



Participant Update

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Purpose of M-SEARCH Participant Update

The M-SEARCH Participant Update is emailed to all enrolled school and clinical practice site coordinators as needed to provide relevant program information. M-SEARCH staff and management recognize that active participation by school and clinical site coordinators is critical to the program's success in introducing students to underserved populations. Toward that end, the 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 direction on how to find contact information, and encourage them to contact one another to discuss student rotations. In this update you will find information on how to access M-SEARCH coordinator contact information for all schools and clinical practice sites currently enrolled in the program. M-SEARCH urges you to use this information to begin new relationships or strengthen existing relationships that will create new primary care rotations for students in underserved areas. **Please also review the contact information in the online system for your own school or clinical practice site and make any needed corrections, additions and deletions.**

Please retain this Participant Update for future reference.

Program Updates

Student, School and Clinical Site Update:

Twenty (20) students began an M-SEARCH rotation in Year 2, Quarter 4. A total of 70 students have completed M-SEARCH rotations during Year 1 and Year 2. Thirteen (13) schools are enrolled in M-SEARCH, and a total of 29 programs from the 13 schools are enrolled. Eighty-seven (87) total clinical sites were enrolled by the conclusion of Y2Q4, three of which were approved during the quarter.

Student forms have been integrated into online system:

As of July 2011, all questions from the Pre- and Post-Rotation Questionnaires have been integrated into the online system (ACE-MAPP). Paper forms containing these questions are no longer available. Additionally, all community project samples are submitted through ACE-MAPP. With the change in these processes, the information is now contained within one centralized location which allows for more efficient searches of student and rotation information, and reduces the number of items that need to be faxed by students to the M-SEARCH Support Team.

ACE-MAPP website (www.acemapp.org) has new design:

In August, a new ACE-MAPP landing page was launched. The landing page is the first screen that the user is presented with upon arriving at the ACE-MAPP website. This new page includes a brief background of M-SEARCH, information about the partner organizations involved in the implementation of M-SEARCH, resources for users, and customer support documents.

Utilization of e-mail for communication:

Please ensure that all e-mail addresses recorded in ACE-MAPP are accurate and current. E-mail communication is utilized by the M-SEARCH Support Team in order to relay information to clinical site coordinators, school coordinators, and students. Examples of reasons you may receive an e-mail from M-SEARCH include requests or confirmations regarding rotation approval details, reminders to complete profiles, and alerts regarding new clinical sites that enroll.

Webinars

The M-SEARCH Support Team is offering regularly scheduled webinars. The M-SEARCH Process will be a recurring topic in the webinar series. Upcoming webinar dates will be included in future emails.

M-SEARCH Facebook Page

Please 'like' M-SEARCH by visiting www.facebook.com/michigansearch.

[Click here to find a job opportunity for your students through the National Health Service Corps \(NHSC\)!](#)

New M-SEARCH Process: A Detailed Explanation

M-SEARCH has fully implemented the 'new' M-SEARCH Process which relies more on the online system and less on paper forms. This process was initially rolled out to a few select school coordinators, and is now being used by all school and clinical site coordinators. The first step in the process is for all users to register for profiles at acemapp.org (note: schools must contact the M-SEARCH Support Team in order for their school to be set up with a profile). The M-SEARCH Support Team will approve/deny clinical sites and users. School coordinators will approve/deny students from their school, who create a profile. **All users must have a completed profile in order to participate in the program.**

Students may use ACE-MAPP to search for clinical sites by any number of criteria—including location, setting, and staff size. Students save their preferences, and school coordinators review these preferences. After reviewing the preferences, the school coordinator submits a placement request on the student's behalf to a clinical site coordinator (the request may either be sent based on the student's preferences, or to a different site altogether).

Once the request is placed, the clinical site coordinator receives a notification that a request has been made. The clinical site coordinator then goes to acemapp.org in order to review their pending placement requests. After reviewing each request, the clinical site coordinator approves or denies the request, or requests more information from the school coordinator. If the request is denied, the student and school coordinator get an email indicating the status. In the case that more information is needed, the school coordinator receives an email requesting additional information. If the rotation is approved, the rotation request's status moves from "Pending" to "Site Approved." Once it is "Site Approved," the school coordinator will be asked to give final approval, and set the rotation to "School Approved."

The student receives an email once the rotation request is set to "School Approved" with the W-9 form attached requesting the student to fill the form out, sign and return to the M-SEARCH Support Team. The email directs the student to review their profile information to check for accuracy and completeness. Once the M-SEARCH Support Team receives the student's information, the rotation is set to "Admin Approved" and the student receives the first half of the stipend payment, if eligible. One week before the end of the rotation, the student will be able to access the post-rotation questionnaire, where they will complete all of the questions contained in the survey, and submit the following: a 1-2 page essay outlining their community project, and any supplemental materials used in the implementation of the project. Once these materials are submitted and the rotation end date has passed, the rotation will be set to "Completed" by the M-SEARCH Support Team and student receives their final stipend payment, if eligible.

M-SEARCH Support Team Contact Information:

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