HRSA BHWET Grant Student Stipend Awardee Information Packet

Hello! We sincerely hope you’ve had at least a bit of down time during the summer and are ready to begin the fall semester 2019! We are more than ready to begin the academic year with you! We’ve streamlined the process for disseminating information that all stipend awardees need. Please read through this packet carefully, as it contains important information that you may refer to throughout the year. You may receive updates, as the only constant in our world is change. This packet includes:

- Required Integrated Health Training Series Workshops (Page 2)
- SWG 590 Course Information (Page 3)
- Stipend Disbursement Schedule (Page 4)
- Calendar of Events (Page 4)
- Copy of Student Commitment Letter (Page 5)
- Mileage Log Sheet (please copy and use as often as needed) (Page 6)
- FAQs (Pages 7-8)
- Contact Information (Page 9)

If you have any suggestions for FAQs or other information that should be included in this packet, please let us know!

As always, please contact us with any questions! We so look forward to our work together!

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This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number #1 M01HP31390-01-00 and title of Behavioral Health Workforce and Education Training for grant amount of $1.9 million. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS, or the U.S. Government.
EPIC Integrated Health Training Series

September 19, 2019 (Thursday)
Springfield Country Club, 400 W. Sproul Rd., Springfield, PA 19064
4pm-5:15pm: Mandatory In-Person Informational Meeting for All HRSA Awardees
5:30pm-8pm: (Mandatory for All HRSA Awardees)
   Recovery and Reducing Stigma for Those with Co-Occurring Disorders Across the Lifespan
   Presented by Holly Ireland, LCSW-C; Robert Ashford, MSW; Brian Colangelo, LCSW; and Andre Reid, MPH Candidate

November 4, 2019 (Monday), 6pm – 8pm
WCU Sykes Student Union, Ballroom B, 110 W. Rosedale Ave, West Chester, PA 19380 (with live-streaming to West Chester University’s Philadelphia campus)
   Critical Race Theory & Systems of Care: Serving Brown and Black Folks Struggling with Depression and Suicidality
   Presented by Dr. Darius Reed, Washington DC Prison System and Tynika Cobbs

February 4, 2020 (Tuesday), 6pm – 8pm
Location TBD (with live-streaming to West Chester University’s Philadelphia campus)
   Integrated Care and Violence Prevention
   Presented by the Children’s Hospital of Philadelphia Violence Intervention

End of March/Early April 2020 (Wednesday), 6pm – 8pm
Location TBD (with live-streaming to West Chester University’s Philadelphia campus)
   TBD
   Presented by Dr. Jari Santana-Wynn, Holcombe Behavioral Health, Kennett Square

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SWG 590: Advanced Clinical Practice in Integrated Health – Behavior, Health, Nutrition, and Recovery

WHEN: Monday, January 6th – Friday, January 10th, 2020: 8:30am – 4:30pm
WHERE: West Chester University Graduate Center, 1160 McDermott Drive, West Chester, PA 19380. Room TBD.

Course Description:

Co-Faculty: Dr. Nadine Bean, Graduate Social Work and Dr. Patricia Davison, Nutrition

This course is an interprofessional, graduate level elective for students in health and behavioral health sciences (including school counseling) on the latest in integrated care or interprofessional collaboration (IPC) approaches to working with individuals, families, and communities around issues of behavior, food security, health, and recovery. The US Department of Health and Human Services, Health Resources and Services Administration, the Substance Abuse and Mental Health Services Administration (SAMHSA), and the National Institute of Medicine, along with many other governmental and non-governmental health organizations and foundations have been calling for a more integrated (primary health care and behavioral health care) approach to services. Crucial to this approach is to understand the public health ramifications of food security and nutrition and the interconnectedness of these factors on a person's health and recovery. Also addressed will be the interplay of health care needs, culture, values, and barriers to access. Many integrated health organizations in the tristate area are looking for professionals trained in this whole health approach – able to work as part of an inter-professional team in collaborating with people toward improving health and supporting recovery. Health professionals and administrators from these organizations will be guest lecturers. Students will visit some of these organizations. Developing a hypothetical, integrated health program proposal (a team effort) is a key component of the course.
# SCHEDULE OF STIPEND DISBURSEMENTS REQUESTS*:

Disbursements will occur only if all requirements to date are met (trainings, field placement hours, etc.) and the W-9 is complete and submitted.

Dates are approximate, based upon the Accounts Payable schedule at the University.

- **October 15th, 2019**: $2,500
- **December 13th, 2019**: $2,500
- **March 13th, 2020**: $2,500
- **May 15th, 2020**: $2,500

*Requests are made to the accounting office for disbursements to be mailed by the above dates listed. You should receive them within a week of the request. These are not guaranteed, so please do not make plans based on receiving the funds by the dates listed above.

