

SLIDE 1

[speaking is Heidi Davidson, Acting Lead of the PHAP Data Management Team] PHAP has a new system for submitting host site applications, so this information will be new for everyone, new and old alike.

A couple of administrative details before we get started. First of all, we welcome you if you have joined our call on the webinar. We invite you to submit any questions you may have through the chat. If you are not online, please feel free to email any questions you may have to phap@cdc.gov.

Given the nature of the bridge line we have today, we have everyone on mute and we can't take you off of mute. We won't be able to take any questions by voice. If you can't submit your questions by chat, email them to the PHAP mailbox. We'll answer any questions that come in through the chat at the end of the call today.

We are going to be working to get a recording of this call and the slides put up on the website. We have some internal constraints on our end to get those reviewed and approved, so they may not be posted in time for you to find them useful for your own purposes. For that reason, I would encourage you to take some really good notes today. If you do have any questions, please feel free to email the PHAP mailbox at phap@cdc.gov.

SLIDE 2 (01:25)

The objectives for our call today are to learn more about the PHAP program in general, as well as some important factors as you decide whether or not PHAP is a good program for your agency and whether or not an associate would be a good fit.

The objectives that we are going to cover today – we expect that you will be able to identify the mission of PHAP; that you will be able to understand what you should be considering before applying to host an associate. Is an associate right for your agency or not? We are going to go over the host site application process; specifically, how to submit an application using our new system. We are going to talk a little bit about the requirements of both the host site and the host site supervisor, and we're going to go over what you can expect in your typical associate.

There is some information that we're not going to cover today. We are not going to go into explicit detail about the program. We are not going to talk about competencies or learning outcomes; we are not going to talk about what makes a strong host site application. We just don't have time for that right now. So, what I would encourage you to do is, if you haven't already gone to the website, please, even if you are familiar with PHAP, you've worked with PHAP for years; we're constantly working to strengthen and improve our resources and modify our requirements. Please review all of the materials online, so you know what we're looking for in a high-quality host site application. Understanding those competencies is critical to submitting that strong host site application, so just make sure that you're familiar with them before you submit.

SLIDE 3 (03:13)

First and foremost, the mission of PHAP is to train and provide experiential learning to early-career public health professionals who will contribute to the public health workforce.

SLIDE 4 (03:34)

A little bit about PHAP and the general features of the program – PHAP is a two-year, full-time, paid position through CDC's Center for State, Tribal, Local and Territorial Support, what we call CSTLTS. That STLT acronym is one we use here quite frequently to identify our state, tribal, local, and territorial partners. You might see that STLT acronym from time-to-time, and that's what it means.

PHAP is a competency-based training and service program. Our associates are assigned to public health agencies throughout the U.S. and its territories. They are assigned to the same agency for the duration of the program. They don't spend a measurable amount of time at CDC and then go out in the field. They go straight to their host agency and they stay there for the two years.

Through the work that they're going to be doing for you on the frontlines, they gain hands-on experience, and by doing so, they'll meet their learning requirements for PHAP and gain some critical on-the-ground skills that will make them strong and competitive for the next chapter of their public health careers.

SLIDE 5 (04:46)

We expect that associates will hold positions that are functionally indistinguishable from their local colleagues. What does that mean? That means that, for example, if you're looking for someone to work in STI and you have a vacant DIS position that you can't fill it for whatever reason – a hiring freeze, a budget crunch, whatever the case may be – that's a perfect position for an associate. We really want to see our associates working front-line, shoulder-to-shoulder with their host site colleagues. That's how they're going to gain those critical, essential public health skills – communication, professionalism, technical assistance, data, etc. They will learn that thorough the front-line work they will do for your agency and by doing so, they'll meet their learning requirements for PHAP.

After they complete the two-year program, most associates will be eligible to convert to permanent positions with CDC. Approximately 30% of our associates stay on with CDC permanently after PHAP. Some do go on to get additional degrees – masters, doctorates, medical degrees, etc. We do have some associates who will seek employment in state, local public health agencies, nongovernmental organizations, community-based organizations, and a small percent decide public health isn't for me and do something else.

