

Community Health Worker Advisory Body Meeting Summary March 5, 2020

Meeting Date	Meeting Time	Location
March 5, 2020	10:00 a.m.-12:00 p.m.	CT Behavioral Health Partnership, 500 Enterprise Drive, Litchfield Room, Rocky Hill

Member Name and Attendance

Community Health Worker Advisory Body Members					
Chris Andresen via phone	X	Erika Lynch	X	DeLita Rose-Daniels	X
Lee Carena	X	Bianca Noronas	X	Michele Scott	X
Tekisha Everette	X	Nilda Paris		Milagrosa Seguinot	X
Jean K. Jacob	X	Derricia Parker via phone	X	Jerry Smart via phone	X
Mildred Landock	X	Adriana Rojas via phone	X		
Other Participants Present					
Stephanie Burnham, OHS		Dashni Sathasivam, HES		Judy Tallman	
Grace Damio, HHC		Fernando Morales, SWAHEC, via phone			
Monica Jensen, DPH		Shaquille Pagatt			

Meeting Information is located at: <https://portal.ct.gov/OHS/Pages/Community-Health-Worker-Advisory-Body/Meeting-Materials>

	Agenda	Responsible Person(s)
1.	Welcome and Introductions	Tekisha Everette/DeLita Rose-Daniels
	<p>Call to Order</p> <p>The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, March 5, 2020 at the CT Behavioral Health Partnership.</p> <p>The meeting was co-chaired by Tekisha Everette and DeLita Rose-Daniels.</p> <p>The meeting convened at 10:04 a.m.</p> <p>Members and other participants introduced themselves.</p>	
2.	Public Comment	Tekisha Everette/DeLita Rose-Daniels
	<ul style="list-style-type: none"> There was no public comment. 	
3.	Meeting Summary Approval	Tekisha Everette/DeLita Rose-Daniels
	<ul style="list-style-type: none"> A motion was made by Lee Carena and seconded by Jean Jacob to approve the meeting summary of the Community Health Worker Advisory Body January 2, 2020 meeting. <p>Motion carried.</p>	
4.	Review and Approve Training Program Requirements	Stephanie Burnham/Dashni Sathasivam

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- Ms. Burnham presented on the training program requirements. She said they solicited requirements from different existing training vendors, community colleges, area health centers, and AHEC. This will help to inform the group about what already exist, to make approval of recommendations based on knowledge.
- An overview of the CHW Training program requirements already approved by the CHW Advisory Body was provided. Members discussed the CHW training program requirements, training vendors' current status compared to approved recommendations.
- There was a question regarding the goal of today's meeting. It was stated that the goal is to finalize each one of the recommendations where there is a question mark left open. There is an open question mark about the requirement in internship hours. It was mentioned that the remaining items that need to be approved are the type of assessments that are conducted for the CHW training programs and the number of training hours.
- The group discussed Recommendation 13 of the 2018 CHW Legislative Report. It was noted that Recommendation 13 covers two different parts: training hours in the program and internship hours. There was a suggestion to make a distinction between the required training hours for people with CHW experience that are doing it for their job, and people that are doing it for class or coming to the workforce for the first time.
- There was a suggestion to have a conversation about what the basic minimum hours should be and for each entity to determine as its own entity on whether to go above and beyond. It was noted that with CHW Legislation there are two pathways for CHW certification: one is experience as a CHW and the other is training and some experience.
- The group discussed what the minimum requirement should be for basic competency and whether a training program should include 90 hours of training. A motion was made by Milagrosa Seguinot and seconded by Mildred Landock to approve the minimum requirement of 90 hours for basic training requirements.
Motion carried.
- The group discussed what the minimum requirement should be for an internship. There was also a discussion about the definition and the differences of an internship as opposed to an apprenticeship. It was mentioned that a practicum is not appreciatively different from an internship.
- A motion was made by Michele Scott and seconded by Lee Carena to require a minimum of 50 hours for an internship, practicum, or apprenticeship.
Motion Discussion – There was a suggestion to require a minimum of 90 hours for an internship. It was mentioned that there could be value in having the additional hours. The group discussed requiring a minimum of 90 hours as opposed to 50 hours for an internship. An amended motion was made by Jean Jacob and seconded by DeLita Rose-Daniels to require a minimum of 90 hours verses 50 hours for an internship, practicum, or apprenticeship.
Amended motion Discussion – The group discussed the challenges of requiring a minimum of 90 hours verses 50 hours for an internship. Vote: by roll call. Majority nays: 12/1.
Motion not carried.

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	<ul style="list-style-type: none"> The motion to approve the original motion to require a minimum of 50 hours for an internship, practicum, or apprenticeship was voted on by saying I. Vote: all in favor. Motion carried. The group discussed the type of assessment and Recommendation 17 of the 2018 CHW Legislative Report. Recommendation 17 states that assessments of successful training completion should utilize: 1) pre- and post-tests, 2) skills assessment, and 3) a capstone project or portfolio, or a combination of the two. It was mentioned that all vendors have covered all three of these qualifications in some capacity. There was a suggestion to add number 4 for an attendance requirement. There was a question about the reason for a pretest requirement. It was noted that it is important to have pretests because they help to inform the training. Pretests also helps to evaluate the success of the training and effectiveness of the training vendor. A motion was made by DeLita Rose-Daniels and seconded by Milagrosa Seguinot to adopt Recommendation 17 from the 2018 CHW Advisory Committee’s report as written. Motion Discussion – There was a suggestion to add an attendance requirement to the Recommendation 17 as an assessment tool in addition to the other three requirements. An amended motion was made by Michele Scott and seconded by Erika Lynch to add an attendance requirement to Recommendation 17. Vote by saying I. Motion carried. A motion was made to approve the main motion with the type of assessment in Recommendation 17 as written, with the addition of an attendance requirement for training vendors. Vote by saying I. Motion carried. It was mentioned that at the next CHW Advisory Body meeting, there will be a discussion regarding how to handle people that would like to apply for the educational CHW route, but their current vendor does not meet the requirements. There was a suggestion to also talk about the process for CEUs and the requirements for CEUs in the April or May meeting. 	
5.	Certification Update from DPH	Chris Andresen
	<ul style="list-style-type: none"> Chris Andresen, from the Department of Public Health, provided a certification update. It was mentioned that there are currently 37 applicants. 2 applications are pending. Mr. Andresen reviewed the requirements for the online CHW application. There was a question about what a professional letter should say. It was mentioned that draft templates from the report and examples of professional letters are available. Ms. Burnham volunteered to send out the draft templates if needed. It was noted that there should be a clear distinction between a community reference and a professional reference when submitting the online application. 	
6.	General Questions/Comments	Tekisha Everette/DeLita Rose-Daniels
	<ul style="list-style-type: none"> It was mentioned that it is important to name each document being submitted with the online application. 	

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7.	Next Steps	Tekisha Everette/DeLita Rose-Daniels
	<ul style="list-style-type: none"> • The next Community Health Worker Advisory Body meeting is scheduled for April 2nd. • There will be updates regarding the Marketing and Outreach Design Group at the next meeting. 	
8.	Adjourn	Tekisha Everette/DeLita Rose-Daniels
	<ul style="list-style-type: none"> • The motion to adjourn the meeting was made by DeLita Rose-Daniels and seconded by Milagrosa Seguinot. Motion carried. The meeting adjourned at 12:11 p.m. 	