director's Guide. I'm Megan Hiltner, with Healthy Start EPIC Center. This guide was developed to help you find information that can assist you with managing your Healthy Start Program, whether you're a new project director or just need a refresher. The Project Director's Guide enables you to find the online resources that can help program through every step of the process as you move from getting organized, to becoming stewards of your own environment.

Our hope is that you and your Project Officer will work together and access the available links that you'll gain a better understanding of managing your program. The purpose of this webinar is to provide you with an overview of the guide. The guide was sent out...was chatted out in the link that I put in the chat box in the left corner of your screen, you can click on that and follow along in the presentation if you'd like. We're not gonna go through each link, link-by-link, but instead just provide you with a high-level description of the guide section. And we're gonna try and do this in a fun way using a case example.

Before we get started, I have a couple more housekeeping announcements. We're gonna take 60 minutes for the webinar, and it's being recorded, and the recording along with the transcript and the slide will be posted at the EPIC Center's website following the webinar, and we'll also be emailing that out to you all following this as well. We'll only be taking questions through the chat box. And so, at any point, if you do have a question, you can chat that into the lower left corner of your screen. And we want your participation, so please do chat those questions and comments in. We've a lot of time at the end of the webinar for some questions, and we also want your feedback on this webinar. So at the end of the event, please take a moment following the webinar to complete the survey that will pop up on your screen right afterward.

I see somebody mentioned in the chat box that they didn't see the link. So I'm gonna send it one more time out to everybody here or the guide. And one more thing that we've been trying out with some of these webinars, we wanna really get a sense of the impact of these webinars and what people are learning. So we're gonna do a quick pretest here, so if you will take a moment and respond to these questions that we pose to you as a...it's almost like a poll function. So the role of the HRSA MCHB Project Officer is to, one option is provide programmatic objectives, another is provide project performance oversight, another is

collaborate with grants management, or another is all of the above. So if you'll take a moment and weigh in on what you think.

All right, I see folks are doing a great job, you're weighing in. Great. I'll give it one more moment. And here we are. It looks like everyone that weighed in thinks it's all of the above. Okay. Let's do another pretest question. Project Directors are primarily responsible for attending meetings, data entry, forming systems like timeline, staffing etc., or program evaluation. If you'll chime into which of those options do you feel like project directors are primarily responsible for? People are weighing in. Thank you, for clicking those radio buttons, let me give it another moment or two here. Okay. Let's get to the result. It looks like it's between...folks think it's between both forming systems and program evaluation.

Okay. Let's do another one here. Third pretest question. Healthy Start Project Director's Guide, the Healthy Start Project Director's Guide is designed to be followed in order for new Project Directors, a replacement for meeting with your PO or Project Officer, or an online...available online to help all who manage a Healthy Start Program. Sorry, I had...the requirements of the characters on this were limiting, and so I had to make it a little more short. And so, sorry that I stumbled on that a little. So the last one is, available online for those who are managing a Healthy Start Program.

Okay, folks, you're doing an awesome job here weighing in. We are going to skip to the end here, and it looks like most folks think it's online; available to those who manage and also for new project directors. Great. Well, thanks for weighing in on that pretest because we're gonna then revisit those three questions at the end of the webinar and see where people land. Okay. So now we want your participation again on the poll. We wanna know who's in this audience today so we can kind of tailor some of their remarks to who's here.

So, though...if you'll please weigh in on this, what is your role with your Healthy Start project and what best fits you? I know that's not even a perfect title. Are you a Project Director? Are you more responsible for project management or coordination, are you case manager, or community health worker, evaluator, or others? You can chat it in if you have another. So I'll give you another minute or two. Okay, so then I'm gonna skip to the results here, so everybody can see. It looks like over half of the folks here in our audience of about 54 are Project Directors and there are other folks on the line that are Project Managers, and then

there's some other folks that are...a few folks are case managers, community health workers, and some, I see some folks that typed in that they're case managers, supervisors, social workers, and another person is more grants administration type person. Well, thank you all. This really helps us get a sense of who's in the room and how to come tailor some of our remarks here.

And so, here's the other question we have for you. How long have you been in this role? So the role that you just responded to where you were, what you were responsible for? Have you been... Are you new? Have you only been in this role for under six months? Have you been in the role for between 6 months to a year, a year to 3 years, 4 to 10 years, or does it seem like a lifetime? So if you'll chime in there. We can get a sense of how long you've been in this role. Great.