This is just to give you an idea that our associates can stay with CDC after PHAP if they are selected for a position.

PHAP is an incredibly competitive program. We kind of liken ourselves to some Ivy League schools out there; less than 5-10% of our applicants are selected each year. We have between 2,000 and 4,000 applications every year and we hire between 100 and 200. So our selection percentage is extremely low, it's a very competitive program.

SLIDE 6 (06:57)

We view PHAP as a partnership between CDC and other public health agencies, in terms of resources, knowledge, expertise, bidirectional communication. We view this as a partnership to develop the next generation of public health professionals, as you see in that next bullet. So we really view this as an opportunity for those STLT agencies – state, tribal, local and territorial agencies – we view that as an opportunity for you to help develop the next generation of public health professionals, and to gain some workforce support for your own agency, or program. If you have a grant or some sort of program where you are really short-staffed and you need boots on the ground to help get it done, that's what an associate can help you do.

SLIDE 7 (07:49)

Some very important things to keep in mind as you're deciding whether or not PHAP is the right program for you. What can you expect from the typical associate? The typical associate is an entry-level employee. This means that they may, or may not, have public health experience. I have had an associate in the past who was a park ranger. I've had associates who've gotten degrees in political science, music, psychology, you name it. This

is their very first experience in public health. I've had some associates who have their master's in public health. They know public health pretty well.

As you're thinking about an assignment and developing an application, the best thing for you to do is to start with that common baseline of someone coming in who doesn't know public health. It's going to be up to you to orient them to the fundamental basics of public health. If you get someone with a more advanced degree, like a master's, great. Then you can start a couple of steps ahead in the process; you can get them on the ground, running, a little sooner. But, it's best to kind of assume that you've got someone brand new.

At the minimum they'll have a bachelor's degree, in any discipline.

The next bullet that you see – special skills are not guaranteed – this is critical. We see this in some applications. Some host sites will request someone with a science background, a chemistry background, or someone who knows statistics. We really can't honor those requests, because we don't know who we're going to be getting.

The one special request you can make is for language skills. If a specific population you want the associate to be working in is predominately Hispanic, or French Creole, you can request an associate that may have language fluency in a specific area. We cannot promise. But if your application scores high enough and is selected for a matching process, we will do our best to find someone with that language proficiency. We can't promise it. That is the only special skill that we invite you to request if you have the need.

Our associates are full-time CDC employees. This means that we expect them to be front-and-center, present 40 hours a week, 5 days a week. Along with that, as CDC employees, they do get federal benefits, including leave, health insurance, retirement, etc. They do have all rights and benefits of a full-time CDC employee for those two years of the program.

The last bullet says term-limited employment; that means that if they do not convert to a permanent position at the end of the program, their employment with CDC will end. They have all the rights and benefits of a full-time, federal employee, for the two years, but only for two years, if they do not stay with CDC after PHAP.

SLIDE 8 (10:56)

Some important things for you, as the host site, to keep in mind – we expect that our host sites are able to sign what's called an agreement to detail federal civil service personnel. This is required for every associate hosted by a host site. It is not negotiable. It is not alterable in any way. This document was developed by our office of general counsel, it is legally binding document, and as such, we cannot amend it and neither can the host site.

I think we are working to get a blank copy of the agreement to detail posted on our website. We understand that you may have some concerns about agreeing to this in advance; so we're going to see what we can do about getting a blank agreement to detail on our website so you can see exactly what you will be agreeing to if you are assigned an associate. Please know that needs to be signed by both your agency and our agency to be fully executed. If you have any questions about any terms within that agreement to detail, you're welcome to discuss that with the PHAP program. But, in order for an associate to be placed at a host site, that must be fully executed by both parties –both CDC and the host site.

This next bullet is especially important. Use of federal funds to support associate travel and training is not permitted. If you have any federal funds that support you program, you should consider other ways to support the associate through the work that they're going to be doing.

If you have a CDC grant, for instance, that you're hoping for an associate to support, please know that even though the employees that you have at your agency would be supported to travel to a meeting, or take a training, the public health associate cannot be supported using those funds. There are many host sites out there that are solely federally supported, so this could be problematic for you. This is inflexible; we cannot make exceptions. Please consider this as you're deciding whether or not an associate is a good fit for your agency. If you do not have programmatic funds within your own agency that can support that associate's training and travel, this may not be the best arrangement for you. No shame in that; it's better to know it in advance.

