

To: Ohio HOSA Local Advisors

From: Jim Scott, State Advisor

Date: March 16, 2020. 6:41 AM

Re: State Leadership Conference Plan of Action

I begin with an apology for the length of this letter. However, it contains many details and answers to questions that are important for you and your students.

In light of the Coronavirus COVID-19 outbreak and the Governor's rulings, we are glad to be able to offer all students registered for the conference an opportunity to compete via a virtual conference. As this is a new experience for all of us we appreciate your understanding and support. This alternative will provide us an opportunity for students and chapters to compete, earn recognition, and possibly qualify your students for the ILC this June.

This situation is fluid. The below plan is the plan unless something we cannot foresee occurs. So let's hope that this plan ends up being the plan we are able to implement!

Section A: Virtual Online Conference

We will host online testing for all competitive events that have a testing component as part of the guidelines. Even though the ideal is for the testing to serve as Round 1 to advance to Round 2 in several events; in this situation we are experiencing, Round 1 will be used as the final result.

Testing Dates: April 20, 21, 22, 23, 2020. Each chapter will identify the date that works best for their school. Email me the name, email address, and the date your competitors will be taking the test(s).

Testing Times: Any of the above dates between the hours of 7 AM – 4 PM.

Expectations: Competitors taking the same test must sit for the test at the same time to maintain the integrity of the competition.

Proctors: Please email me the name and email address of your proctor along with the date (April 20-23) you wish to have your competitors take their test(s). I will enter the information into the system and then they will receive an email from National HOSA providing them with a username and password for their use to access tests along with the competitors' username and password and any additional instructions. If for any reason a proctor is having a challenge the day of the testing, they can call me at 614-638-5501 or Wendy Nichols at 740-815-0224.

Advisors: You are not permitted to serve as a proctor and are not to be in the testing room while the students are testing.

Length of time for proctoring: The length of time a proctor will be committed to will vary based upon the competition areas. The majority of competitive events allocate 60 or 90 minutes for the test. The test will shut down when the time is reached if not completed prior. FYI. There is a timer on the screen that allows the student to see the amount of time remaining.

The 35 competitive events that we have competitors in can be tested through HOSA's Online Testing System and used for winner selection are:

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|--|-------------------------------|
| • Behavioral Health | • Life Threatening Situations |
| • Biomedical Debate | • Math for Health Careers |
| • Biomedical Lab Science | • Medical Assisting |
| • CERT Skills | • Medical Law and Ethics |
| • Clinical Nursing | • Medical Math |
| • CPR/First Aid | • Medical Reading |
| • Creative Problem Solving | • Medical Spelling |
| • Cultural Diversity and Disparities in Healthcare | • Medical Terminology |
| • Dental Science | • Nursing Assisting |
| • Dental Terminology | • Nutrition |
| • EMT | • Parliamentary Procedure |
| • Epidemiology | • Pathophysiology |
| • Forensic Science | • Pharmacology |
| • Healthcare Issues Exam | • Pharmacy Science |
| • Healthy Lifestyle | • Physical Therapy |
| • Home Health Aide | • Sports Medicine |
| • HOSA Bowl | • Veterinary Science |
| • Human Growth and Development | |

Section B: Competitive events without testing. I need to add an additional category for each of the following Tallo events so that competitors can upload the below additional items. Note: The additional category will be titled using the same wording as below. Uploading of the new information can begin as soon as Friday, March 20, 2020 and must be completed by 4 PM April 17, 2020.

Tallo Events. Events that will be judged on Tallo.

1. Clinical Specialty – Skills Video U Portfolio ***
2. Community Awareness – Portfolio ***
3. Medical Innovation– Video Link summarizing the project
4. Health Career Photography – Photos, Narrative Descriptions, Permission Forms ***
5. Health Education – Portfolio ***
6. Healthy Lifestyle – Portfolio ***
7. Interviewing Skills and Job Seeking Skills – Cover letter, Resume and Application
8. MRC Partnership – Portfolio ***
9. Public Service Announcement – Review PSA Video ***
10. Researched Persuasive Writing and Speaking – Written Paper***
11. Public Health – Verification Form & Reference page already required ***

*** Asterisk events above = Competitors/teams should record the presentation/speech they had planned to give in person for the judges. Submit the video presentations to Tallo to be judged in addition to the portfolio, PSA, etc. just like a regular in-person event! Competitions that have a Round 1

and a Round 2 presentation portion may be combined into one presentation or the team can create 2 sections to their video submission.

Technology.

1. Job Seeking and Interviewing Skills
 - a. Cover letter & resume already required on Tallo.
 - b. We will release the interview questions to advisors of the competitors.
 - c. The competitors are to make a video answering the questions within the given time limit of each event.
 - d. Submit videos via Tallo.
2. Prepared Speaking / Speaking Skills
 - a. Upload recorded speech electronically for judging.

Documentation.