All right, so it looks like... Oh this is great. Okay, so many folks that have...there are some folks that said they've been in their role for a lifetime. But it looks like we're kind of spread out, though over half of folks on the line it looks like have been in this position one to three years. We welcome all of you on this webinar because I think that not only for those folks that are new to Healthy Start you'll be able to hopefully get some information, it'll help you as you work with your project officer to learn more about your role and responsibility, and get resources. But maybe for those of you that have been in your role for what seems like a lifetime or a long time, you'll be able to say, "Hey are you looking...?" to your colleagues. "Hey, are you looking for that resource? I know that you can find it in this guide." So, thank you all for doing that because it's really helped us get a sense of how to tailor our remarks on this webinar.

So I wanna give you a quick...an idea of who's presenting today. So on this webinar today, and the authors of the Project Director guide are two Healthy Start Project Officers: Christina Lottie, at the top, and Sandy Lloyd, she's underneath there. Christina has a background in working as a nutritionist and certified lactation consultant for the WIC program for more than four years, and has been a Project Officer for HRSA for 13 months. She is currently a Project Officer for grantees in Arkansas and Louisiana.

Sandy Lloyd is a perinatal nurse, and has 13 years as the project director for a grant program serving HIV positive pregnant women, and has been a project officer for HRSA for more than six years. She's currently the Project Officer for grantees in Kansas, Missouri, Oklahoma,

Iowa, and Nebraska. And so, here is how... We've divided today's presentation up into sections. And these sections listed on this slide are how the guide is divided up. You can think of this as almost like a puzzle, and each of these sections are the puzzle pieces. By the end of the webinar, you will then have the completed puzzle. You don't have to connect the puzzle pieces in any specific order as the guide is set up. So you can access the link when you need the information. And we're gonna spend time reviewing the content in each section throughout the webinar. And so, we're now gonna move forward here and begin our presentation. All right.

Hillary: Hi, my name is Hillary Smart. I'm a new Project Director for our organization's Healthy Start program. The former Project Director left unexpectedly and very little was given to me as part of the transition plan. I've been managing and overseeing programs for over 10 years that primarily focused on HIV prevention and family planning, but not through HRSA. And I've never been exposed to the unique elements of Healthy Start. I've been introduced to my Healthy Start Project Officer, Samantha Long, who gave me this resource guide to help support my success as a Healthy Start Project Director.

Samantha suggested I started by reading the first section of the guide, which describes HRSA and the Maternal Child Health Bureau. She also forwarded me the Healthy Start funding opportunity announcement that was last released in 2014 as a reference to help me understand the Healthy Start program and the five approaches. But I still feel challenged with orienting new staff and I still have several vacant positions to fill. This is so frustrating, where do I begin?

Sandy: So let's begin everyone. Part one on page four of the guide focuses on resources for the Project Director in partnership with the Project Officer to create a collaborative relationship. Part one also provides resources to ensure high-quality effective services are available to participants, and satisfies programmatic expectations established by the Maternal and Child Health Bureau, the vision of Healthy Start internal services.

Christina: If you want to follow along in your guide, this section starting on page four provides resources that will support the concerns that Hillary shared. This first section provides links to an overview of the Health Resources and Services Administration or HRSA, and the Maternal and Child Health Bureau or MCHB as well as the fact sheet of key program health within the MCHB. A link is also provided to connect

you to a report on the public-private partnership that the MCHB has with Merck for Mothers to address maternal mortality.

Section 1.2 focuses more on the role of HRSA's project officer and tools that grantees, and in this case Hillary, would receive from Samantha her Project Officer, to support communication between the two such as the conference call template, key contacts, and of course the grantee forecasts. Hillary also read the funding opportunity announcement. It's highlighted layout in the guide in section two.

Megan: Okay, so everyone now we have a couple of polls we'd like your input. If you can respond to the following question, it would be appreciated. So, have you read the grantee forecast? Yes or no? I see folks are weighing in. Thank you all for doing that. All right. It looks like 33 folks said yes, they have. So 75% of folks on its webinar have and 11 folks have not.

So here as a follow-up question of those of you that said, yes. Have you found it to be helpful in providing you with timely Healthy Start related resources? And that's a yes or no. Again, if you click those radio buttons. And as you chime in, I wanted to ask you all if you have read the forecast or now that you've heard a little bit about the purpose of the forecast, if you have any suggestions for additional info to include in the forecast, and you wanna check that in right now. Those suggestions are welcome. So if you think something could be included in there that might help you more too. So please chat that into the chat box. All right, it looks like of those that have seen the forecast, read the forecast it looks like almost 92% of folks that it has been helpful with some timely relevant resources.

