

MPCA Health Center Careers Training Program Overview

On-the-Job Training Program Collaborative for Michigan
Health Centers

Background

- 2020: Unprecedented workforce shortages due to competitive workforce market, COVID, and inadequate training pipelines impacting Health Center capacity to sustain and expand access to care
- 2021: MPCA convened HETP Committee to define strategies and MPCA's role in convening workforce partners and assembling training program opportunities for Health Centers; primarily through “grow your own” models
- Jan 2022: MPCA launches Medical Assistant and Dental Assistants Training partnership with Career Step, and \$50,000 of Health Plan sponsorship
- March 2022: MPCA receives \$7.6 Million investment of Federal Relief Funds through MDHHS to sponsor on-the-job training programs through Health Centers (Goal: 300 trainees by Sept 2024)
- June 2022: First Cohort of medical and dental assistants launched with 6 health centers and 21 trainees
- October 2022: MPCA authorized to expand use of MDHHS award to more crucial certificate level training programs (beyond MA & DA)

Opportunity: Expanded Careers

HCCTP funds may be applied to sponsor on-the-job training for additional certification-level positions, including:

- Medical Assistants
- Dental Assistants
- Community Health Workers
- Pharmacy Technicians
- Doulas
- Billers/Coders
- Clinical Front Office/Medical Administrative Assistant
- Medical Records Specialist
- Optician

Health Centers may recommend additional certificate-level training to include (the list of qualifying training programs may continue to expand)

Why Engage in Training Programs?

- Passive recruitment has left Health Centers at a competitive disadvantage
- “Earn & learn” training programs surmounts economic and social barriers to advanced education and skill development
- Creates pipelines into health careers and Community Health Center service
- Aligns with Health Center Mission and Roots - Grow-your-own talent promotes economic opportunity in the communities Health Centers serve
- Expands organizational culture and capacity for future health education and training program opportunities
- CHW and Doula reimbursement and increased staffing needs



Health Center Career Training Program Overview

Eligible Training/Certification Programs

Career Step/MPCA Negotiated Contracts



- Medical Assistant
- Dental Assistant (prepares for CDA)
- Pharmacy Technician
- Medical Administrative Assistant (front office)
- Medical Biller/Coder
- Medical Records Specialist
- Medical Office Manager

Other Eligible Certification-level Training Programs

- Registered Dental Assistant (WCC)
- Doulas (MDHHS approved)
- Community Health Worker (MICHWA Approved)
- National Institute of Medical Assistant Advancement (NIMAA) Medical Assistant Training Program
- Community College programs
- Other programs upon review

Training Program Eligibility

- Training program will result in a person moving to a new job description/role for which training and or certification level credential is a requirement
- Trainee will earn a progressively increasing wage as they progress and complete the training program
- The training program prepares new or existing staff to fulfill critical support staff positions for which the Health Center is actively recruiting or trying to fill
- The training program must adequately prepare person to meet applicable requirements or standards for the role

Training Programs (Not Eligible)

- Does not result in a certification/credential that is required or necessary to fulfill the scope of duties of the job description
- Does not result in movement to a new job description, with an expanded scope of duties or wage increase
- Training for degree programs, such as RNs, dental hygienists, social workers)
 - *Note - MPCA is actively exploring training programs for degree programs for future opportunities
- Does not result in direct employment with the sponsoring health center
- Training people to work for outside employers
- Training programs that exceed the time limits of the funding
- Does not include on-the-job training experiences at the Health Center

Instructional & Experiential Learning



MCPA's HCCTP requires instructional learning through an eligible training program or curriculum COMBINED with experiential learning on-the job

Both on-the-job and instructional learning time must be compensated (learning and working time is paid)

Trainees are compensated on a graduating scale as they progress through program benchmarks

