

**Quarterly Narrative Progress Report**  
**ARRA High Growth and Emerging Industries (HGEI) Grants**  
**Health Care**

**Grantees must submit their quarterly progress reports to both their Federal Project Officer and the [green.jobs@dol.gov](mailto:green.jobs@dol.gov) mailbox.**

**General Grant Information**

**SGA Type: SGA/DFA PY-09-01**

**Grantee Name: Montgomery Institute, The**

**Project Name: Building Health Care Ladder Opportunities for Unemployed and Dislocated Workers in East Central Mississippi**

**Grant Number: GJ-20039-10-60-A-28**

**Report Quarter Ending: 6/30/2011**

**Date of Submission: 7/15/2011**

**Program Contact Information: Ken Dupre, Vice President, The Montgomery Institute, P O Box 1889, Meridian, MS 601-483-2661, [tmiken@bellsouth.net](mailto:tmiken@bellsouth.net)**

For brevity, the following references are used in this report: TMI – The Montgomery Institute; DOL – U.S. Dept. of Labor; ETA – DOL Employment Training Administration; ECCC – East Central Community College; EMCC – East Central Community College; MCC – Meridian Community College; JCJC – Jones County Junior College; AHC- Alliance Health Center Acute Care Hospital; EMSH – East Mississippi State Hospital; NCGH – Neshoba County General Hospital; RHS – Rush Health Systems; MDES – Mississippi Department of Employment Security; CNA – Certified Nurse Aide/Assistant; CRC – Career Readiness Certificate

**A. Summary of Grant Activities**

This report encompasses the fifth quarter of the grant, with seven quarters of grant activity remaining. Although our grant training activities did not ramp up to capacity until the last calendar quarter of 2010, our participant training numbers have been very strong. To date, we have served 456 active participants, most of whom were entered into CNA training. During this quarter, our hospital partners began ramping up the skills upgrade training, especially our largest partner, Rush Health Systems. After two small Nurse Residency classes of five students per class, RHS has just begun another Nurse Residency class of 15 students. Also, RHS has begun its CNA II class with 13 participants. This training will provide a regular CNA with additional urinary catheterization, phlebotomy, and EKG training.

For the period reported (March 1, 2011 to June 30, 2011), 126 eligible participants began CNA training classes presented by our college partners. This

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is, once again, another record for the highest number of participants beginning training in a single quarter for this grant. As stated last time and as still is the case, three of our four training partners are having great success populating these classes. East Mississippi Community College (EMCC) has had difficulty populating the class with eligible participants, as many potential participants do not meet the numerous eligibility requirements to enter CNA training. This issue was discussed with during a Technical Assistance visit from our Federal Project Officer (FPO). The FPO suggested we submit a Statement of Work Modification to address this issue. That modification was submitted in early July.

Below are some of the highlights of this quarter:

- **Number of participants in grant-funded training classes continues to remain high.** This quarter, 153 eligible participants began CNA training and/or skills upgrade training at our three provider partners. This number is expected to rise even higher next quarter as our new partner institution, Neshoba County General Hospital (NCGH), has planned skills upgrades in phlebotomy, IV certification training, and CPR training for the Nursing Home staff. NCGH has already hired ten grant-trained CNAs in the Nursing Home since the beginning of the year.
- **The pilot Nurse Residency program at RHS has been expanded.** After two pilot classes of five participants each, the Nurse Residency program expanded to 15 participants in early June. The first class of five nurse residents that graduated last quarter “continue to excel in their permanent positions,” according to RHS. The second class of five nurse residents have completed Phase Two (of three) testing and is scheduled to complete the residency in early August. The third class of 15 participants began their residency June 6 and will begin their nursing unit rotations August 21. The Nurse Residency program is designed for new nursing graduates or RNs with less than six months of experience, and includes extensive cross-training in many different health care areas both in the hospital and at surrounding clinics.
- **RHS began CNA II training with an initial class of 13 participants.** The CNA II training program was designed to provide a basic CNA with skills upgrades so they may provide health services nearly to the level of an LPN. This program includes 36 total hours of instruction as well as supervised mentoring in the application of the new job skills. The skills topics are: Phlebotomy (12 hours), Urinary Catheterization (4 hours), Lattice Machine [wireless coding of patient information for lab work] (4 hours), Environmental Health (8 hours), EKG (1 hour), Leadership (3 hours), and Health Records (4 hours). In addition to the training time, each participant must successfully perform, under supervision, 50 IV sticks, three EKGs, and three urinary catheterizations. RHS reports “very positive feedback from the participants as well as the nursing staff in their full-time unit.”