And I did...I am getting some chat suggestions in here too about some things to include. So that's very helpful, folks, so thanks for including that around like, you know, website things like that so. And throughout the rest of the presentation folks, if things come to mind, ideas come to mind, please chat them in. We'll be tracking those. All right. Well, thanks for your feedback on that. We're gonna continue with our presentation.

Sandy: And let me remind you all that the link to connect and get the guide you can download it from the link that's in the lower left-hand corner of your screen. So we would encourage you to do that. Again, I know someone had chatted in that they wanted to know how they could get the guide. So feel free to go ahead and download that again and follow along with us, we appreciate you doing that. And also, we will be



explaining a little bit later and showing this link will take you right to the Healthy Start EPIC website and that's where we have the Project Director guide housed. And so, I know someone was saying something about something being put on the EPIC Center. But I think you'll see that that's exactly where we have it. So now back to Hillary. She has time to review part one of the resource guide.

Hillary: I do have a better understanding of HRSA, and the Maternal and Child Health Bureau. It isn't as overwhelming, by far. However, I'm still not sure if I have the support I need to put things in motion. I have scheduled another call with my Project Officer, Samantha. It would be great to be able to talk to her and get more of my questions answered.

Sandy: At the end of the call, Samantha emailed Hillary a monitoring conference call template and the grantee forecasts, which Hillary reviewed in preparation for their conversation. Samantha also mentioned in the email that they will be discussing a site visit.

Hillary: Did I read this email correctly? Site visit, would I be ready for a site visit? I'm feeling a little bit of pressure, but I'm excited about having a call with my Project Officer and nervous at the same time. I believe our chat will help me pull things together.

Christina: Prior to the call, Samantha also sent additional information about site visit and annual regional meeting. Hillary was relieved to hear about the regional meeting and site visit expectation. She's done this sort of thing before with her other job. Hillary also filled the call template out with the update of their Healthy Start program activities and emailed the template to Samantha prior to the call. One of the concerns Hillary shared with Samantha during their call was about staffing. She said.

Hillary: In addition to coming onboard as the new Project Director, I'm challenged with orienting new staff, and I still have several vacant positions to fill. Then I came across a section of the resource guide titled, "Healthy Start Project Directors," where I found the project director help resource on the Healthy Start EPIC website. I refer back to it regularly to learn more about communication, staff management, and budget. Honestly, this website is so helpful. I'm so glad it is right at my fingertips.

Sandy: So please turn to page six of the guide. The third section of part one features a valuable resource for the Healthy Start project director. This link will take you to the EPIC Center website called the Project

Management hub. It includes links and resources within eight areas of project management: scope, human resources, budget, schedule, communication, quality, contracting, and risk. And just to remind you, as you can see on the screen here, we've actually loaded the Project Director guide a link to get there too, which the arrow is pointing to and has the puzzle pieces below it for you to easily be able to spot it. So check it out.

Christina: The fourth section of this part found on page six, includes resources on setting a program's vision and goal. So important to know and understand, resources highlighted here includes a logic model, key Healthy Start Program timelines and dates, and steps to building an effective team to assist on achieving this vision.

Sandy: Hillary knew from her past project management experience that one of her major responsibilities would be to facilitate program updates and delegate priorities to the rest of her team.

Hillary: I think I will ask the staff during our monthly staff meeting how everyone feels about reviewing the grantee forecasts and using the resources highlighted in the forecast as lunch and learn activities for professional development. I plan to also ask staff what they think about incorporating healthier snacks at our meetings and deep breathing exercises in order to help reduce stress in the office.

Sandy: Hillary also saw a whole section, section 1.4 in the resource guide that helped her understand how to build and be an effective team member and ensure that she could retain the great staff that she has, and provide feedback for staff improvement.

Christina: Looking at Section 1.5 on page seven of the guide, refers you to the links to information about the National Healthy Start Association.

Sandy: Now, let's talk again about Hillary. One of the key partners Hillary learned about from her resource guide, was the National Healthy Start Association. She learned that their organization was the membership association for Healthy Start and decided to join, she asked her project officer Samantha, about the National Healthy Start Association and the mentoring program for grantee.

Hillary: If it's possible, I would like more information about being matched with a mentor in the future.



Sandy: Samantha documented Hillary's interest at being matched with a mentor and plans to follow up when a future opportunity arises.

Christina: Now we're gonna move to part two, understanding your program, starting on page eight of the guide. Part two covers a lot of information to help you gain a better understanding of the Healthy Start program, the Healthy Start EPIC Center, and the scope of Healthy Start. In addition, it covers the Healthy Start, Start Benchmarks, and access to the most important resource that you need, the recent funding opportunity announcement.