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## CALENDAR OF EVENTS

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<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
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| September 19, 2019    | 4:00pm – 8:00pm    | Recovery and Reducing Stigma for Those with Co-Ocurring Disorders Across the Lifespan | Springfield Country Club  
400 W. Sproul Rd.  
Springfield, PA 19064 |
| October 15, 2019      | N/A                | Disbursement of first quarter of stipend ($2,500)                    | Checks sent to home address                                              |
| November 4, 2019      | 6:00pm – 8:00pm    | Critical Race Theory & Systems of Care: Serving Brown and Black Folks Struggling with Depression and Suicidality | WCU Sykes Union Center, Ballroom B  
110 W. Rosedale Ave.  
West Chester, PA 19382 |
| December 13, 2019     | N/A                | Disbursement of second quarter of stipend ($2,500)                   | Checks sent to home address                                              |
| January 6, 2020       | 8:00am – 4:30pm    | SWG590: Advanced Clinical Practice in Integrated Health             | WCU Graduate Center, room TBD;  
1160 McDermott Drive  
West Chester, PA 19380 |
| February 4, 2020      | 6:00pm – 8:00pm    | Integrated Care and Violence Prevention                             | TBD                                                                     |
| March 13, 2020        | N/A                | Disbursement of third quarter of stipend ($2,500)                   | Checks sent to home address                                              |
| March /April 2020     | 6:00pm – 8:00pm    | The Importance of Culturally Competent Services for Linguistic Minorities in Integrated Care | TBD                                                                     |
| May 15, 2020          | TBD                | Disbursement of final quarter of stipend ($2,500)                   | Checks sent to home address                                              |
| May 15, 2020          | By 11pm            | Mileage Log Sheet Due                                               | To Wendy Myers at WMyers@wcupa.edu                                      |

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HRSA Behavioral Health Workforce Education and Training Grant Stipend Student Commitment Letter

I, __________________________(student’s name), understand that the purpose of my participation in a field placement with __________________________(site name) from August 26, 2019 (start date) to May 9, 2020 (end date) is to contribute to and improve the availability of integrated health and behavioral health services with vulnerable persons and or medically underserved communities. This opportunity has been provided by federally awarded funding to WCU and obligates the University to track student demographics and post-graduate follow up data. This de-identified data will be reported by WCU to Health Resources and Services Administration (HRSA). By accepting this position and the stipend, as funded by HRSA, Behavioral Health Workforce Education and Training grant and as a stipulation for receiving the stipend, I agree to:

- complete the field placement;
- complete the training requirements including the IPE course (offered in June 2019 (the 10th through 14th) or January 2020 in a one-week intensive format, and the four, 2-hour trainings on integrated care);
- commit to a plan to pursue employment working with medically underserved populations;
- to complete and submit all required information necessary for accurate reporting and project documentation for the Health Resources and Services Administration;
- to respond to requests post-graduation for information necessary for program reporting purposes such as licensure status and career placements; and
- to keep West Chester University staff apprised of my professional development.

If at any point I am no longer able to continue my field placement, I will notify Dr. Bean, Program Director and Ms. Lisa Allen, Director of Field Education for the MSW Program, West Chester Campus and/or Ms. Tangela Harden, Director of Field Education for the MSW Program, Philadelphia Campus or Ms. Triniti Anderson, Director of Field Experience for the MEd, School Counseling Program. I will expect a due reduction in my stipend. I understand that I will need to complete a W-9 form and that West Chester University will be issuing a 1099 Form for the years 2019 and 2020.

__________________________
Student Signature / Date

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HRSA Grant Student Stipend Awardee – Mileage Log Sheet

Student’s Name_________________________ Page ____ of ____

- Mileage to and from your internship and the four trainings ARE REIMBURSIBLE up to 500 miles. (Mileage to the attend the course is not reimbursable.) Please include each leg of the trip as a separate line (one line for going, one line for returning).
- Mileage for your internship is reimbursable ONLY if you are not reimbursed by your internship (you may not “double dip”).
- Please submit Mileage Log Sheet for reimbursement by December 1, 2019 or May 1, 2020 to wrmyers@wcupa.edu. All fields must be complete.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ORIGINATION ADDRESS</th>
<th>DESTINATION ADDRESS</th>
<th>BUSINESS PURPOSE</th>
<th>MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 9/10/18</td>
<td>123 Home St, Anytown, PA 12345</td>
<td>456 Work St., Anyville, PA 12456</td>
<td>Attend IPE Training #1</td>
<td>25</td>
</tr>
</tbody>
</table>

TOTAL MILEAGE (This page only):

TOTAL MILEAGE (Cumulative):
HRSA BHWET Grant Stipend Awardees FAQs

1. **Is the Student Commitment Letter a legally binding contract?**
   
   Yes. The letter has been approved by the West Chester University of Pennsylvania’s legal department and HRSA. A stipulation of the grant is that stipend awardees agree to all requirements and sign the Student Commitment Letter.

