

M-SEARCH Program Update

July 1, 2010

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1. Program Background and Purpose:

The Michigan Department of Community Health (MDCH), in partnership with the Michigan Health Council, Michigan Center for Rural Health, Michigan Primary Care Association, and the National Health Service Corps, has developed the Michigan Student/Resident Experiences and Rotations in Community Health (M-SEARCH) Program aimed at developing a pipeline of health professional students committed to providing primary health care to Michigan's underserved populations. The program is funded by a three-year contract awarded by the U.S. Department of Health and Human Services, Health Resources and Services Administration.

The purpose of this program is to enable students to experience clinical rotations on multidisciplinary health care teams in underserved areas and to improve the recruitment and retention of primary care providers in underserved areas. To achieve these objectives, the program will identify existing rotations sites and encourage the development of new sites in underserved areas, provide stipends to students to help them overcome financial barriers to participation, and create stronger linkages between schools and eligible clinical practice sites through the M-SEARCH Online Student/Clinical Rotation Matching System.

2. The M-SEARCH First-Come, First-Served Student Application Period Begins July 1, 2010.

The first student application period begins July 1 and continues through November 30, 2010, or until all program funds are committed. Physician Assistant, Nurse Practitioner and Medical students and residents may apply for rotations beginning no later than September 30, 2011 at primary care practice sites located in Health Professional Shortage Areas (HPSAs). To participate, both a student's school and the practice site at which they plan on doing their rotation must be enrolled in M-SEARCH. Applications will be reviewed on a first-come, first-served basis and students approved for M-SEARCH rotations will be eligible to receive a stipend to help cover the costs of their travel, housing and meals. Students accepted into the program will be required to complete a community project. You will find additional information about program participation on the M-SEARCH Website at: www.michigan.gov/msearch.

3. Now is the Time for Clinical Practice Sites to Benefit by Enrolling:

With implementation of the Affordable Care Act, it's an ideal time for clinical practice sites to position themselves to recruit the primary care providers they'll need to meet the demands of increasing patient volumes. Participating in M-SEARCH will allow you to:

- Review the M-SEARCH Participant Update for schools with the types of students and residents to which you want to offer rotations
- Contact school rotation coordinators listed on the Participant Update to discuss rotations
- Introduce students to your organization and community
- Evaluate how well students might fit into your practice sites in the future
- Maintain contact with students you may want to recruit upon graduation
- Recruit students you have already evaluated, and who have already been educated on loan repayment programs available at HPSA-based practice sites, like yours.

To enroll in M-SEARCH, clinical practices sites located in Health Professional Shortage Areas should follow the instructions found immediately below:

4. Enrolling and Registering for M-SEARCH:

Clinical Sites and Schools enroll in M-SEARCH and Students register for the program by logging onto the Online Student/Rotation Matching System Online System through the M-SEARCH Website and completing their respective “Participant Profiles”. To enroll or register:

- Visit the M-SEARCH Website at: www.michigan.gov/msearch,
- Click on “LOGIN TO M-SEARCH ONLINE SYSTEM”, and then
- Click on the appropriate button marked “LOGIN”, depending on whether you are a Clinical Site, School, or Student.
- Follow directions to complete your “Participant Profile”.

Once enrolled in the program, schools will be able to search for clinical rotation sites and preceptors for their students. Students, once registered and approved by their school coordinators, will be able to search and indicate preferences for clinical sites. Enrolled clinical practice sites will receive the M-SEARCH Participant Update listing contact information for school rotation coordinators at participating schools.

5. Student Program Awareness and Rotation Site Selection:

School rotation coordinators will need to refer students interested in working with underserved populations to the M-SEARCH Website at www.michigan.gov/msearch to learn more about the program. Since the program can only reach students through its website, it must rely on school coordinators to make their students aware of M-SEARCH and its website.

Once students have registered for the program by completing their “Student Profiles” on the M-SEARCH Online System, coordinators will receive a system email asking to approve student access. Once approval is granted, students will have access to search the Online System for rotation sites. Coordinators should then work with students to choose an appropriate HPSA-based clinical rotation site which may be selected from those already listed on the M-SEARCH Online System, or from HPSA-based sites with which the school has an affiliation agreement, but are not yet listed on the system. **Please note that unlisted sites will need to enroll in M-SEARCH for students to be eligible to receive their stipends.**

School and site coordinators are encouraged to contact one another to discuss arrangements for student rotations. **School coordinators must initially contact site coordinators on behalf of their students to limit the volume of student calls received by site coordinators.** School and site coordinators should agree when it is appropriate for direct contact between a student and the site coordinator and/or preceptor. Complaints of unauthorized calls to clinical practice sites will disqualify a student from participating in M-SEARCH.

6. Student Application and Review Process

Once a student, school coordinator and clinical practice site coordinator agree on a rotation:

- The student must submit an application package, consisting of the following documents available on the Online system or the M-SEARCH Website by:
 - Completing the Student Profile available only on the Online System
 - Completing and emailing, faxing or mailing three documents found on the M-SEARCH Website:
 - Student/Resident Rotation Entrance Form
 - Pre-Rotation Questionnaire Form
 - W-9 Form
- The school coordinator starts the application review process by emailing the program at msearch@michigan.gov . The email must:
 - Identify the school coordinator, student and practice site, and provide contact information for each party
 - Provide clear notification that all three parties are in agreement regarding the rotation
 - Specify the rotation start and end dates
 - Specify that the student application including the Student Profile, Rotation Entrance Form, Pre-Rotation Questionnaire and W-9 Form have been submitted to the program.

Upon receipt of the school coordinator's email, M-SEARCH staff will:

- Locate and review the submitted application documents
- Ensure that the school and clinical practice site are enrolled in the program, and
- Respond to all three parties, either approving the rotation or describing requirements that will need to be met to obtain approval.

Please Note: Michigan PA, NP and Medical Schools have already been enrolled in M-SEARCH and school coordinators will receive their passwords for the M-SEARCH Online System by email. School coordinators should, however, check their school profiles for completeness and accuracy and update them appropriately.

7. M-SEARCH Participant Update:

The M-SEARCH Participant Update will be emailed to all enrolled school and clinical practice site coordinators as needed to provide relevant program information. A primary purpose of the Participant Update is to make school and clinical practice site coordinators aware of one another's participation in the program, provide contact information, and encourage them to contact one another to discuss student rotations. Participant Updates will highlight new schools and clinical sites recently enrolled in the program.

If you have questions about how to enroll in M-SEARCH, or about any other aspect of the program, please call:

**Ken Miller at 517 241-9946,
or
Andrew Hammontree at 517 241-2659**