Sandy: Section 2.1 includes many links which help you to understand what is Healthy Start. Take a look. There is a link to review the acronym commonly used, as well as a Healthy Start 101 archived webinar that supports grantee's understanding of the basics of the Healthy Start model.

Hillary: All I ever hear are acronyms when I talk to Healthy Start folks such as HSMED, NOA, FSR. OMG, what does it all mean?

Christina: So Hillary looked into the resource guide of course, and found a link to help explain exactly what the acronyms mean.

Hillary: This is really helpful. It seems as if there are acronyms in every email I receive. I think I'll print off a copy and place it next to my desk so that I can have it handy as a reference.

Sandy: Hillary noticed there were a lot of references to the EPIC Center throughout the guide. She also heard about the EPIC Center from her project officer, Samantha. The resource guide says that this website houses a lot of the helpful resources for her onboarding. She logs into the website and signed up to receive the e-news and register for the list. In looking at this section of the guide, she saw that she could also request technical assistance through the EPIC Center website, explore evidence-based practices in the inventory, and sign up for the community health workers course. However, Hillary realized.

Hillary: There is no way that I will be able to attend all of the webinars that the EPIC Center offers. There are so many topics, and a lot of them are valuable for my staff to hear. I'm gonna assign some of my staff to register for the webinars, and then ask them to present an overview of the key points during our monthly staff meeting. I am also glad they are archived on the training calendar so that we can go back and review

them later if we aren't available when they are first scheduled.

Christina: Some of her staff said that they had already completed the community health workers e-learning modules, which is terrific. Hillary wanted to be on board and carved out a couple hours of her day throughout the next month to complete the modules herself.

Hillary: The community health worker models have so much valuable information and resources for staff. I've really enjoyed completing the modules. I'm going to encourage all of my direct service staff to complete them too.

Megan: Okay everyone, it's your turn to chime in again. Have you taken all or a portion of the community health worker course? Have you clicked yes or no? Right, wow you all are on it. Thank you. The responses are flying in. All right, and it's slowing down a little bit, I'm gonna skip to the results and let's see. It looks like we're kind of divided with a 60/40 divide here about 40...a little over 40% of folks on the line have taken the course and about 60 folks have not yet taken the course. So I just wanted to share too that the division has set two goals for the community health worker course, and that they hope that you will help them achieve that at the end of 2017. All right, we're gonna move forward here to the next section.

Sandy: Section 2.3 provides links to more information about the scope of the Healthy Start projects. There are a lot of words here on this slide. But take the time to explore this section in-depth. Just know that it has links to evidence-based practices, information about the screening tools, and information about training opportunities.

Christina: Section 2.4 provides links which show the organizational structure of the Maternal and Child Health Bureau, which is within HRSA and under the Department of Health and Human Services.

Sandy: One area that Hillary knew she needed to get familiar with, was the Healthy Start screening tool. She noticed in Section 2.5 that the screening tools are posted to the EPIC Center website. She reviewed them closely and saw how they align with the Healthy Start performance measures she was reviewing in the data dictionary.

Hillary: I talked with my staff about how the tools are integrated into the Healthy Start program. Staff shared with me their implementation plan, but also shared the challenges they were having in this area like their

comfort with asking the screening questions. I saw that there were a couple of prerecorded webinars on the EPIC website on this topic. I think I'm going to play some of these recorded webinars during staff meetings and allow time for our staff to have some productive discussions on the use of the screening tools, and how to support them in making them conversational. I'll start with the webinar that was offered on February 28th, on talking participants through the Healthy Start screening tools.

Christina: Hillary also shared this challenge with Samantha, during one of their monthly call, who recommended they consider submitting a technical assistance request through the EPIC Center website on this topic. Now we're gonna look at part three, which starts on page 13 and this part covers managing your grant. Hillary was feeling a little overwhelmed by the EHB.

Hillary: Can't seem to log into this EBH, no, EHB. What does it mean anyway?

Sandy: She took some time to review the section of the resource guide that referred to the electronics handbooks and she bookmarked a lot of these links on her computer. Hillary knew she would be frequently referring to them and watch the charming video, getting started with the EHB.

Hillary: The first thing I need to do is double check the contacts in the EHB for my grants since we've had a lot of changes with staffing. Then I want to look at the videos of an overview of the system.

