



# Community Health Worker Advisory Body (CHWAB)

July 2020

# Purpose of Today's Meeting

# CHW Advisory Body Meeting Agenda

1. Welcome & introductions
2. Public comment
3. Meeting summary approval
4. Review of June meeting actions
5. Review of other states' vendor training process, timeline, appeal, review committee
6. Review revisions of vendor training application
7. Review vendor training application check list
8. Marketing and Outreach Update
9. DPH Update
10. OHS Update
11. General Questions
12. Next steps
13. Adjourn

# Introductions

# CHWAB Membership

## CHWAB Chairs

Dr. Tekisha Dwan Everette  
DeLita Rose-Daniels (CHW)

## CHWAB Support

Vicki Veltri  
Laura Morris  
Dashni Sathasivam  
Leslie Greer

## DPH Appointee

Chris Andreson

## Community Health Workers

Mildred Landock  
Bianca Noroñas  
Jerry Smart  
Nilda Paris  
Derricia Parker

## CHW Association of CT

Milagrosa Seguinot

## Community College

Erika Lynch

## Community-based CHW training organization

Michele Scott

## Healthcare Employer

Adriana Rojas

## Healthcare Provider

Jean K. Jacob, PharmD

## CHW Employing Agency

Lee Carena

# Public Comment

# Meeting Summary Approval

# Review of June Meeting Actions

- Review of other states' CHW Committees with vendor application timeframes
- Develop check list accompany vendor application
- Vendor Application Revisions
  - CHW Instructor vs. Non CWH Instructor
  - Define what an equivalency is
  - Define what credit vs. non-credit courses
  - Detail Core Competency section



# **Review of other States' CHW Training Application Review Committee Timeframes and Appeal Process**

# Florida Certification Board

|                             | Accepted Dates | Deadline   | Review | Appeal  | Other   |
|-----------------------------|----------------|--|--------|---|---|
| Florida Certification Board | 8/1 to 10/31   | Late Period 11/1 to 11/30<br><br>Inactive – submitted 12/1 and after |        | <p>1<sup>st</sup> Step – Inquiry: Written inquiry made to FCB Director of Certification within 30 calendar days of notification of decision</p> <p>FCB written response within 10 business days of receipt of the inquiry</p> <p>2<sup>nd</sup> Step: Appeal: Written letter requesting appeal to FCB’s Director of Certification within 30 calendar days of FCB inquiry decision</p> <p>Review by the FCB Advisory Council and action at the next regularly scheduled meeting</p> <p>Applicant will be notified in writing within 5 business days of the council’s decision. The council’s decision is final and not subject to further appeal</p> | Online with supporting documentation to Florida Certification Board |

# Maryland Department of Public Health

|                                      | Accepted Dates       | Deadline  | Review  | Appeal   | Other  |
|--------------------------------------|----------------------|---|---|--|--|
| Maryland Department of Public Health | Rolling applications | New CHW in operation on 10/1/18 must submit application by 12/31/20 at 11:59 pm | <p>10 calendar days Acknowledge Receipt of Application</p> <p>60 calendar days notification met all requirements</p> <p>120 calendar days written decision</p> <p>(Applicant cannot substantially modify curriculum in way that curriculum no longer satisfies the core competencies requirements during the 120 review period)</p> <p>Incomplete applications – notified within 30 calendar days listing materials and information required to complete the application. Applicant has 120 calendar days to respond. If no response is received application is administratively closed or denied</p> | <p>10 calendar days Acknowledge Receipt of Application</p> <p>60 calendar days notification met all requirements</p> <p>120 calendar days written decision</p> <p>(Applicant cannot substantially modify curriculum in way that curriculum no longer satisfies the core competencies requirements during the 120 review period)</p> <p>Incomplete applications – notified within 30 calendar days listing materials and information required to complete the application. Applicant has 120 calendar days to respond. If no response is received application is administratively closed or denied</p> <p>Denials – applications not fully completed with accreditation requirements or failed to complete the application form will receive denial letter within 120 calendar days of application submission. Denial letter will include information on rights to submit written plan to meet accreditation or to appeal denial.</p> | <p>Have online portal for applications</p> <p>Dedicated email and phone number for questions and technical assistance</p> <p>Can request written application in other languages</p> <p>Maryland DPH send notifications 90 days before expiration/renewal</p> |

# Texas Department of Health and Human Services

|   | Accepted Dates  | Deadline | Review  | Appeal  | Other  |
|---|---|----------|---|---|--|
| Submitted to Texas Department of Social and Health Services then forwarded to CHW Training and Certification Advisory Committee | <p>Rolling Applications</p> <p>Committee meets every two months and recommends certification to Texas DSHS</p> <p>Texas DSHS makes determination for approval or denial</p> | None     | <p>Denial of Certification is rendered when Incomplete application; do not meet the requirements in the rules; provided false information on the application</p> <p>Allows for opportunity to reapply</p> <p>Renewal of Certification – approved applications will be sent a certificate valid for two years. Texas DSHS sends notification, however, failure to receive notification from Texas DSHS before the expiration date will not excuse failure to file for renewal.</p> <p>Late renewals: Expired certificates for not more than one year may renew by submitting the renewal application. Shall not provide training for CHWs or instructors until certificate has been renewed.</p> <p>Training program whose certification has been expired for more than one year must meet the requirements and apply for a new certificate.</p> <p>Texas DSHS reserves right to inspect facilities and documentation and to monitor training programs</p> | Denial – Disapproved other than incomplete application may appeal under fair hearing procedures Chapter 1, Subchapter C | <p>Dedicated email and phone number.</p> <p>Applications must be mailed and emailed to dedicated email</p> <p>Changes in names and addresses of training programs shall notify the Texas DSHS of changes within 30 calendar days after change.</p> |