- Course work
- OTJ Hours
- Practicum (if applicable)
- Certification Obtained

Cohort Timeline

Cohort	Enrollment Period	Cohort End Date
Cohort 1	Start by June 30, 2022	End February 28, 2023
Cohort 2	July 1 - September 30, 2022	End May 31, 2023
Cohort 3	October 1 - February 28, 2023	End October 31, 2023
Cohort 4	March 1 - May 31, 2023	End January 31, 2024
Cohort 5	June 1 - September 30, 2023	End May 31, 2024
Cohort 6	October 1 - Jan 31, 2024	End Sept. 30, 2024
Cohort 7	February 1 - May 31, 2024	End January 31, 2025
Cohort 8	June 1, 2024 - December 31, 2024	End October 31, 2025
Cohort 9	January 1, 2025 - May 31, 2025	End January 31, 2026
Cohort 10	June 1, 2025 - December 31, 2025	End October 31, 2026
Cohort 11	January 1, 2026 - May 31, 2026	End December 31, 2026



Funding Breakdown

Funding	Start Up Costs	COHORT Funding	Learner Funding	1st Cohort	Add'l Cohorts (less Start Up)
1 time	\$ 2,000.00				
Per Cohort		\$ 15,500.00			
1 learner enrolled			\$ 17,800.00	\$ 35,300.00	\$ 33,300.00
2 learners enrolled			\$ 35,600.00	\$ 53,100.00	\$ 51,100.00
3 learners enrolled			\$ 53,400.00	\$ 70,900.00	\$ 68,900.00
4 learners enrolled			\$ 71,200.00	\$ 88,700.00	\$ 86,700.00

- Scope of Work outlines program benchmarks and payments (25% upon enrollment, 25% midpoint, and final 50% upon student completion)
- For Career Step programs, MPCA pays student tuition directly on behalf of Health Center employer, which is then deducted from the learner funding amount

Health Center Inputs

- Recruit, screen and select trainees and provide orientation and on-boarding upon hiring
- Supply necessary equipment (laptops, PPE, and clinical/office supplies) for students to fulfill their coursework and on-the-job (OTJ) training
- Dedicate qualified staff to precept and mentor trainees
- Support trainee scheduling to support coursework, OTJ, and practical program hours
- Compensate trainees on a graduating pay scale through training program phases
- Ensure all evaluations, competency checkoffs, and assessments are completed and delivered to per program requirements and timelines
- Participate in collaborative and technical assistance engagements

MPCA Supports

- *Recruitment, promotion and hiring*

- Pre-assessments, job description/duties and interview templates
- Recruitment and promotion tools
- Service Term Agreements Templates

Financial Supports

- Budget template
- Wage scale calculator
- Funding

Assistance

- Organizational readiness - policies & procedures, program coordination
- Sample schedules/training calendars
- Preceptor/staff qualifications and orientation
- Facilitate Cohort Collaborative peer-to-peer calls and resource sharing
- Facilitate connection and resource support through LEO and Michigan Works!
- Supplies lists
- Practicum hours log and competency checklists

Registered Apprenticeship Programs

- Registering your training program as a Registered Apprenticeship Program (RAP) provides value to health centers through a trained workforce and additional funding sources from Michigan Works, LEO and DOL.
- Employees benefit by receiving paid work experience, access to funding, and a portable, nationally-recognized credential.
- ***NEW*** MPCA is in the final stages of becoming a registered intermediary with the Department of Labor. If desired, members can work with MPCA to register their training program as a registered apprenticeship and employees as apprentices.

Participation Process

Initial Start Up

Submit Application

- For centers new to the program, apply [using this link](#)

Pre-Implementation call & Participation Agreement

- Meet with MPCA to confirm plan, training partners, and health center goals
- Execute participation agreement between MPCA and the Health Center
- Provide core documents (job descriptions, wage scales, service term agreements)

Start-up Funds

- Receive 1 time start up funding of \$2000 to initiate training program

Each Cohort

Learner enrollment

- As trainees join the program, enroll them into a learning cohort using the appropriate enrollment link:
 - Career Step programs
 - All other training programs
- First installment of Cohort and Learning Funds (25%)

Implementation call & peer support

- Join bi-monthly peer calls with other participating centers, training partners, and MPCA
Learners engaged in OTJ training and Instruction
- Mid-point checkin with MPCA to review project progress, address issues, and celebrate successes
 - Receive second installment of cohort and learning funds (25%)

Learner completion

- As trainees finish their on-the-job and instructional program, submit completion information to MPCA
- Receive final payout of cohort and learner funds (50%)

Participation: Next Steps

- Apply to the MPCA Health Center Careers Training Program
<https://www.surveymonkey.com/r/XCQ353P>

MPCA Contacts

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Thank you!

