



Guidelines for: HEALTHCARE - JOB CREATION

Effective: January 27, 2012

Background

ETP received a \$1.7 million allocation of Workforce Investment Act (WIA) Discretionary funds from the Labor and Workforce Development Agency (LWDA). These funds will be used for a Healthcare-Job Creation Initiative in FY 2011-12, targeting newly-hired nurses and allied health professionals employed by non-profit entities. This Initiative expands on, and runs parallel to, the Retrainee-Job Creation Initiative.

Overview

Healthcare-Job Creation trainees must be hired within 3-months before the date of project approval, or anytime during the term of the contract, as long as training and retention can be completed within the term of the agreement and funds remain in the contract. As justification, the Panel will consider each employer's commitment to hire new workers, expand hospital or allied facilities, or purchase new equipment.

Guidelines

These are guidelines only. If a proposal raises the need for further modifications, that will be accomplished on a case-by-case basis with direction from Executive Staff. Unless modified by these guidelines, all other program criteria apply.

Application Process: Applications for new Agreements funded under this Initiative will be accepted for a specific period, from February 6th to February 29th. However, if available funding exceeds the demand after the initial 3-week period, the application acceptance period may be extended for an additional 15 calendar day period with notice. The application process and deadlines will be posted on the ETP website.

To ensure equitable distribution of limited funding, ETP will employ a "pooled" approach to processing applications. Once the application process is closed, the total demand for training funds will be assessed, and a final dollar amount for each project will be determined. Given the demand for training funds, it may be necessary to reduce the proposed dollar amount of projects.

It is anticipated that the first projects will be submitted to the Panel for approval in April or May 2012.

In determining the dollar amount of a project, the Panel will assess the scope of a training proposal, giving consideration to the following:

- Strength of the justification for training hours;
- Strength of the justification for job creation;
- Clearly stated need for training;
- Hospitals or allied facilities located in high unemployment or rural areas;
- Number of hospitals or allied facilities participating, owned by the same parent company;
- First time recipient of WIA-Healthcare funding;
- For repeat WIA-funded Contractors, job creation success in prior contract;,,
- High wages or wage progression; and,
- Total funding demand among all applicants.

Funding Cap: The total amount of funding for projects will be determined on a case-by-case basis, given the scope and circumstances of a proposal - and available funding. However, the total dollar amount allocated to an employer with training proposed for multiple facilities may not exceed \$600,000. Single facility projects are capped at \$400,000.

Substantial Contribution: The Substantial Contribution requirement does not apply to Healthcare- Job Creation projects.

Employer Eligibility: Only non-profit hospitals and allied facilities are eligible for funding. For-profit and government entities are not eligible. There is no requirement for out-of-state competition.

Employers must provide information to support their commitment to hire new employees, such as:

- Expanding existing business operations/capacity by adding newly-hired employees to an existing function;
- Increasing number of new healthcare workers to cover mandated nurse to patient ratios; or,
- The recall or rehire of laid-off workers (backfilling) is allowed, as well as routine replacement of workers, with justification to show that the company is renewing a workforce that was reduced due to economic conditions or other reasons leading to attrition.

Turnover Rate: Employers will be required to provide turnover rate information. Employers with greater than 20% turnover in the preceding calendar year will be required to provide an explanation. However, given the recession and attendant volatility in the current workplace, and overall goals of the funding, a turnover penalty will not be assessed.

Trainee Eligibility: Trainee eligibility is linked to the date of hire. Trainees must be hired within 3-months before the date of project approval, or anytime within the term of the contract. (Fiscal will perform audits of hire dates prior to final payments.) In addition:

- Training may not begin until after the newly-hired employee is working in a permanent full-time job.
- Training is for newly-hired nursing and allied health occupations such as Registered Nurse, Licensed Vocational Nurse, Therapist, Technician, Certified Nurse Assistant, or Physician Assistant.
- A trainee whose employment is “Temp-to-Permanent” may be considered newly-hired, but employment retention cannot begin until the trainee is a permanent full-time employee on the Contractor’s payroll.
- Newly-hired employees are incumbent workers. They are identified as Retraitees (i.e. Chart 1) and must meet all performance standards for Retraitees – except for minimum wage requirements (see Post-Retention Wage).
- **Trainee Enrollment:** Trainees will be eligible for enrollment so long as training and retention can be completed throughout the term of contract and existing training funds allow for reimbursement. At the time of enrollment, the Contractor must report the trainee date-of-hire in the On-Line Forms system.

Full-time Employment: For RNs and LVNs only, full-time employment is 24 hours per week. All other occupations must meet ETP standard full-time employment requirement of 35 hours per week.

Post-Retention Wage: Although trainees are incumbent workers, they only need to meet the ETP Minimum Wage for New Hires.

Reimbursement Rate: Medical Skills (Didactic and Clinical Preceptor) training will be reimbursed at \$22 per hour. Non-medical skills (Continuous Improvement, Computer, and Business, and Commercial Skills) will be reimbursed at \$20 per hour.

Training Hours: Total training hours per trainee will be capped at 200 hours. Any exceptions to this cap will be considered on a case-by-case basis.

Curriculum: Training will focus on Medical Skills (MS) training (Didactic and/or Clinical Preceptor), along with other types of training such as Computer Skills, Continuous Improvement, Business or Commercial Skills, consistent with the training needs of the occupation.

Reporting Requirements: Projects will be subject to federal reporting requirements for WIA 15% Funds. See ETP’s On-line Forms for reporting details.

Project Funding Code: The project funding code is 823.

Contract Term: All WIA 15% funds must be expended by March 31, 2014. Given the expenditure date of the WIA 15% funds, projects will necessarily be written for less than 24 months. It is anticipated that projects will be submitted to Panel for approval no earlier than April 2012. All projects must be approved by Panel no later than June 2012. Thus, contracts terms will be between 18 and 15 months. See “Critical Dates”.

Critical Dates: The following critical dates apply to all contracts:

ITEM	DATE
<i>Contract End Term Date</i> →	9/30/2013
<i>Last Day of Training</i> →	6/30/2013
<i>Last Day of Retention</i> →	9/30/2013
<i>Contractor submit closeout invoice</i> →	10/30/2013