2. **Do I have to attend all four of the EPIC Integrated Health Training Series events?**
   
   Yes. **There are no exceptions.** Not attending will put your status as a stipend awardee at risk and you may lose the award.

3. **Do I have to take the SWG 590: Advanced Clinical Practice in Integrated Health – Behavior, Health, Nutrition, and Recovery elective?**
   
   Yes. If you have already taken the class in the past, you do not have to take it again. It does count as one of the three required electives for MSW students. This is an additional required class for MEd School Counseling students.

4. **How do I register for the upcoming winter session of SWG590: Advanced Clinical Practice in Integrated Health class?**
   
   Spots are being held for you. The Administrative Assistant (MSWprogram@wcupa.edu) for the Graduate Social Work Department has your name and email. They will register you when the class is open and notify you when registration is complete.

5. **As an MEd School Counseling student, do I need to be in a Title I school for my second semester placement, as well?**
   
   Yes. You will forfeit your stipend if your second semester placement is not also at a Title I school.

6. **When will I receive disbursements of the stipend?**
   
   If you have met all the requirements to date (e.g. – trainings, field hours, etc.), the first quarter ($2500) of the stipend will be requested for disbursement on or about October 15, 2019. It will be sent as a check to your home address. Disbursements will not be made if you are not up-to-date on your requirements or if you have not completed and submitted your W-9. The actual date of when checks will be mailed depends upon when Accounts Payable has their next run and may vary. See Page 4 of this document for a list of all disbursement dates.

7. **What do I do with the W-9 I received before my first disbursement?**
   
   You should have already received a W-9. If you have not already returned it, please fill it out, send it to Wendy, and copy Dr. Bean. This form is required before the stipend can be disbursed.

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8. My field site is reimbursing me for mileage. May I submit those miles for reimbursement from the grant, too?

No. If your site is reimbursing you for miles (e.g. – to do home visits) you may not submit those same miles to the HRSA BHWET Grant for reimbursement. If you are receiving mileage reimbursement from any other source, you may not submit them to the HRSA Grant. The IRS takes a very dim view of these things!

9. Is there a limit to the amount of mileage I can be reimbursed?

Yes. You will be reimbursed for up to 500 miles of travel. Mileage will be reimbursed at the current allowable rate (2019 rates can be found here: https://www.ifebp.org/news/regulatoryupdates/Pages/2019-irs-mileage-rates.aspx). Mileage can only be reimbursed if the Mileage Log, found on page 6, is completed with date of travel, origination addresses, and destination addresses. Please read the top of the Mileage Log Sheet very carefully. You will be asked to attach a MapQuest or Google Maps directions as proof of mileage. This is an IRS requirement. If you travel by public transportation, you must keep receipts, a SEPTA log (if you have access), and complete the attached log for each leg of each trip.

10. How does this stipend affect my financial aid?

After consultation with the WCU Financial Aid Office in fall 2017, it has been determined that the stipend will not affect your financial aid package. However, you may choose to reduce your student loan requests due to the stipend. For further questions, please contact the Financial Aid Office.

11. How do I account for the stipend on my tax return?

The stipend may affect both your 2019 and 2020 tax returns. WCU and HRSA cannot provide guidance on what is taxed and at what rate, because it differs for each student. PLEASE NOTE: You have not received a “grant”. You have received a “stipend” and you are performing work (an additional class and trainings) for the stipend. You will be receiving a 1099 form for the stipend payments in both 2019 and 2020. We suggest that you consult with whomever prepares your taxes for more information.

12. Do I have to do extra field hours because I am a HRSA Stipend Recipient?

No. You are required to do the same number of hours as all other students in their final year of field – 18 hours/week (average), 252 hours/semester. SOME field sites, including one or two HRSA Partner sites, do require that their interns do more than 18 hours/week, but ALL students interning at these sites are required to do so (not just HRSA stipend recipients), and this is made known to the students who are accepted into those field sites (for example – some hospitals and family clinics).

13. I don’t have a scanner. How can I email required PDFs (mileage log, maps, W-9, etc.)?

You can either use the Tiny Scanner app on your smart phone (it’s free and easy to use!) or take a picture, open it as a photo, and “print” it as a PDF. This will save it to your computer as a PDF file which will be easily emailed.
Contact Information for HRSA BHWET Grant

All questions and concerns should first be directed to Wendy Myers.

Program Director/Principal Investigator
Dr. Nadine Bean, PhD, LCSW
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Co-Principal Investigator (Supplemental Grant)
Dr. Julie Tennille, PhD, MSW, LSW
JTennille@wcupa.edu

Interim Director of Field Education, West Chester Campus
Program Coordinator
Wendy Myers, LSW
WMyers@wcupa.edu

Graduate Social Work Department Administrative Assistant
TBD
MSWprogram@wcupa.edu

LinkedIn Group for HRSA BHWET Student Stipend Awardees
https://www.linkedin.com/groups/12138454