The only exception is the associates will be brought to Atlanta three times during the course of their fellowship; once at the beginning for orientation, once about half-way through and then once again about three-quarters of the way through their training for a final training and graduation. We will cover the logistics and travel expenses associated with that travel to Atlanta. But any travel that needs to be done for your agency, you are responsible for, and again, you cannot use federal funds to support.

We expect that you, as the host site, will have a workstation fully functional for the associate from day one. This includes a computer, a desk, and a phone. We expect that the associates are able to login to the CDC Network at least once a day to check their CDC email. We need associates to be able to participate in conference call, so they need to be able to get access to a telephone. We realize that space can be crunched at some agencies, but we've got to have a dedicated workstation ready to go for the associate from day one so they can get done for you what you need them to get done.

One quick note about the selection process for host sites. Host site selection is based on a couple of factors; the scoring of the application is only one element that is taken into consideration. CDC programmatic priorities also weigh largely on that decision-making process. It is a multifactorial process when it comes to selecting host sites to host our class of associates every year.

SLIDE 9 (14:52)

Some expectations that we have of our host site supervisors – we expect that the host site supervisors are full-time employees of the host organization. This next bullet is especially important; we expect that host site supervisors are able to devote at least 10% of their time to the associate. That's 4 hours a week if you do the math. That's a lot of time; but, this is a professional development and training program. You need to put a lot into it, but you're going to get a lot out of it. These associates are going to do some amazing work for you, but they need that time from you. They need guidance, feedback and mentoring on a regular basis.

That 10%, that four hours a week, that doesn't necessarily need to be four hours of face-to-face, one-on-one meetings. It can be a combination of things. It can be phone calls, ad-hoc meetings, emails, one-on-ones, etc. The point of this is to make sure that the associate knows what is expected of them and that they hear whether or not they've met your expectations. That kind of time is really needed to really make sure that they have a solid experience in the program.

We ask that host site supervisors be located physically near the associate. We've had some circumstances where the host site supervisors is in a different town from the associate. That can be challenging, especially for some of our associates for whom this is their first real professional experience; they're not as savvy with communication, they're not as savvy with taking some time to understand what is expected of them. If you're not physically there, that can be inhibitive for them to reach out just for small questions, that sort of thing. It can be a barrier. We really encourage the host site supervisor to be co-located, or located very near to the associate, so they feel supported.

We ask that the designated host site supervisor be a front-line worker. As you're going through and developing your application, you might decide to put down the Health Director as the host site supervisor. Does the Health Director have four hours a week to devote to the associate? Does the Health Director have full eyes on what the associate is doing on a day-to-day basis? Probably not. Maybe for a very small agency, but for larger agencies, probably not. We really want someone who is on-the-ground with or right above the associate, seeing the work the associate is doing every day and able to devote the time needed to ensure the associate is getting the right work done. So try to make that position located as close to the associate as possible.

Some administrative requirements for the host site supervisor, first – to confirm time and attendance for the associate; to complete a quarterly activity report (QAR) – what we lovingly refer to as a “Kwaar” – to provide input on the performance appraisal process, which is twice each calendar year for us as federal employees; and one bullet that's not here, but I really do want to mention and to underscore the importance – we really do expect the host site supervisors to provide ongoing mentorship, guidance and feedback to the associate throughout the two years. That is going to ensure that the associate understands what is expected of him or her, and that he or she really feels like she met expectations, gets that regular feedback from you.

SLIDE 10 (18:43)

Associates are required to attend PHAP conference calls and trainings. As soon as our host sites are selected and notified for the class of 2019, we'll get out some very important dates to that cadre of host sites, in terms of when the in-person trainings are going to be, and once the associates arrive on-site, we'll be expecting associates to really communicate well with their host site supervisors regarding those ongoing commitments – monthly conference calls, quarterly conference calls, one-on-one conference calls, the trainings that they're expected to take, etc. So there is going to be that ongoing process and associates need to be able to complete those expectations and requirements for PHAP.

