

**HCF Program Training for Individual HCPs
September 23, 2013 in Washington, D.C.**

AGENDA

TIME	TOPIC	DESCRIPTION
8:30 AM – 9:15 AM	HCF Program Overview	HCF Program design and goals, who can apply, application process timeline, and general guidelines
9:15 AM – 10:15 AM	Application Process	How individual HCPs can apply for HCF Program support
10:15 AM – 10:30 AM	Break	
10:30 AM – 11:15 AM	Application Process	How individual HCPs can apply for HCF Program support (cont'd)
11:15 AM – 12:00 PM	My Portal Overview	Discussion about the RHC Program's new application management system (all forms must be submitted online through My Portal)
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:30 PM	Forms Walkthrough	Step-by-step explanation on how to complete HCF Program forms online
2:30 PM – 2:45 PM	Break	
2:45 PM – 4:00 PM	Forms Walkthrough	Step-by-step explanation on how to complete HCF Program forms online
4:00 PM – 4:30 PM	HCF Program Options	Information about applying as an individual HCP, joining a consortium, and forming a consortium
4:30 PM – 5:30 PM	Closing	Wrap up and final Q&A