

# Community Health Worker Advisory Body

## Meeting Summary

### September 3, 2020

Meeting Date	Meeting Time	Location
September 3, 2020	10:00 a.m.-12:00 p.m.	Via Zoom

#### Member Name and Attendance

Community Health Worker Advisory Body Members					
Chris Andresen	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		Derricia Parker	X	Jerry Smart	
Mildred Landock	X	Adriana Rojas			
Other Participants Present					
Laura Morris, OHS		Leslie Greer, OHS		Nordia Savage, The Workplace	
Dashni Sathasivam, HES		Lindsey Donston, OHS		Monica Jensen, DPH	
Monica Jensen, DPH		Deb Polun, CAFCA		Shaquille Pigatt, CHCACT	
Tina Ortiz		Mohd Dar			

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

	Agenda	Responsible Person(s)
1.	<b>Welcome and Introductions</b>	<b>Tekisha Everette, HES</b>
	<b>Call to Order</b> The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, September 3, 2020 via zoom. Tekisha Everette chaired the meeting. The meeting convened at 10:03 a.m. Members and other participants introduced themselves.	
2.	<b>Public Comment</b>	<b>Tekisha Everette, HES</b>
	<ul style="list-style-type: none"> <li>No public comment</li> </ul>	
3.	<b>Meeting Summary Approval</b>	<b>Tekisha Everette, HES</b>
	<ul style="list-style-type: none"> <li>Milagrosa Seguinot motioned and DeLita Rose-Daniels seconded that the July meeting summary approval be tabled until the October 1, 2020 meeting. <b>Motion carried.</b></li> </ul>	
4.	<b>Review of July Meeting Actions</b>	<b>Dashni Sathasivam</b>
	<ul style="list-style-type: none"> <li>Dashni Sathasivam reviewed actions taken at the June meeting.               <ul style="list-style-type: none"> <li>Tabled approval of core competency section of training vendor application</li> <li>Tabled approval of complete training vendor application and checklist</li> </ul> </li> </ul>	

# Community Health Worker Advisory Body

## Meeting Summary

### September 3, 2020

<b>5.</b>	<b>Discuss training vendor evaluation criteria/score</b>	<b>Laura Morris, OHS</b>
	<ul style="list-style-type: none"> <li>• Laura Morris discussed the evaluation approach for the training applications. The evaluation scoring approach was based on the methodology Oregon utilized which is a Likert Scale: 1-5.</li> <li>• Overview on the draft of the Community Health Worker Training Program Evaluation Rubric. The rubric includes the evaluation scoring, overview of the training program principles and practices divided up by topic area, description, scoring, sub roles description and comment/recommendations based on the core curriculum approved by the CHWAB.</li> <li>• Laura encouraged the CHWAB members to review the evaluation of program and principles for any questions relating to the CT CHW Core Roles discussed.</li> <li>• The evaluation rubric and the evaluation of program and principles documents will be included in the October meeting materials for review. We will put the application side by side with these documents at the next meeting for a robust discussion.</li> </ul>	
<b>6.</b>	<b>Review Updated Vendor Training Application</b>	<b>Dashni Sathasivam, HES</b>
	<ul style="list-style-type: none"> <li>• Overview of the CT CHW core roles used to craft the competency chart section. There are 10 roles adapted from the C-3 project with 11 skills approved by CT's 2017 legislation.</li> <li>• Questions posed were responded to positive for the level of detail and the ability to evaluate the CT core competency charts that will be included. <ul style="list-style-type: none"> <li>○ Conflict resolution included under interpersonal relationships</li> </ul> </li> <li>• Is there anything missing or needs to be included? <ul style="list-style-type: none"> <li>○ Keep the CT approved skills and roles and have a separate section in the application under additional items.</li> <li>○ Support of the five items in a separate chart</li> </ul> </li> <li>• Review of Application - overview of the checklist suggested revisions: <ul style="list-style-type: none"> <li>○ Section 3.1 - delete extraneous language on Community-Based Organizations (CBO's)</li> <li>○ Section 5 - align instructor requirements with CHWAB approved instructor recommendations in 2019.</li> <li>○ Section 6 - make changes to core competency chart to include five items on separate chart</li> <li>○ Section 7.2 – define acronym for PE/MOSSA Determiners (Presumptive Eligibility/Medicaid Onsite Application) and provide appropriate language for CT.</li> <li>○ Add additional five items to a separate core competency chart</li> </ul> </li> <li>• Milagrosa Seguinot made a motion to approve CHW training vendor application with minor suggested edits and seconded by Mildred Landock. <b>Motion approved</b></li> </ul>	
	<b>CHW Training Program Approval Process Map Review</b>	<b>Laura Morris, OHS</b>
	<ul style="list-style-type: none"> <li>• Laura Morris provided an overview of how applications will be submitted and the application process. <ul style="list-style-type: none"> <li>○ Online OHS portal</li> <li>○ Rolling submissions</li> <li>○ OHS reviews for 10 business days and moves it along to CHWAB Review Committee</li> <li>○ CHWAB Review Committee has 45 business days to review application from the date OHS sends to the review committee</li> </ul> </li> </ul>	

