



POLICY ISSUANCE 2023-06

Career Pathways for Healthcare Workers Program | May 15, 2023

TO: Division of Workforce Development and Adult Learning (DWDAL) staff and Program Applicants and/or Grantees

FROM: DWDAL
Maryland Department of Labor (MD Labor)

SUBJECT: Career Pathways for Healthcare Workers Program

PURPOSE: To provide policy guidance on the Career Pathways for Healthcare Workers Program.

ACTION: Local Area Directors, American Job Center (AJC) Reemployment Program Directors, and Central Office Managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the [MD Labor website](#).

EXPIRATION: Until cancelled or replaced.

QUESTIONS:

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GENERAL INFORMATION

CAREER PATHWAYS FOR HEALTHCARE WORKERS PROGRAM

In 2022, the Maryland General Assembly enacted Senate Bill 518 - Career Pathways for Healthcare Workers Program,¹ which established the Career Pathways for Healthcare Workers Program within the Maryland Department of Labor (MD Labor). The purpose of the program is to provide matching grants to eligible employers that pay for training programs attended by health care workers, resulting in increased opportunities for health care workers to receive training across the State. MD Labor's Division of Workforce Development and Adult Learning (DWDAL) administers the program.

The statute allocates at least \$1,000,000 annually for MD Labor to disburse as matching grants for the Program. MD Labor may award grants for a maximum of \$50,000.

Eligible Entities

For the purposes of the Career Pathways for Healthcare Workers Program, the statute defines an eligible employer as a hospital or related institution.² Related institutions are considered organized institutions, environments, or homes that:

1. Maintain conditions or facilities and equipment to provide domiciliary, personal, or nursing care for two or more unrelated individuals who are dependent on the administrator, operator, or proprietor for nursing care or the subsistence of daily living in a safe, sanitary, and healthful environment; and,
2. Admit or retain the individuals for overnight care.

The statute defines a training program as a training provided for healthcare workers that supports their career in the health care industry by a Maryland-based Historically Black College or University (HBCU) or Community College.

Lastly, MD Labor defines a health care worker as:

1. A worker licensed or certified under Title 8 of the Health Occupations Article,³ as amended from time to time, including:
 - a. Advanced Practice Registered Nurses;
 - b. Certified Dialysis Technicians;
 - c. Certified Nurse Midwife;
 - d. Certified Nurse Practitioner;
 - e. Certified Nursing Assistants;
 - f. Certified Medication Technicians;
 - g. Certified Registered Nurse Anesthetist;
 - h. Clinical Nurse Specialist;
 - i. Forensic Nurse Examiner;

¹ MD Code Labor and Employment §§ 11-1501 - 11-1507. Full text of the statute can be found on the Maryland General Assembly's website: <https://mgaleg.maryland.gov/mgawebsite/Legislation/Details/sb0518/?ys=2022rs>

² Hospital and related institutions are defined at MD Code Health General Art. §19-301. Full text of the statute can be found on the Maryland General Assembly's website:

<https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=ghg§ion=19-301&enactments=false>

³ MD Code Health Occupations Title 8. The full title can be found on the Maryland General Assembly's website:

<https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=gho§ion=8-101&enactments=false>

- j. Geriatric Nursing Assistants;
 - k. Licensed Certified Midwives;
 - l. Licensed Direct Entry Midwives;
 - m. Licensed Electrologists;
 - n. Licensed Practical Nurses;
 - o. Registered Nurses; and,
 - p. Worker's Compensation Case Managers; or,
2. Any other individual employed by an eligible employer who provides personal care, assistance, behavioral health, or treatment services directly to patients or residents in the course of the worker's regular duties.

PROGRAM PARAMETERS

The Career Pathways for Healthcare Workers Program provides funds for employers to pay for needed trainings to help upskill and increase the skillsets of the healthcare workforce.

Employers awarded funds through this program must:

1. Provide a wage increase that is commensurate with current labor market trends for the jurisdiction in which the healthcare worker is employed within 90 days of training completion;
2. Provide information relating to the wage increase to all healthcare workers that may benefit from participation in the training program;
3. Pay for training programs that are no more than 12 months in length.
4. Provide a 100% cash match to the State grant funds; and,
5. Use grant funds to supplement, not supplant, current operational expenses.

In addition to the above requirements, MD Labor encourages employers to pay for training programs that provide supportive services to ensure all participants can successfully complete the program.

The Career Pathways for Healthcare Workers Program is an annual, competitive funding opportunity. If there are more eligible applicants than funding allows, MD Labor must award pro-rata allotments, as applicable. The grant period of performance is 12 months.

Employers that utilize a training and upgrading fund, as collectively bargained with a union or employee organization, must pass all grant money through the fund.

