

# Temple University Center for Social Policy



## RECRUITMENT

1. High demand health care occupations: Medical Records/Health IT, Network systems & Data Communications, Customer Service Reps, Medical Secretaries/Clerks.
2. Recruitment approaches: Partner Referrals, Outreach/presentations to Faith Based, Community and Provider Networks, Online Recruitment, Meetings with Community College Admissions offices, Presentations to new students in college classes, outreach to Employers, Medical practitioners, Philadelphia Workforce Infrastructure.
3. Recruitment Goal: Recruit 440 to enroll 105 in all 5 tiers.

## ASSESSMENT, ACADEMIC ADVISING, AND ACADEMIC SUPPORT

1. Tests used: TABE, informal assessments, barrier assessment, NR-CAHA exam, NR-CCS exam, DPRC exam, GED, pre-admission essay, Accuplacer/Compass, OWRA, PROVE IT, Focus 2, ICDL Modules, PA Criminal Background Clearance, pre and post-tests, short and long range planning.
2. Learning supports available: Career Coaching, academic advising, tutoring, counseling, study groups, individual tutoring, computer labs with support, workshops, internships and job shadowing; workshops on personal effectiveness and academic support also available to all students.
3. Enrollment goal: 85 unduplicated students per year, 15 enrolled in career pathways for a total of 100/year.

## EDUCATION AND TRAINING

1. Pretraining courses: Tier 1: Medical Office & Electronic Health Records; 7 day orientation; ICD=L/her, 6 wks; NR-CAHA, 6 wks; NR-CCS, 6 wks; NR-CAHA; NR-CCS; ICDL, EHRC; completion 80%.
2. Programs offered:
  - A. Tier 2: AHIMA Certification; 8 mos FT; 2 yrs PT, CCA, CCS-P, CCS; completion 70%.
  - B. Tier 3: AA in Health Info. Prof.; 1-4 semesters, AA, completion 50%.
  - C. Tier 4: Health Information Mgmt.; 2 yrs, BS, completion 50%.
  - D. Tier 5: Health Infomatics; 2 yrs, MS, completion 50%.
3. Program completion: 80 completers/year.

## SUPPORT SERVICES

1. Transportation: HIP, EARN, DPW.
2. Tuition assistance: HIP/PELL grants.
3. Child care: TANF or HIP.
4. Training materials: HIP.
5. Access to Temple resources (e.g. computers): HIP.
6. Access to 1199C resources (e.g. computer labs): 1199C.
7. Books: HIP.
8. Scrubs: HIP.
9. Clothing: Career Wardrobe, Work N Style.
10. Medical exams: HIP.
11. Personal effectiveness: HIP.
12. Academic support: HIP.
13. Criminal/child abuse clearances: HIP.

## EMPLOYMENT AND EMPLOYER RELATIONS

1. Employer engagement strategies: Outreach to industry sector employers via mail, email, LinkedIn, job fairs and site visits. Host 2 career fairs per year, hold bi-monthly employer spotlights and quarterly Employer Strategies meetings, provide students with internship opportunities, provide students employment opportunities.
2. Employment goal: 53 students per year across all tiers.