Sandy: Section 3.1 contains a lot of really helpful links. Okay. So a lot of information here, right? Well, don't be concerned. This is the section that can help you learn how to use the electronic handbooks. Section 3.2 includes the link that explains the grant process and HRSA offers quarterly conference calls for grantees. This link will allow you to access the most current set of PowerPoint slides.

Christina: Hillary is ready to tackle her budget, and knew she needed to submit the Federal Financial Report or FFR. Section 3.3 shows you where to go to learn about reports and documents that are available within the EHB, and that you need to be familiar with when managing a grant. Information is also included on how to process the report and request, prior approval and carryover requests are completed as the need arises. However, Federal Financial Reports or FFRs and

performance reports are due annually.

Sandy: Section 3.4 on page 16 provides helpful information that can help you to understand the role of your Grants Management Officer. That person is a great person to get to know. Your Grants Management Officer or specialist should be your primary contact when you have questions on the Federal Financial Report, and that person will work with your project officer for approving any carryover requests.

Christina: Hillary reconciled her budget with their accounting team at the health department and realized that she had some money that she could request for carryover. She knew that there were resources in section three of the resource guide about how to submit a request for carryover through the electronic handbooks. Based on what she learned from the links within the Project Director guide, she got on the ball and made the request for carryover through the EHB.

Hillary: It is great that I can also contact my grants management specialist to help me answer any questions I have about carryover as well. This link on the resource guide for understanding your notice of grant award was also helpful.

Megan: Okay, everybody, let's hear from you again. Have you ever called your Grants Management Specialist for assistance regarding your budget or the FFR? If you weigh in. Yup, the responses are coming in, coming in quick. All right. Another second. And let's check out the results. All right. We're kind of divided again. 46, 47-ish percent, yes, you've called your grants management specialist, and 52.3% have not called your Grants Manager Specialist.

Hopefully, this link in the guide will...if you are having some questions, will help give you a more direct point to connect with so you don't have to do a lot of searching to figure out how to connect with those folks. Thank you for responding everybody. All right. So we're gonna move along to the next part of the webinar.

Sandy: Absolutely. In part four, Hillary continues to learn and understand about the unique aspects of managing a Healthy Start grant. She's feeling a lot more confident with the project implementation, and now she wants to understand more about the measurement or the impact of what they're doing. That's where part four of the resource guide comes in, tracking progress and moving forward.

Christina: So section 4.1 on page 17 provides resources to help you measure the results of all the great work that you do. It also will provide you links related to the monthly reporting for the HSMED that will inform the Healthy Start national evaluation.

Sandy: Hillary connects with their local evaluator to get an understanding of their programs evaluation plan and how it fits into the larger national Healthy Start evaluation. Hillary also plans to have a quality improvement team listen to the archived webinar, called, "More Than Reporting: using performance measures for quality improvement," that is located in the previous section of the guide labeled 2.3.

Hillary: Section 4.1 of the guide on page 17, Healthy Start implementation has so much information on data reporting and the Healthy Start national evaluation. I really need to take some time to look at all of the resources and information.

Christina: So looking at section 4.2 of the guide features resources related to the monthly data reporting for the Healthy Start aggregate report or HSMES.

Sandy: Section 4.3 focuses on sustainability planning and how to use social media tools to market your program services and community activities and events.

Hillary: I also know how important it is for my program to look at sustainability and I think these resources that are within the guide will really be helpful.

Christina: So we talked about bookmarking earlier, so important to do and often helpful when you're trying to look for links. So we definitely recommend that you bookmark this link. Section 4.4 focuses on general grant opportunities. Hillary bookmarked this link to her computer and checked it frequently just to see if other grants are available that could apply to help her sustain their program.

Sandy: In addition to the links in the grant opportunities section, Hillary also bookmarked the links in part five of the guide. So looking here, these are all really great resources and these are all sites that are most frequently visited. Hillary suggested that her staff definitely bookmark these as well.

Christina: You may also wanna consider bookmarking the electronic

handbook site for quick access too. So now we're moving along in the guide, and we're at part six of the guide on page 19, which includes a number of community-based projects around the country that have shared their success stories.

Sandy: These are the ones that were currently accessible as we put together the initial Project Director Guide, and they were accessible via Google. Consider periodically Googling to access any new postings or even creating your own post.

Christina: One thing Hillary realizes as she engages with the Healthy Start family is that they are a welcoming bunch that values its history and many grantees have been doing this work for a long, long time. It's no stranger to the concept of not reinventing the wheel. That's why the true value in part six of the guide that features six community-based projects around the country, that have shared their success stories so she can learn from their experiences. So you should consider sharing yours today.