Routine teleworking is not permitted. This means that, on a regular basis, the associate may not work away from the host site for any period of time. Underscore the word routine. We do allow for emergencies. We understand that emergencies come up and the associate, perhaps along with their colleagues, needs to work offsite. But we expect that on a regular basis the associate needs to be in the office.

You may encourage telework policies within your own agencies and that's fine. But our associates are expected to be there, because, for many of them this is their first professional development opportunity. They really need to be immersed in that professional environment and be able to have eyes on other folks to make sure they know what they need to be doing and that they are getting regular feedback.

In addition to you as the host site supervisors, associates will have a CDC supervisor on this end. We really view that as a team – host site supervisor and CDC supervisor – working together to make sure that the associate has a great experience during their two years. Please keep in mind you'll get an introduction from that CDC supervisor and the two of you will hopefully develop a very close and interactive relationship throughout the two-year process.

If any issues do come up, we ask that you notify the CDC supervisor as soon as possible. This is to ensure that the associate stays on the right track; that any minor course corrections are addressed right away, as opposed to letting a problem get so big that we have to start thinking about progressive disciplinary measures. Reach out as soon as anything becomes a concern so that we can work with you to rectify it right away.

I've mentioned this website, but now you see it right here – lots of resources and materials, guidance documents, frequently asked questions, webinars, recordings, are available on our website at www.cdc.gov/PHAP.

SLIDE 11 (21:47)

Now, we're going to talk a little bit about the strategy for scoring of host site applications before we really get into the meat of the host site application process.

So you're aware, there are a lot of eyes on the application once it's submitted. It's a systematic review process, with multiple reviewers, multiple angles that they're looking at with every individual application. Scores are given for each individual section. I really want you to take some time and really think about each of these sections, don't gloss over anything. Each of these sections are going to be viewed very carefully.

First and foremost is workplace support. Is your environment conducive to learning for a new public health professional?

Public health agency statement. This is the issue that the associate will be addressing during their two years.

Assignment details; be very, very explicit in what you want the associate to be doing. This is not just one general, vague statement. We need to see as much detail as possible; that's really going to help us get a sense of whether or not this is a strong application.

The training element; is the associate given a chance to learn what they need to do? Is the associate given a chance to develop their professional picture outside of the scope of work you have assigned to them? Are you given them a chance to learn about your agency as a whole? About public health as a whole? Especially if they're new to the field.

Supervision; we've talked a lot about the expectations of the host site supervisor. This is where you will describe who will be providing one-on-one supervision.

See the asterisks with assignment details and supervision? These particular sections are counted very heavily in the scoring; lots of attention is paid to it. They account for 60% of the total application score.

One thing that is not listed here and you may want to make note of, the link to the application will go live on our website www.cdc.gov/PHAP by 7:30 am (ET) next Monday, February 4th. And as a reminder, the application window is February 4th to February 18th, 2019.

I'll turn it over to my colleague now, Brittany Anderson, who is going to walk you through the steps within our new system, which we call eFMS, to help you understand exactly how to submit that application.

SLIDE 12 (24:55)

[Brittany Anderson speaking; PHAP Staff] Thanks Heidi, for the overview of the program and the information for potential host sites to consider before applying.

As Heidi mentioned, I'm going to walk you through the host site application so you have an idea of the content we're looking for, as well as the layout, as it might appear a little different. We've recently switched application systems. The content is very similar to previous years if you've applied to PHAP before.

SLIDE 13 (25:53)

Because we have switched application systems, both first time and previous applicants to PHAP will need to create new accounts. Once applicants have registered, you can sign in the field above with your account email and password. To register as a new user, click “Sign Up”.

Also note that if at any time you forget your password, please click the “Forgot Your Password?” button under the sign in section to reset the password associated with your registered email account.

SLIDE 14 (26:10)

This is the sign up page you will encounter when registering for a new account. Please provide an email address and password containing at least 8 characters. We recommend using your host site work or professional email address to register for the account. Confirm your password and click “Sign Up” to complete creating your account. You will then have access to the application.