# Arizona

|  | Accepted Dates       | Deadline             | Review   | Appeal  | Other  |
|--|----------------------|----------------------|--|---|--|
| <p>Arizona Community Health Workers Association</p> <p>Training Program Review Committee</p> | Rolling Applications | Rolling Applications | <p>45 calendar days to review application upon receipt</p> <p>Site visits required after review</p> <p>Two weeks thereafter a decision is rendered</p> | Applications not approved have up to one year to resubmit application; can submit up to two times per year without additional fee | Applications submitted via email and mail. Dedicated number and email for technical assistance |

# South Carolina

|   | Accepted Dates       | Deadline | Review   | Appeal  | Other  |
|---|----------------------|----------|--|---|--|
| Community Health Worker Credentialing Council | Rolling applications | None     | Decision rendered within 90 days<br><br>Denial requires greater than 60% of the Credentialing Council to vote in opposition. | Resubmission is allowed without additional payment. | Submitted online or via mail to South Carolina Community Health Worker Credentialing Council |

# New Mexico

|  | Accepted Dates              | Deadline    | Review   | Appeal | Other |
|--|-----------------------------|-------------|--|--------|-------|
| <p>Department of Public Health, Office of Community Health Workers</p> | <p>Rolling Applications</p> | <p>None</p> | <p>No timeline</p> <p>OCHW Program Director or OCHW Training Coordinator reviews each training vendor application.</p> |        |       |

# Training Program Review Committee - Maryland

- A community health worker
- A health professions educator with expertise in curriculum development
- State Community Health Worker Advisory Committee member
- A Maryland Department of Health CHW certification program staff member
- A Maryland Department of Health program staff member with SME in specialty areas

## **Expectations:**

Serve for 1 year

Must be a resident of the state

Must disclose any conflicts of interest

Participate in a minimum of 4 half day in person Review Committee meetings annually

## **Required and preferred qualifications:**

**CHW** – Certified CHW in Maryland; 5 years or more experience as CHW, high school diploma or general equivalency

**Health Professions Educator** – expertise in curriculum development, experience creating learning materials, teaching, designing student learning assessments, and designing and evaluating curriculum; 5 years of more experience in curriculum development, experience related to integrating community health workers into the health care system; a baccalaureate or higher degree, ability to communicate effectively with administrators, staff, students, and the public regardless of culture, gender, ethnicity or race; analytical skills; Ability to write clear and logical analytical reports; understanding of the training program environment and peer review process



# Training Program Review Committee - Texas

- Four certified promotore(a) or CHWs
- Two members of the public
- Two professionals who work with CHWs in a community setting
- A member from the Texas Higher Education Coordinating Board or a higher education faculty member who has teaching experience in community health, public health, or adult education and has trained CHWs

# Training Program Review Committee - Arizona

- One CHW representative from Arizona Community Health Workers Association
- One representative from Arizona Department of Health Services
- One representative from CHW Workforce Coalition

The Training Program Review Committee will be chosen from a list of individuals who have extensive experience working with CHWs and have been active members of the CHW Workforce Coalition.

# CHW Training Vendor Application revised - review

# CHW Training Application Checklist Review

# CHW Core Competencies: Generalist Training Application Checklist

| Part 1: Overview of Training Program Information  | Part 2: Training Content  | Part 3: Instructor Information  | Part 4: Signature Page              | Part 5: Fee - Initial Endorsement Fee of \$300.00       | Part 6: Three Ring Binder   |
|---|---|---|-------------------------------------|---|---|
| <p>Section 1: Contact Information</p> <p>Section 2: Application Category</p> <p>Section 3: Training Summary (A- I)</p> <p>Attached promotional materials if available</p> <p>Attached training calendar if available</p> <p>Attached sample attendance record</p> | <p>Section 1: Scope of Work/Practice Tasks</p> <p>Section 2: Competency Content Charts and accompanying documents for <i>each competency</i> applying for</p> <p>Training agenda</p> <p>Internally developed training materials or outline of published /formal curriculum used</p> <p>Evaluation materials</p> | <p>Section 1: List of Core Instructors/Trainers</p> <p>Section 2: Instructor/Trainer Survey (may be completed online)</p> | <p>Application signed and dated</p> | <p>Check or Money Order submitted with application.</p> | <p>Application and all supporting materials are clearly legible and ordered by dividing tabs corresponding to the application parts 1-4 as listed above</p> |

# Approval

# Update - OHS

# Certification Update - DPH



# Marketing & Outreach- DPH

# General Questions

# Looking forward

## **Next meeting:**

August 5th Webinar

## **Upcoming Training Program Requirements priorities:**

- Revised Vendor Training Application Process May

# Contact

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# Adjourn