Sandy: Between support from her Project Officer Samantha, the EPIC Center, her whole team, other grantees, and not to mention this guide, Hillary feels confident she has the tools and the resources to effectively manage her Healthy Start program.

Hillary: I got this.

Megan: All right. Well, here are some key takeaways. We just kind of wanted to summarize all of that information that was just shared for you, and then we're gonna open it up to Q&A. So already start thinking about any questions or comments you have and please chat them into the chat box. Some key takeaways listed here are that the Project Director's Guide is a tool to assist Healthy Start staff to manage their program whether you're new in the role or you just need a refresher. The guide is posted on the EPIC Center's website within the project management hub tab, it's there now. The guide is also divided up into six parts. However, you don't have to follow it in a specific order. It can just be accessible based on the information that you need. The Project Officers...your Project Officer is available and is a key supporter of Healthy Start grantee and serves as a valuable resource for your success. And lastly, the guide will be updated periodically and the division will notify grantees of any changes through the grantee forecast.

All right. So let's open it up to questions. If you have any questions or



comments, please put them into the chat box. And that could be comments too about, I know we asked earlier about the grantee forecast.

And then some folks said that potentially if the timing of the forecast was just that if possible towards and earlier in the month that might be helpful. And somebody said, "Making sure that that forecast could be potentially posted on EPIC Center website might be helpful." Those are things we may have to discuss to find out if that should be information available...how that information should be available. These are all things that we welcome your feedback and comments.

So please chat them in. Sandy or Christina, any thoughts that you have that you wanna share at this point. Thank you.

So Linda's question, everyone is asking about the reporting. So here let me get to it. Okay, so the reporting...the report or spreadsheet.

Sandy: Right. Actually making it... I'll just cut you off. I'm sorry.

Megan: Oh, thank you. Thank you.

Sandy: I was just actually...I looked like we'll put Linda on the spot. So Linda, what I would encourage you to do is to go to the EPIC Center website and there's a tab for the data and evaluation section. And there are actually contacts, email contacts and all and there should be the HSMES guide, that is also uploaded there, that kind of talks about where are more of the breakdown of explaining what needs to go in each box. So I would refer you to that. And if you have specific questions to go ahead and email to our internal liaison, who actually will access that email and respond back to you if you have a specific question that you feel that the information on the EPIC Center website is not, you know, providing you an answer to.

Megan: Thanks Sandy, and you can cut me off any time. And here I'm gonna link the...send you that link right now. All right. Okay. So other questions here. Is there a way that new Project Directors can get a list of all the listservs regular email that they need to be included in so they won't miss any important date?

Sandy: [inaudible 00:38:03] I would say that majority of them are going to come from you being connected to the EPIC Center on their listserv and they will then email to say go ahead and send out a lot of the

upcoming webinars and conferences and things that are rolling out. And then if you work with your Project Officer, they will also be keeping you updated on some things, and then through the forecasts as long as you're connected obviously, and making sure that the correct email is listed for us if you're the Project Director, then we would be sending it out to you. Or if you want to also be included you can let your Project Officer know and we'd be more than happy to be sending the forecast directly to you or have your project director be sure to share it every month when she gets it. But that also has a lot of information that you can feel that you're still staying connected and in the know.

Megan: Great, thank you. We did also get a chat in to remind folks that the National Healthy Start Association also has a listserv that is a great resource for information. You have to be a member in order to be on that listserv. But it would be a great way also to stay connected to a lot of key dates and resources, and things like that.

There's a question, and the person is asking, "Are there specific reporting requirements from the evaluators?" This person's heard about an impact report, but they're wondering, is it required or is there something else that's required from the evaluators?

Sandy: I would encourage you to check with your Project Officer that as far as anything that's required when it comes to data and both the HSMED and HSMES are all referenced in the EPIC Center website link. There is nothing that I'm aware of that has an impact report, but I would encourage you to speak to your Project Officer and maybe we can get a little bit more detail from that to see what you may be referring to.

Megan: Thanks, Sandy. Here's a question. "Will the project directors be asked to meet quarterly, or is this a onetime training these webinars that is being put on?"

Sandy: This is a onetime training, but then again, the slides will be archived in the training calendar on the EPIC Center website and the Project Director Guide will continue to be updated on the website and we'll let you know that we're doing any kind of an update, if any new links are added or anything is changed, and we'll be saying that in the forecast. There were no plans for a quarterly call with Project Directors. That is obviously something that if someone wanted to start, that you could certainly do that via the listserv if you were interested in doing that yourself. But at this point, we did not have any plans of having any quarterly calls just with project directors. We do try to have quarterly

calls from our division with a division update.