SLIDE 15 (26:38)

The application begins at the PHAP Host Site Application Portal. Here you will see listed the application deadline for host sites, February 18, 2019, and the PHAP email address you can contact with any questions you have throughout the application process.

To begin the application, click the “Create a Profile to Get Started” button on the bottom of the page.

Note: If your site is requesting more than one associate, each request needs a separate application, even if the duties are the same. If the assignments are under the same supervisor, multiple assignment applications can be added under the same profile.

******NOTE: Application period for the 2019 cycle is open from February 4 – 18, 2019. ****NOTE: Application period for the 2019 cycle is open from February 4 – 18, 2019. ******

SLIDE 16 (27:25)

The first portion of the host site profile section is the primary application contact information. The primary contact is considered the “owner” of the application, and will be contacted first by PHAP with any questions regarding the application or for information regarding program decisions and updates.

Please provide the contact information for the primary application contact.

SLIDE 17 (27:51)

The second portion of the host site profile section concerns details about your public health agency.

Please select from the drop down menu the type of public health agency that describes your host site (Ex: State/Local/Tribal/CDC, etc.). A secondary box may appear depending on your selection asking you to provide the name of your organization.

For example: The Minnesota Department of Health for a State Agency, The Cook County Health Department for a Local agency, The Navajo Department of Health for a Tribal agency, etc. You are able to type in the search box to more quickly select your host site.

Please note: you are selecting your public health agency type, not the type of assignment for an associate. For example, a state public health agency may have an assignment focused on tribal health, but will still be classified

as a state public health agency. There are subsequent sections in the application to describe the type of assignment.

Please also provide the contact information of the Director for your public health agency.

Note: A Letter of Support from the Director in support of hosting a PHAP associate at your agency will be required to complete the application and can be attached in the “Assignment Details” section later on in the application.

For “Type of Agency”, please select the classification of your public health agency from the drop down list. Current membership and eligibility criteria for the National Association of County and City Health Officials (NACCHO) is used as a basis for defining a local public health agency. Current membership and eligibility criteria for the Association of State and Territorial Health Officials (ASTHO) is used as the basis for defining state and territorial health agencies.

SLIDE 18 (29:22)

The third portion of the host site profile section asks for information about the proposed supervisor for the PHAP associate. If the supervisor is the same person as the primary application contact, please check the “Yes” box to auto-fill the name, email, and phone number fields from the previously entered information. If the supervisor is different, please complete all required fields.

SLIDE 19 (29:51)

Please continue to complete the required fields for the supervisor section. Note: supervisors for PHAP should be full time employees at the host site agency.

SLIDE 20 (30:06)

Complete the prompts concerning previous supervisory experience, how the supervisor will provide direct supervision and on-the-job training, and other host site staff that will be providing guidance to the associate.

SLIDE 21 (30:25)

This section of the application profile concerns the organizational structure of your host site. Please provide a response to the prompt with a description of the program area within the health organization, and the workplace support that will be provided to the associate (ex: physical work environment – desk, cubical, office, computer, chair, etc.)

Please answer the question regarding your public health agency’s accreditation status. Note: this questions is collected for informational purposes only and does not impact your host site’s eligibility to host an associate.

Describe the population of the community that the associate will be working with or for during their work tasks and activities. This should not reflect the entire population of the geographic area, but only the population that the associate’s work will affect.

For example, while your city may have a total population of 100,000, the assignment of obesity prevention through encouraging breast-feeding may only affect women of child bearing age and children. The population affected would only be a portion of the total population, or 30,000, and the applicant would check the appropriate race, sex, and life stage affected.

When you have completed all of the sections, please click “Save” to save your responses and move on to the next section of the application.

SLIDE 22 (31:29)

When the application profile section has been successfully saved, you will see this screen and message.

Click “OK” to access the Host Site Application Portal.

SLIDE 23 (31:44)

On the application portal homepage, you can see the completed host site profile. For this and all other application sections, you can click on the “view” icon to review saved responses. To edit responses, you can click on the “edit” icon.

Note: The Host Site Profile section can be carried over year to year for accounts utilizing the same email address and login information. The section can be updated any time.