# Community Health Worker Advisory Body

## Meeting Summary

### September 3, 2020

	<ul style="list-style-type: none"> <li>○ Four quarterly review dates</li> <li>○ Resubmission/additional information needed application submitted through portal 30 business days to respond</li> <li>○ Appeal process for denied applications CHWAB review committee send written notification to applicant with appeal information</li> <li>○ Lindsey Donston from OHS will have a comparison document for next meeting of what other states are doing for denied applications</li> <li>● Lee Carezza made a motion to approve process map for vendor application and seconded by Mildred Landock. <b>Motion approved</b></li> </ul>	
<b>8.</b>	<b>Update - OHS</b>	<b>Laura Morris, OHS</b>
	<ul style="list-style-type: none"> <li>● Laura Morris provided an update on the creation of the application portal. Discussions with OHS technical team have occurred and awaiting approval from CHWAB of begin the process. OHS intentions are to create an online application for the training vendors to complete applications and upload all the requested documentation.</li> <li>● OHS request ByLaws for all committees. Leslie Greer has put together a comparison of two OHS committees to give the CHWAB an idea of what ideas are in those By-Laws for consideration. Comparison of By-Laws will be included in October meeting material for review and discussion.</li> </ul>	
<b>9.</b>	<b>Certification Update</b>	<b>Chris Andreson, DPH</b>
	<ul style="list-style-type: none"> <li>● Chris Andreson provided an update on certified CHW's. There are currently 113 certified and two applications pending.</li> <li>● eLicense.ct.gov is the licensing system which allows consumers to generate rosters of licensed professions if anyone would like to reach out to them. The email addresses are not provided; however, you are able to generate a roster for a mass mailing.</li> </ul>	
<b>10.</b>	<b>Marketing and Outreach</b>	<b>Monica Jensen, DPH</b>
	<ul style="list-style-type: none"> <li>● There will be a marketing and outreach meeting immediately following the CHWAB meeting to discuss next steps.</li> </ul>	
<b>11.</b>	<b>General Questions</b>	<b>Tekisha Everette, HES</b>
	<ul style="list-style-type: none"> <li>● None</li> </ul>	
<b>12.</b>	<b>Looking Forward</b>	<b>Tekisha Everette, HES</b>
	<ul style="list-style-type: none"> <li>● Next meeting will be held October 1<sup>st</sup> via webinar</li> <li>● Upcoming Training Program Requirements priorities: <ul style="list-style-type: none"> <li>○ Training vendor application appeal process</li> <li>○ Composition of application and review committee</li> <li>○ Continuing education</li> <li>○ Governance/By-Laws</li> </ul> </li> <li>● Other updates: <ul style="list-style-type: none"> <li>○ Marketing and Outreach</li> </ul> </li> </ul>	

**Community Health Worker Advisory Body**  
**Meeting Summary**  
September 3, 2020

<b>13.</b>	<b>Adjourn</b>
	A motion to adjourn was made by Milagrosa Seigunot and seconded by DeLita Rose-Daniels at 11:47 a.m.