APPLICATION PROCESSES

APPLICATION SUBMISSION

To be considered for grant funds, applications must include:

1. Sufficient detail about the proposed training program, including Labor Market Information that supports the industry need for the specific training;
2. A list of training programs that healthcare workers have requested to attend during the immediately following calendar year;
3. Information on previous training programs that have been offered during the preceding calendar year, including information on training program costs;
4. Information on previous training programs that the applicant has paid for healthcare workers to attend during the preceding calendar year, including information on training program costs;
5. A plan for identifying program participants, especially when they are existing employees;
6. An assurance that the program shall be provided at no cost to participants; and,
7. Details that satisfy the grant's 100% match component.

Applicants must submit completed applications electronically to Brittney Hansen at brittney.hansen@maryland.gov no later than the due date listed in the annual Career Pathways for Healthcare Workers Program Competitive Grant Proposal, which can be found on MD Labor's website: <https://labor.maryland.gov/employment/careerpathways/cphealthcareworkers.shtml>.

APPLICATION REVIEW

Dedicated review teams will review submitted applications in a timely manner. MD Labor will ensure review teams are comprised of staff with subject matter expertise in the areas of workforce development and healthcare.

To ensure compliance with the Public Ethics law, MD Code Ann. Gen'l Provisions, Title 5, all staff who participate in discretionary grant reviews are required to complete the DWDAL Reviewer Confidentiality and Conflict of Interest Form. Should a conflict of interest exist, staff must recuse themselves from application review and if staff becomes aware that a conflict may exist during the process, that person must immediately notify the DWDAL Assistant Secretary.

APPLICATION APPROVAL/DENIAL

MD Labor must inform applicants via email of approvals or denials at the conclusion of the internal review process.

If approved, the MD Labor Office of the Assistant Secretary must provide the applicant with a Grant Award Notification to be signed by the applicant.

Approved applicants must be prepared to enter into contract negotiations and begin implementing programmatic work. In addition, Grantees must submit completed award agreements to MD Labor for review within 14 calendar days of notification by email to brittney.hansen@maryland.gov.

After an award agreement has been formally executed, MD Labor must provide funds to the approved program on a cost reimbursement basis. The Grantee must invoice MD Labor via the monthly fiscal report and invoice.⁴

⁴ See page 7 for more detailed information on reporting.

MONITORING AND RECORD RETENTION

REPORTING

DWDAL Reporting Requirements

DWDAL must submit an annual report on December 1st of each year to the Maryland General Assembly Senate Finance Committee and the House Health and Government Operations Committee on the status of the Career Pathways for Healthcare Workers program. At minimum, this report must include:

1. The amount of funds disbursed to grantees;
2. The number of healthcare workers who attended training programs paid for by grant funds; and,
3. A list of the HBCUs or Community College that provided trainings.

Grantee Reporting Requirements

Grantees of the Career Pathways for Healthcare Workers Program must submit monthly program reports on the progress of the grant.⁵ Program Reports should be submitted no later than the 10th of every month to Brittney Hansen at brittney.hansen@maryland.gov. An example of the report can be found in *Attachment A – Sample Monthly Program Report*.

In addition to the Monthly Program Report, Grantees must submit a Monthly Fiscal Report documenting monthly expenses. In order to receive reimbursement payments, Grantees must also submit an invoice in conjunction with the fiscal report. Monthly Fiscal Reports and Invoices should be submitted no later than the 10th of every month to Brittney Hansen at brittney.hansen@maryland.gov and Dorothee Schlotterbeck at dorothee.schlotterbeck@maryland.gov. Examples of these reports can be found in *Attachment B – Sample Monthly Fiscal Report and Invoice*.

Lastly, Grantees must submit a final report at the conclusion of the project period. Final reports must be submitted no later than 90 days after the close of the grant.

MONITORING

MD Labor, as it deems necessary, will monitor Grantees, both fiscally and programmatically, on the terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve the grantee of any liability for failure to comply with the terms of the grant award.

RECORD RETENTION

Maryland requires participating programs to retain grant fiscal records for at least three years. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until three years after all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

⁵ As per MD Code, Labor and Employment, [§ 11-1505\(f\)](#), if the Grantee is utilizing a training and upgrading fund for the project, the fund must submit monthly program and fiscal reports to DWDAL on behalf of the Grantee.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning privacy and data security.⁶ PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

⁶ DWDAL's Policy Issuance on privacy and data security can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor’s policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Entities working with participants in need of accommodations are responsible for securing the necessary support. Entities may refer to MD Labor’s Nondiscrimination Plan⁷ and Language Access Plan⁸ for more information on accommodations and services.