To begin the host site application, click on the “Get Started” button at the bottom of the page.

SLIDE 24 (32:48)

This is the homepage for the PHAP host site application. You can see all of the sections of the application and their current completion status (complete, not started, in progress). The title for your application will auto-populate from “untitled” to the name of your host site agency and assignment details.

To begin the first section of the application, “Assignment Details”, please click on the “edit” icon.

SLIDE 25 (33:22)

For the Assignment Details section, you are asked to select the public health subject area the associate will be working in for the majority of their two year assignment. Note: associates may participate in work and activities in other subject areas, but the primary area their work will take place in should be selected.

Please note that this should be the name of the subject area the associate will be working in, which is NOT necessarily the name of your program at your host site.

SLIDE 26 (33:56)

As mentioned earlier in the host site profile section, a letter of support from the Director stating your organization’s support for hosting an associate is required to be uploaded to the application. Please attach the letter by clicking “select a file” to upload.

Note: The Letter of Support is a required field and must be uploaded before the application is considered complete. You are able to save progress on this section of the application and proceed to other sections, but this application will not be complete until all required fields are addressed.

Please also enter the physical address of the office the associate will be working in at your host site. It is important to list the physical address of the office the associate will be working in, as larger organizations may have headquarters in different states, or multiple campuses or locations, etc.

SLIDE 27 (35:16)

The next portion of the Assignment Details section is the Public Health Agency Statement. Please provide a response to the prompt describing the public health/programmatic needs at your host site and a brief description of the proposed work for the associate. We ask that you please focus on the public health needs the associate will be directly addressing throughout their assignment.

Please also check any of the special requirements an associate must have to complete the proposed work (i.e. driver's license or personally owned vehicle).

When you have completed all of the sections, please click "Save" to save your responses and move on to the next section of the application.

SLIDE 28 (35:55)

Clicking Save brings us back to the homepage for the PHAP Host Site application, where you can see all of the sections and their current completion status (complete, not started, in progress). You can see the Assignment Details section we just worked through with all of the required fields addressed and saved is now marked Complete. You can also see that the title for your application has auto-populated from "untitled" to the name of your host site agency.

To begin the Activities section, please click the "start now" button.

SLIDE 29 (36:24)

This brings us to the Activities Listing page, where there are currently no activities entered. See - It's lonely here! We need to add some activities.

Each proposed activity for the assignment must be entered separately. To begin adding activities, please click the "Add some items" button. While there is no limit for the number of activities that can be added, most selected host site applications have between 5 and 12 activities.

This section is scored by the organizations capacity to provide a hands on learning experience and how the work activities will lead to the attainment of the PHAP competencies, which we will go over in the coming slides.

SLIDE 30 (37:12)

This section is asking you to please provide the name and a detailed description of the proposed activity.

You will also need to select the level of responsibility the associate will have during this activity, as well as provided an estimated timeframe for the completion of the activity.

SLIDE 31 (37:48)

And here are the PHAP competencies we just mentioned.

For each activity, you are asked to select each PHAP competency that will be gained or addressed by completing the activity. Each of the nine listed competency domains has multiple check boxes for selection. Multiple competencies can be selected for each activity. It is very likely that each activity will not address all competencies. A competitive application will address a majority of PHAP competencies throughout all of the listed activities.

*****A full list of the PHAP Competencies can be found on the PHAP website:**

<https://www.cdc.gov/phap/about/index.html>***

SLIDE 32 (38:30)

For each activity, select each PHAP competency that will be gained by completing this activity. Each of the nine listed competency domains has check boxes for multiple selections. Multiple competencies can be selected for each activity. It is very likely that each activity will not address all competencies. A competitive application will address a majority of PHAP competencies throughout all of the listed activities.

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SLIDE 33 (38:38)

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SLIDE 34 (38:40)

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SLIDE 35 (38:44)

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SLIDE 36 (38:47)

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SLIDE 37 (38:50)

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SLIDE 38 (38:53)

When you have completed all of the competency selections, please click “Save” to save your responses and move on to the next section of the application.