## **B. Status Update on Leveraged Resources**

As previously reported, the Leveraged Resources and Match Reporting Form requires the sub-recipients to report the amount of leveraged resources expended for the quarter, a brief description of the expenditure, and the source. Sub-recipients must also note if the source is from federal funds. This form must be signed by the sub-recipient's chief financial officer, who certifies the expenditures were grant-related and not reimbursed by the grant.

This quarter, a total of \$101,852.82 was documented as leveraged funds for this grant. \$87,214.40 came from State and Local funding sources and \$10,059.86 came from Federal funding sources. Total Leveraged Funds for the grant to date are \$232,444.22. Of this total, \$191,535.05 are from State and Local sources and \$40,909.17 are from Federal sources.

The Leveraged Funds breakdowns for this quarter are as follows:

- ECCC reported \$5,450.72 in additional navigator salaries came from local college funds and \$8,354.50 for instructor salaries came from state workforce training funds. ECCC's leveraged funds contribution for the grant period to date is \$82,186.03.
- EMCC reported \$3,885.00 in leveraged resources for instructor salaries paid with state workforce training funds and \$510.00 for instructor salaries and travel from local college funds. EMCC's leveraged funds contribution for the grant period to date is \$20,885.00
- MCC reported \$55,381.92 in leveraged resources for instructor salaries, supportive services, and administrative services paid for from state workforce funds and \$6,000 in administrative services paid from local college funds. MCC's leveraged funds contribution for the grant period to date is \$76,253.20.
- NCGH reported \$12,210.82 in leveraged funds for navigator salaries, supplies, and overhead paid for with local funds. NCGH's leveraged funds contribution for the grant period to date is \$12,210.82.
- MDES reported \$10,059.86 in leveraged funds for staff salaries, benefits, supplies, and overhead paid for with federal funds. MDES' leveraged funds contribution for grant period to date is \$40,909.17.
- All other partners have reported zero (0) on their leveraged funds for this quarter.

## **C. Status Update on Strategic Partnership Activities**

TMI maintains an excellent relationship with its partners in this grant and monitors all grant related activities through personal site visits on a quarterly basis.

The Grant Director and the Procurement Specialist have continued to spend a great deal of time with EMSH personnel to help coordinate their participant data tracking and record-keeping. This has been an ongoing issue with this partner, and this significantly slows down the quarterly reporting process. However, EMSH provides a significant amount of grant-related training and is a valuable asset to this grant. The Grant Director will continue to press EMSH to keep their data tracking and record-keeping as current as possible.

The three community college training partners continue to run their programs smoothly and with great success. However, EMCC is still having difficulty populating their classes with eligible participants, as many of their applicants are unable to pass the eligibility requirements set by the grant statement of work. As mentioned earlier, the Statement of Work Modification endorsed by the FPO will greatly increase the number of applicants eligible for grant-related training in EMCC's geographic district.

Finally, TMI has reached out to new partners in Oktibbeha, Lowndes, and Noxubee counties during the development of the upcoming Statement of Work modification. The Grant Director and EMCC representatives met with Noxubee General Hospital, Baptist Memorial Hospital, and Oktibbeha County Hospital to discuss staffing needs and potential partnership opportunities.

#### **D. Timeline for Grant Activities and Deliverables**

As reported last quarter, all tasks listed in the Project Work Plan Start-Up phase are on schedule, with the exception of incumbent worker training. While our health care training partners have begun this training, the numbers are still small. All three current healthcare partners have scheduled incumbent worker training in the next quarter, so that should get us back on track with our timeline.

#### **E. Status of Deliverables**

*Total Participants Beginning CNA Education/Training Activities in Community Colleges:* Total Grant Goal – 570; Grant to Date – 269. Rate of Attainment: 47.2 per cent with 58 per cent of grant remaining. Commentary: CNA training did not fully ramp up until the fourth calendar quarter of 2010. In what was basically six months of training, we are now fully caught up to our scheduled Year 1 goal. At current rates of participation, we are on schedule to exceed our stated goal for this deliverable by over 30 per cent.

*Total Participants Completing CNA Education/Training Activities at Community Colleges (85%):* Total Grant Goal – 485; Grant to Date – 187. Rate of Attainment: 38.6 per cent with 58 per cent of grant remaining. Commentary: This number is tied to number beginning training posted above. The current lagging

completion rate is 63 percent, but this number does not include 46 participants who are scheduled to complete their class and clinical work in the following quarter. By excluding those students still in coursework, our true completion rate is 83.2 per cent. We expect our completion rate to climb above the goal level of 85% next quarter, and we are on schedule to exceed our stated goal number for this deliverable by over 30 per cent.

*Total Participants Beginning CNA Education/Training Activities at Partner Health Care Institutions:* Total Grant Goal – 720; Grant to Date – 159. Rate of Attainment: 22.1 per cent with 58 per cent of grant remaining. Commentary: This goal was set based on all three health care partners providing in-house CNA training. At this time, only one health care partner (EMSH) is providing in-house training. We do not expect this to change over the next quarter. EMSH has informed us of their intention to train up to 300 CNAs per year. If this is achieved, we will meet this goal.