Megan: Yeah, and those are labeled conversations with the division if you're looking to sort of make sure to kind of flag those for attending.

Okay. I'm looking in the chat box, and I am not seeing any other questions or comments that have come in. So we have a still a moment or two, but why don't we go ahead and go through the post-test here, and then if any other questions come up from folks... Oh, a question did come in. Oh, couple more questions are coming. All right. Well, I'm gonna leave this post-test question up while we get to a few more questions here.

Some folks are saying that they think it would be a great thing to have on a regular basis to offer this type of a webinar as a refresher for new staff, because they may not know of some of these things that are available. So just wanted to bring that comment to the group here. And then, will this type of a document, so this type of a resource guide be created for other roles within Healthy Start? Christina and Sandy, do you wanna comment on that question.

Christina: Sure. Megan, I'm gonna comment on the first question that you just read regarding having the webinar offered more frequently. That's a great idea. Thank you for that suggestion. And this is, of course, as we mentioned before, all is gonna be archived on the EPIC Center website and everything is recorded as well as slides available for you, in addition to the other training and webinars that we've had in the past. And we will continue to make changes to the Resource Guide as they come up. So we'll definitely let you know of any updates through the forecast. So at this point, it's a great suggestion and maybe we could come together and maybe decide in the future if this is something where we wanna do definitely again. So thank you for that comment.

Sandy: And I think it's our expectation too now that the Project Director Guide is available, that all of us as Project Officers when we have someone that's a new Project Director for a grant that we're monitoring, that we'll be working with them and certainly we'll be directing them to listen to this archived webinar too. So we'll absolutely make sure that anyone that's coming onboard new has an opportunity to review this information.

Megan: Great. And any plan for this type of a guide to be developed for any other roles on a Healthy Start project? Well, there is a community

health worker course that, you know, definitely supports the onboarding and the understanding of core competencies of community health workers, but...

Sandy: Correct. And that's really focused a lot on the direct care staff. And I think what we feel is that this is not limited to just project directors, which is why we welcomed others to join this call too. And so, we would encourage you that there might be people for instance who are doing data or people that are on your staff that could really benefit from some of this information depending upon the type of reporting that they may be assisting the Project Directors with. So I really feel that this guide is not just limited to the Project Directors and Program Managers, but a lot of the information that's embedded in these various links could be helpful to a number of your staff members.

Megan: Thanks, Sandy. There is another question, are you aware if there will be any training to support the current Project Directors on the upcoming funding opportunity announcement? And I think this is being referred to as a NOFO, or the next round.

Sandy: Whenever there's a new Notice of Funding Opportunity released, there is generally a call that is available for people to listen to just some general information about that NOFO we just released. So again, this is any time there's a new Notice of Funding Opportunity out there, we have to be fair to everybody and everything is recorded so people can listen, so everyone's on the same even page. But there's usually always a call scheduled that anyone who is interested in applying can listen to.

Megan: Thanks, Sandy. So this person...we got another question in about the community health worker course. This person says that they're a community health worker as well as a program coordinator. So is the community health worker course or webinar something that he should take along with her staff that they should take too? Do you have any guidance on that Sandy or Christina?

Sandy: This is Sandy. We actually have some objectives and goals within our own division that we would love to see. I don't remember exactly what the percentage is. It might be 50% of the project directors that take at least the Healthy Start 101, the first module. And that I think it's 90% of the community health workers...unfortunately I don't have at the top of my head, that we hope by the end of the year we'll have completed the first five modules. The other five modules are still yet to be completely rolled out. But yes, I would absolutely encourage you. I'll

tell you that I actually went through and did all the five modules myself.

Now, you can get as in the weeds or surface if you want, because there's a lot of additional videos and information that you can connect to on each of those modules, so you can get as in detail or, you know, get through them fairly quickly. It's totally up to you. But I absolutely, having been a Project Director myself for another type of a program in the past, anything that I could do to understand the role of my staff members I attempted to do because I think that makes you a much better manager.

Megan: Thanks, sandy. All right. There's a lull in some of the questions here so I'm gonna continue forward with the post-test. I forgot to share the results from that last one, everybody sorry, before I did it, but everybody responded that it was all of the above. So that was correct, the role of the Project Officer. So okay, this second question. You may recall from the beginning but is Project Directors are primarily responsible for, A, attending meetings, B, data entry, C, forming systems like timelines, staffing, and/or, D, program evaluation?