SLIDE 39 (39:02)

You will be taken to the Activities Listing page, where you will see a list of the activities you have entered associated with the assignment. If you wish to add additional activities, please click the “add new item” button. You will enter the same activity information (description, level of responsibility, timeframe, competencies) as discussed previously. There is no limit to how many activities can be added.

When you are finished entering activities, click either the Application Title or Application Portal links at the top of the page to return to the application home page.

SLIDE 40 (39:38)

Back on the homepage for the PHAP Host Site application, you can see all of the sections of the application and their current completion status (complete, not started, in progress).

To begin the Training section, please click the “Start Now” button.

SLIDE 41 (39:51)

Exactly like the Activities section, you will be brought to the Training Listing page where there are currently no entered trainings.

Also like the Activities section, each proposed training for the associate will need to be added as a separate entry. An orientation plan to the host site is highly desirable, and should be entered in addition to formal trainings and any one-on-one instruction provided by the host site supervisor or other host site staff members.

An important note is that while we know that conferences are great learning experiences for associates, the number of Federal employees allowed to attend large conferences is very limited. In addition, all Federal employees must be included on a list for approval several months, sometimes up to almost a year in advance, so please keep this in mind when planning to send an associate to a large conference.

SLIDE 42 (40:42)

Please provide the name, type, description, and target completion date for each training.

To complete and save an entry, please click the “Save” button.

SLIDE 43 (40:47)

You will be taken to the Training Listing page, where you will see a list of the trainings you have entered associated with the assignment. If you wish to add additional trainings, please click the “add new item” button. You will enter the same training information (name, type, description, and target completion date) as discussed previously. There is no limit to how many trainings can be added.

When you are finished entering trainings, click either the Application Title or Application Portal links at the top of the page to return to the application home page.

SLIDE 44 (41:28)

Back on the homepage for the PHAP Host Site application, you can see all of the sections of the application and their current completion status (complete, not started, in progress).

To begin the Languages section, please click the “Start Now” button.

SLIDE 45 (41:44)

Please enter the desired language requirements for associates. You can do so by typing in the search bar to find and select the desired language.

Please note: associates with requested language skills other than English cannot be guaranteed.

To complete and save an entry, please click the “Save” button.

SLIDE 46 (42:10)

You will be taken to the Language Listing page, where you will see a list of the languages you have entered associated with the assignment. If you wish to add additional languages, please click the “add new item” button.

When you have finished entering languages, click either the Application Title or Application Portal links at the top of the page to return to the application home page.

SLIDE 47 (42:32)

Back on the homepage for the PHAP Host Site application, you can see all of the sections of the application and their current completion status (complete, not started, in progress).

Please review the content you have entered for each section for accuracy prior to submission.

Please also ensure that you have uploaded your Letter of Support from you agency director.

When all sections of the application are marked “Complete” and you have reviewed the application for accuracy, the application may be submitted by clicking on the green “Submit” button. It is extremely important that you click the green Submit button, as not doing so will not allow us to receive and review your application.

SLIDE 48 (43:16)

You will see this green text field and check mark if the application is successfully submitted.

If you need to make any changes to the application, you may click “Edit” to make and save changes before the submission deadline. Any changes made will require the application to be submitted again.

Please note that the application cannot be printed in its entirety. To print each section, you can click the “view” icon and print the application sections in read-only mode for your records.

SLIDE 49 (43:48)

To summarize, the link to eFMS can be found on PHAP website at www.cdc.gov/PHAP.

The host site application will be available by 7:30 am (EST) on February 4 until 18, which is the closing date.

You're welcome to submit any question to PHAP at our email address at phap@cdc.gov.

SLIDE 50 (44:16)

We thank you for your interest in hosting an associate. We also look forward to receiving your application.

[Heidi Davidson, Acting Lead of the PHAP Data Management Team] Alright, thank you so much Brittany for the very clear, step-by-step process in demonstrating our new host site application portal. Lots of questions coming in about the slides...