*Total Participants Completing CNA Education/Training Activities at Partner Health Care Institutions (80%):* Total Grant Goal – 576; Grant to Date – 152. Rate of Attainment: 26.4 per cent with 58 per cent of grant remaining. Commentary: This number is also tied to number beginning training posted above. At a 94.7 per cent completion rate, EMSH is well exceeding the target completion rate of 80 per cent. If these numbers continue to track accordingly, we will achieve this completion goal once we have 608 participants beginning training.

*Total Participants Completing Education/Training Activities That Receive a Degree or Certificate (90%):* Total Grant Goal – 945; Grant to Date: 384. Rate of Attainment: 40.6 per cent with 58 per cent of the grant remaining. Commentary: Because our CNA classes are designed to provide participants with multiple stackable credentials, our completers will nearly always receive at least one industry-recognized certificate by the time they complete their training. For the grant to date, 100 per cent of our completers have attained at least one certificate. However, our current pass rate for the CNA exam is at 66%, which is lower than we expected. This examination has both a written test component and a skills assessment. Most of our failing completers passed one of the two components, and our navigators are working with them in to prepare for a re-test of that component. Additionally, the instructors have found some common areas for improvement, especially in the skills assessment portion of the exam. By next quarter, our pass rate should improve considerably.

*Total Participants Completing Education/Training Activities That Are Placed Into Unsubsidized Employment (95%):* Total Grant Goal – 998; Grant to Date: 229; Rate of Attainment: 22.9 per cent with 58 per cent of the grant remaining. Commentary: The numbers for this deliverable have been derived by the Navigators through their direct contact with the participants. As a result, we feel

this number is low as some of the participants who performed job search activities on their own did not respond to the Navigators' inquiries. Next quarter, we will have information available from our one-stop partner to better verify the number of participants who found employment as well as track the other common measures for this grant. This information was incomplete for this report, as a one-quarter lag in data is inherent in the state's tracking system.

*Total Participants Completing Education/Training Activities That Are Placed Into Training-Related Unsubsidized Employment (90%):* Total Grant Goal – 945; Grant to Date: 217; Rate of Attainment: 23 per cent with 58 per cent of the grant remaining. Commentary: See above.

*Total Participants Beginning the Nurse Mentor and Retention Program:* Total Grant Goal – 90; Grant to Date: 25; Rate of Attainment: 27.8 per cent with 58 percent of the grant remaining. Commentary: RHS just completed their first ever class for the pilot Nurse Residency Program. This program involves a great deal of cross-training in different areas of health care in addition to enhanced skills training. The second pilot class of five nurses just began their residency and should complete the program in early August. Class sizes are expected to increase after these initial two classes.

*Total Participants Completing the Nurse Mentor and Retention Program (85%):* Total Grant Goal – 76; Grant to Date – 5; Rate of Attainment: 6.6 per cent. Commentary: The second class of five students will complete the program in July, and a third class of 15 students began the program in June. As previously noted, now that the pilot program has shown its value with two small classes, the size of class has increased to its maximum of 15 nursing students.

## **F. Key Issues and Technical Assistance Needs**

We have just completed a monitoring visit from our FPO, so we have no current need for technical assistance. A key issue from this visit is our grant-related spending is behind schedule. However, this quarter alone we have submitted for nearly \$430,000 in reimbursements, bringing our total grant reimbursement to \$963,377.39. If the Statement of Work modification is approved, we will be able to immediately provide significantly more grant-funded services and bolster our spending.

## **G. Best Practices and Success Stories**

EMCC reported a low passing rate on the applied skills portion of the CNA exam. As recommended by the FPO, EMCC has developed a “remediation lab” for students to practice their applied skills prior to testing and re-testing. Students are now required to attend a minimum two-hour skills lab session before they will be allowed to re-test.

Success Story: Roderick Alexander is a single father of two small girls and has a history of working in low-paying, menial jobs. Last fall, after becoming unemployed again, Roderick was recruited by the WIN One-stop Center to enter the CNA training program and entered ECCC's CNA training program. Unfortunately, Roderick had to withdraw from the program due to family issues out-of-town. Several months later, Roderick contacted his Navigator at ECCC to ask if he could come back and complete the program. He re-entered the program at ECCC, successfully completed his training in late June, and is awaiting his certification test. His Navigator reported that during his clinical training at the NCGH Nursing Home (a new grant partner), "he made a positive impression on the staff and the residents." Roderick will interview with the Nursing Home once he receives his CNA certification.

**H. Additional Information**

None at this time.