

Bridging the Gaps

Community Health Activity Card (CHAC) Instructions

The Community Health Activity Card (CHAC) gathers information about your experiences as a BTG intern. The data from the card helps us to measure whether the program is achieving its goals.

The CHAC must be completed on a weekly basis.

Several of the questions have an “Other” alternative, so that if the options offered by the question do not include what you feel to be the most appropriate response, you can write something in. HOWEVER, please make every effort to find a suitable alternative among the options under a given question before using the “Other” alternative.

CHAC Questions

1. Date

The date on which you are completing the card (should be each Friday).

2. Student ID

Your Student ID information has to be recorded accurately and with the same digits each week. Your Program Director will assign you a BTG Student ID. **DO NOT use a social security number.**

The first three digits of the student ID are your school (or region) code. See below for your school (or region) code:

School/Region	Code
Bryn Mawr	713
Drexel	999
Drexel - Reading	910
LECOM	222
DeSales	121
PCOM	888
Temple	666
Temple - St. Luke's	610
TJU	777
U Penn	555
U Pittsburgh	333
Rutgers - Newark	442
Rutgers – Piscataway/New Brunswick (RWJM)	441
Rutgers –Camden (formerly included UMDNJ)	444
Cooper Medical School of Rowan University	450
USP	812
University of Scranton	123
Moravian College	124
Marywood University	125
USUHS	100
LECOM - Seton Hill	210

The last four boxes of the Student ID grid should be completed with the 4-digit code your coordinator assigned to you at the outset of your internship. The middle two digits should always be "00."

Example (Drexel student): 999-00-2405

If you have any questions about how to complete the Student ID grid, ask your coordinator.

3. Signature Name

By checking the box and typing your name, you are affirming that the information provided is an accurate estimation of your work with the community partner.

4. School

Select your home institution from the list.

5. Number of Days Spent Doing Community-Related Activities

For the period covered by this card, please select the number of days spent doing community-related activities. This is an estimate of time spent working for the community partner.

- Your first card will be completed on your first **Friday** of the program
 - If you have worked all days since the previous Monday, that would be 4 days
 - Please only count the number of days worked at or for your site (**Wednesday didactic sessions should NOT be counted**)
 - Each week you will complete a CHAC, and you should only count the days worked at or for your site since the last time you completed a CHAC

6. Site(s) of Activities

Choose the description that seems most appropriate to describe the site(s) you are supporting with remote work. Check all that apply.

7. Activities

Tell us about your activities Please be as complete as possible about what you did during the period covered by the card. Select all that apply for the given period.

8. Major Social/ Health Factors

Tell us about the major social or health factors you addressed or encountered during the period covered by the CHAC. While your project may have a unifying theme of some kind, for example, Women's Health, you almost certainly will encounter other issues within this general topic, such as Cardiovascular Health, Child Care, Diet and Nutrition, Oral Health, Poverty, Violence, or Personal Hygiene. We want to know about all of the issues you encounter in a given period, so please select all that apply for the given period.

9. Groups

This question asks if you spent time only with individual clients, or only with groups, or a mixture of individuals and groups, or did not have any encounters with either. Please mark all that apply for the period in question.

10. Gender of Clients or Groups

Please tell us the gender of clients served by your community partner(s). Select all that apply for the given period.

11. Age of Clients or Groups

Please tell us the age groups of clients served by your community partner(s). Select all that apply for the given period.

12. Predominant Race/Ethnicity of Clients or Groups

Please tell us the race/ethnicity of clients served by your community partner(s). Select all that apply for the given period.

13. Immigrant Population

Please tell us if your work involved an immigrant population during the period covered by the card.

14. Language of Clients or Groups

Please select only one response regarding whether English was the dominant language of the clients or groups you worked with during the period covered by the card. If English was not the dominant language, please record the dominant client language in the blank space provided.

15. BTG Team Activity

This question asks whether, for the most part, you worked by yourself, with one or more other BTG interns, or other health professionals that are non-BTG interns during the period covered by the card. If in the period covered by the card, you worked one day by yourself but two days with other BTG interns or other health professionals, or if your time was equally divided between your work alone and work with other BTG interns or other health professionals, you would darken the bubble for "I worked in a team with one or more other BTG interns" or "I worked in a team of other health professionals (Non-BTG)."

If you worked alone majority or all of the time for the entire period covered by the card, select the "I worked alone" box and do NOT answer Questions 16 or 17.

16. Non-BTG Interdisciplinary Activity

This question asks whether any non-BTG employees you worked with were the same discipline as you or a different discipline. For example, if you are a nursing student and you worked ONLY with nurses/nursing students during the period covered by the card, please select "My team was all of the same discipline." If you worked with employees of any other discipline, please choose "My team was composed of different disciplines."

If you responded in Question 15 that you worked alone for the period covered by the card, Question 16 would be irrelevant to you and you should leave it blank.

17. BTG Interdisciplinary Activity

This question asks whether the BTG interns you worked with were the same discipline as you or a different discipline. For example, if you are a nursing student and you worked ONLY with other BTG nursing students during the period covered by the card, please select "My team was all of the same discipline." If you worked with BTG interns of any other discipline, please choose "My team was composed of different disciplines."

If you responded in Question 15 that you worked alone for the period covered by the card, Question 17 would be irrelevant to you and you should leave it blank.

Check your email each Friday for the automated CHAC link (sent from Bridget McCormick via RedCap).