Question and Answer Session

1. Will the slides be made available?
 - a. Yes. We will get it up as soon as possible, but it may not be before the application goes live.
2. **What does full-time mean?**
 - a. 40 hours per week; 8 hours per day, 5 days per week. The associate and the host site can work together to determine the tour of duty for the associate, but it should cover the core business hours of 9am to 3pm local time.
3. **Can non-profit organizations apply to PHAP?**
 - a. Yes; PHAP is not limited to health departments. Check the [PHAP Website](#) for information regarding host site requirements and what makes a good PHAP host site.
4. **What percentage of associates stay at their host site in 2017?**
 - a. Approximately 10% of associates graduating in 2017 stayed with their host site.
5. **As federal employees, are associates subject to furloughs?**
 - a. Yes. If a furlough impacts CDC, associates are subject.
6. **Are rural host sites equally competitive to apply to PHAP?**
 - a. Yes. The selection process for host sites is multifactorial.
7. **Who pays for the associate's relocation to the host site city and state?**
 - a. This is the responsibility of the associate.
8. **What percentage of host site applications are selected and matched?**
 - a. In 2018, we selected approximately 27% (114/430). It is a very competitive program.
9. **How much can a host site expect to spend to host an associate?**
 - a. It varies depending upon the needs of the host site. The associate's salary and benefits are covered by CDC. Host sites must cover any expenses associated with the work they are doing (e.g., travel, office supplies, etc.)
10. **Can a host site request to host more than 1 associate?**
 - a. Yes. However, host sites must submit separate applications for each position and ensure that there is enough work for each associate, even if it is the same type of work.
11. **Can the application be started and stopped in eFMS before the application is submitted?**
 - a. Yes. But ensure you hit "submit" each time.
12. **Are there word limits throughout the application**
 - a. Yes. Each text box notes the word limit.

13. Can 10 percent of host site supervisor’s time be split between two individuals?

- a. Yes, multiple people can oversee an associate. However, we recommend that you provide a very clear chain of supervision to ensure the associate knows whom to communicate with regarding work activities or administrative procedures.

14. Can a CDC field assignee serve as a host site supervisor?

- a. Yes, a CDC field assignee can serve as host site supervisor. PHAP has several instances where CDC employees supervise an associate. Having a federal employee at the host site is great because they understand federal processes, have access to federal networks, and help the associate get acclimated to being a federal employee.

15. Do host sites have input in the matching process?

- a. No, host sites don’t have input in the matching process. Host Sites are allowed to request language requirements need to perform work activities or a driver license to operate a vehicle.

16. Are blank agreement to detail forms made available?

- a. PHAP is working to put the blank agreement to detail on the website as soon as possible.

17. Can host sites download the application so they can cut-and-paste responses into eFMS?

- a. No, host sites cannot download the application. However, you can print or take screenshots of the various sections of the application.

18. What is the difference between a “coordinator” and “lead” for responsibility for activities?

- a. A coordinator is responsible for organizing and working with others to ensure the shared goal or activity is moving along effectively. Whereas, a lead is responsible for the outcome of the shared goal or activity. A lead has more responsibility than a coordinator.

19. What should the letter of support from the director include?

- a. The letter of support should state that the director is in support of hosting an associate and the proposed work activities the associate will be performing.

20. How to print out the application in eFMS?

- a. Host sites are unable to print the application out in its entirety. However, you can print out individual sections of the application.

21. How will a potential shutdown impact the application period?

- a. It will not.

22. What goes under the assignment subject area?

- a. Host site can only select one specific assignment subject area, so PHAP can classify the application. We know that host site may have associates working in multiple subject areas, but select the subject area the associate will be working in majority of their time.

23. Is there a maximum # of associates per host site?

- a. No, host sites can apply for as many associates that they can reasonably host. Host sites should think about the work space, supervision, and proposed work activities when determine how many associate to apply for.

24. Can two organizations partner to apply to host an associate?

- a. Yes, two organizations can apply to host an associate. However, please designate one organization as the primary host site for administrative and logistical purposes.

25. What info about the matched associate will be share with the host site? How far in advance?

- a. The associate's name and contact information will be share with the host site once the associate formally accepts the final offer in July or August. PHAP encourage host sites to contact the associate once they received the associate's contact information.

26. Can a host site submit more than one letter of support?

- a. Yes, host sites can have more than one letter of support but only one (1) pdf or Microsoft Word file can be uploaded in the eFMS application.