⁷ MD Labor’s Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

⁸ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- MD Code [Labor and Employment Article §§ 11-1501 et seq](#);
- MD Code [Health General Art. §19-301](#) and,
- MD Code, [Health Occupations Article §8–101 et seq.](#)

OTHER RESOURCES

- [DWDAL Policy Issuance Page](#);
- [Language Access Plan](#);
- [MD Labor’s Non-Discrimination Plan.](#)

ATTACHMENTS

- Attachment A – Sample Monthly Program Report
- Attachment B – Sample Monthly Fiscal Report and Invoice



Career Pathways for Healthcare Worker Program

Monthly Program Report Form

Grantees of the Career Pathways for Healthcare Workers Program must submit monthly program reports to the Maryland Department of Labor. Please complete all fields of this document and submit it with all other required documents no later than **5:00 PM on the 10th day following the end of the month**. Failure to submit timely and accurate Monthly Reports can result in delayed reimbursements and potential disqualification from future grant funding.

Prior to submission, review the items listed below for the full Career Pathways for Healthcare Workers Program monthly reporting requirements.

Monthly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<ul style="list-style-type: none"> • Monthly Program Report Form 	<ul style="list-style-type: none"> • Photos, Videos, and Program Collateral
<ul style="list-style-type: none"> • Monthly Fiscal Report and Invoice (.xlsx) 	

Submission Instructions

Completed reports should be submitted via email to:

Brittney Hansen at brittney.hansen@maryland.gov; and,
Dorothee Schlotterbeck at dorothee.schlotterbeck@maryland.gov.

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.


SECTION 1: GRANT INFORMATION

1	Organization Name		
2	Point of Contact Name		
3	Point of Contact Title		
4	Point of Contact Email Address		
5	Point of contact Phone Number		
6	Organization Street Address		
7	Month	8	Fiscal Year

SECTION 2: GRANT NARRATIVES

9	Briefly describe the program and the activities performed during the month.
10	Provide a description of the following items for the program this month: (a) Current roles of participants enrolled in training; (b) What trainings were offered and by what institution; (c) Lessons learned; and (d) Additional activities performed by the grantee, if applicable.
11	Describe progress on completing the grant timeline, including any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project attempted to resolve them. Please include any areas that may require specific technical assistance from Labor staff.



Career Pathways for Healthcare Worker Program

Monthly Program Report Form

12	<p>Describe in detail any participant-level accomplishments or success stories from the month.</p> <p><i>Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report. If submitting photos/videos, please also include a photo release waiver from the participant.</i></p>
13	<p>Describe the next steps or key areas of emphasis planned for the project in the next month.</p>

Instructions for Reporting Program Activity

Grantees must complete Section 3 of this report with programmatic data for both the monthly reporting period and the cumulative year to date.

SECTION 3: PROGRAM ACTIVITY			
15	Complete the chart below to identify the program's targeted key performance outcomes.	This Month	Year to Date
A	Number of participants enrolled in training		
B	Number of healthcare workers that received information regarding training programs		
C	Number of participants that graduated/completed training		
D	Number of participants the received an Industry Recognized Credential		
E	Number of participants that received a wage increase		

Completed reports should be submitted via email to:

Brittney Hansen at brittney.hansen@maryland.gov; and,
Dorothee Schlotterbeck at dorothee.schlotterbeck@maryland.gov.

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

CAREER PATHWAYS FOR HEALTHCARE WORKERS PROGRAM
MONTHLY FINANCIAL REPORT and INVOICE

This form must be completed by the fifth (5th) day of the month following the end of the reporting period by the Grantee. Form should be submitted to INSERT EMAIL HERE

GRANTEE NAME:	
GRANT NUMBER:	
MONTH ENDING:	
DATE:	

SECTION A. FINANCIAL REPORT – please complete the blue shaded sections

SUMMARY OF EXPENDITURES

EXPENDITURES	Approved Budget	Prior Month Expenditures (cumulative amount)	Monthly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel				-	-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Monthly Invoice Amount	-	-	-	-	-

Unliquidated Obligations	n/a		n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a		n/a	-	n/a

MATCH FUNDS AND EXPENDITURES				-	-
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SUMMARY OF RECEIPTS

Total Cash Received	n/a		n/a		n/a
Total Cash Disbursements	n/a		n/a		n/a

CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

Authorized Signature and Date:

Print Name and Title:

SECTION B. MONTHLY INVOICE

PLEASE ADD COMPANY LETTERHEAD

DATE:	
GRANTEE:	
MONTH ENDING:	

INVOICE

Remit Payment To:

Company Name:		Award #	
Address:		Award Amount:	
Address:		Invoice No.:	
		Invoice Date:	

Bill To:

Maryland Department of Labor
DWDAL Fiscal Administration
1100 N Eutaw Street, Room 209
Attn: Dorothee Schlotterbeck/Linda Madison
Baltimore, Maryland 21201

Description

Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		Date:	
Printed Name:			