And I see folks are weighing in here. And that's great. Okay, so let's skip to the results. It looks like almost everybody thinks that it is they're primarily responsible for timelines, forming systems, and staffing. And that is...of this question, that is the, I guess, correct answer. Though I know a lot of...probably a lot of you Project Directors out there feel like you spend most of your day maybe attending meetings or maybe even you feel like you have just spent a lot of time on program evaluation. I think that the Project Directors are primarily responsible for forming systems.

So thanks for weighing in on that one. And then the last one here of the post-test is the Healthy Start Project Director guide is, A, design to be followed in order, B, only for new Project Directors, C, a replacement for meeting with your project officer, or C, an online resource available to managers as Healthy Start grant.

All right, I see folks have weighed in, and let's check out the results of the folks that responded on the [inaudible 00:49:31] picked the last one, an online resource, and that is correct. It is for new Project Directors, that isn't a wrong answer. You're right as well. But I think that is...what the division has shared is they really want this guy to be available for those that are new and helping them onboard, but also those that may just need a refresher or a place...one centralized place to find out all that folks need to know about managing a Healthy Start program.



So, all right. Thank you all for doing that post-test. I'm gonna put up a few wrap up page here, but I did see another chat...a question in the chat box that I thought I'd like to pose to both Project Officers. Can a new Project Director visit another site to see how the approaches are being implemented?

Christina: Great question Mary [inaudible 00:50:27]. Definitely, we strongly encourage you to visit other sites. And as you visit other sites and you develop your resources and poll the ones that we provided today in addition to the ones that you find, it's always good to share those with other Project Directors that you had in contact with. Because, you know, again, these resources are gonna help you in your program and help ultimately sustain the program and make it better. So definitely we encourage you to do that. And you can share those links with us. You know, either email Sandy Lloyd or myself, Mary, and we could definitely, you know, put these links on the...update the resource guide and put these links and make them available on the guide.

Sandy: And Mary, I think you are also referring to potentially going to visit other grantees programs, and absolutely you can do that too. I've had a lot of grantees as new Project Directors who've gone to visit other programs to kind of get a chance to spend a little bit of time with those Project Directors. So what we would encourage you to do though if you're interested in doing something like that and you've got the means to be able to travel to do that, to talk to your Project Officer because they could help you to try to identify programs that may be structured similarly to yours, so that you might get more benefit out of seeing those particular programs.

Megan: Great. Thank you for sharing that. And thanks for that question. So a couple of upcoming webinars to mark your calendars for. There is...on October 17, there is gonna be a webinar from 3:00 to 4:30 Eastern on supporting healthy eating strategies for Healthy Start programs. This is one of the webinars in the series of healthy eating, active living, training opportunities going on throughout this year. It's gonna provide specific ideas for how Healthy Start programs can support staff and participants to eat healthy, and strategies for supporting healthy eating at the community, Healthy Start program. Individual and participant level will be shared. And if you missed the earlier webinar through this initiative on healthy living, you can visit the recorded webinar on the Healthy Start EPIC website.



Then the other thing I wanted to call your attention to is that there was an initial round of discussion group that were held through the eight-step initiative. And that is the initiative that's focused on behavioral health, and alcohol, and substance exposed pregnancies. And so, they held a discussion group to really get feedback, input from grantees to help inform their work in training and technical assistance opportunities moving forward. And so they divided up these discussion groups based on sort of where a grantee identified their program to really get a sense of that sort of environment.

So there's gonna be the Urban group that is gonna have a discussion group on October 19th, the Rural on October 24th, the community health center group on October 26th, and then the native or tribal group will be held on November 1st. The times are listed here. And if you would like to participate, you can email our colleague Rebecca Milach, [SP] and her email is listed here. And for...just so you all know too, in a week we will be emailing you with all the key takeaways from this webinar, the recording of this webinar, the slides, and any other resources that were shared during this webinar. You'll get an email from us about that, so you can look forward to that.

And I just wanna give the opportunity for Sandy or Christina or Hillary to say any closing remarks before we log off.

Sandy: We just wanna take the opportunity to thank Hillary and Jody Albert for providing us the voice for the emoji today. Thank you so much. Thank you.

Megan: And a shout out to my colleague Michelle Van Awara, [SP] who is not on the webinar who did build this bitmoji. So too, if folks wanna learn how to get a bitmoji, I'm sure she can help you learn how to do that too. So thanks to you all for participating on the webinar today and for your engagement. We know you're all really busy, so thanks for participating today and we look forward to hopefully hearing from you on future webinars again soon, so.

Sandy: Thanks again.

Megan: Have a great day.