1. Extemporaneous Health Poster
 - Photos taken of finished poster uploaded to Tallo.
 - When the poster topic is sent out to the competitors they have 3-1/2 hours of the topic and submitted/judged on Tallo.
2. Extemporaneous Writing
 - Essay submitted after secret topic is released to competitors. A word document must be submitted on Tallo (email?) within 2 hours of the release time.
3. Health Career Display
 - Reference page is already required on Tallo.
 - Submit a picture of the display and upload link to a video of the team's presentation.
4. Exploring Medical Innovation
 - Submit a picture of exhibit and upload link to a video of the team's presentation.
5. HOSA Happenings
 - Materials have been submitted to Tallo.
6. Ohio Gold Emblem Schools Award
 - The five advisors of chapters that registered for this competition will be contacted via email as to the next steps in potentially receive recognition.
7. Personal Care – Does not have a test, but is comparable to Nursing Assisting. As per National HOSA, in order to keep this event for only special needs students, Personal Care competitors can take the Nursing Assisting test, and use that for the event. The resources are the same. The test can be read to the competitor but cannot be modified.
8. Life Support Skills – Same concept as Personal Care and Nursing Assisting. Life Support Skills aligns to CPR/First Aid and uses the same resources. Life Support Skills competitors can take the CPR/First Aid test, and use that for the event. The test can be read to the competitor but cannot be modified.

Section C: Delegate Voting for State Officer Team

Delegates will vote via google docs. Advisors will be emailed a google address on April 17th to provide their delegate(s) for the purpose of accessing the ballot. Delegates may vote using a computer, laptop, or smart phone. Ohio HOSA will monitor if more than the allotted number of delegates from a school cast a ballot. A delegate is allowed to vote once and for up to eight (8) of the twelve (12) candidates.

The twelve (12) candidates are listed in alphabetical order by last name. Located next to each candidate's name is a link to a YouTube video of the candidate responding to the provided topic, "Describe the importance of health education in preparing students for leadership and careers". The length of the video is not to exceed two minutes.

Section D: Fees

Let me begin by sharing that there is no additional cost to compete on the online competitions.

A conference call with the Ohio HOSA, Inc. Board of Directors was held Thursday, March 12th to discuss the SLC and Coronavirus situation and its impact on the conference, our competitors, and the organization as a whole. The Board voted to accept the recommendation to conduct a virtual online SLC (as shared in part as identified above). They also agreed to reduce the registration fee to \$20 per attendee due for expenses that have been incurred including: tee shirts, program books, awards, etc.) The Board also agreed to ***not*** to pass along the cost of the venue which had already been paid in full. This cost was absorbed by Ohio HOSA.

The question has been asked – Do voting delegates have to pay the \$20? Do advisors, chaperones, or others who may not be competing have to pay? The answer is yes because tee shirts, etc. were ordered based upon the registration numbers.

Can I 'unregister competitors? The answer is no for the same reason as listed above.

Therefore, based upon a chapter's specific situation, one of the following three scenarios most likely applies to your chapter.

Scenario #1: Our chapter already paid our invoice in full. Will we get a refund?

Answer: Yes, and here is how it will happen. I will review your original invoice and refund the following monies asap (give me a little time as I have 123 invoices to calculate and prepare).

\$20 per attendee

All monies paid for meals and/or bus passes.

I will contact you personally via email, informing you of the monies being returned, asking you to whom the check is written? (Your school? Your chapter?) and to what address should I mail the check?

Scenario #2: Similar scenario with a slightly different twist. Our chapter already paid our invoice in full. Will we get a refund?

Answer: Yes, same as the situation in scenario #1 **except** if your chapter has an outstanding balance for the Cleveland Cavs – HOSA Day, FLC, regional competitions. In that situation I will contact you personally via email, informing you of the monies that could be returned or credit your school. After getting administrative approval, I would apply the potentially returned dollars to any outstanding balance and then return any remaining dollars to you as described in scenario #1.

Scenario #3: Our chapter has not yet paid our invoice? How do I proceed?

Answer: I will review your current invoice, make the adjustments to reflect a \$20/attendee cost and send you and your treasurer a letter with the corrected amount along with the original invoice so they can cross reference the adjustment.

Section E: Competitive Event Results

The goal is to email results by April 26th. We will announce the Top 10 in order of placing. Soon afterwards they will be posted to the Ohio HOSA website. The top three will qualify for the ILC.

Section F: Awards, Program Books, State Pins, Certificates, and Tee Shirts

Tee Shirts and awards will be dropped shipped to a school near you. We will deliver multiple schools items at a centralized location. As an example, we may drop off most of the Northwest chapters items at Penta Career Center, Southwest at one of the Oaks or Butler Tech program, and so forth. You get the idea. The plan is to get those items into your hands as quickly as possible after April 23rd competition.

Section G: International Leadership Conference – Houston

The top three competitors in each area qualify to compete at the ILC. In addition, National HOSA expects all advisors attending the ILC to assist with the competitive events that have been assigned to Ohio HOSA.

Section H: Scholarships

The two Ohio HOSA scholarships will be awarded at a later date. They will be reviewed and selected by members of the Ohio HOSA, Inc. Board. Please be patient and know that we are addressing this task.

This situation is fluid. This plan is the plan unless something we cannot foresee occurs. So let's hope that this plan ends up being the plan we are able to implement!

In closing, be certain to cancel any hotel reservations you made for the SLC to avoid charges to your school and to secure any deposits.

As sure as I am that I have thought of, and addressed every situation or question in my mind, I am sure that I have overlooked something. I will keep in contact with you via email or phone as appropriate. Keep safe and healthy! Let me know if you have any questions.