

# Community Health Worker Advisory Body

## Meeting Summary

November 5, 2020

Meeting Date	Meeting Time	Location
November 5, 2020	10:00 a.m.-12:00 p.m.	Via Zoom

### Member Name and Attendance

Community Health Worker Advisory Body Members					
DeLita Rose-Daniels		Bianca Noronas	X		X
Tekisha Everette		Derricia Parker			X
Lee Carezza	X	Michele Scott	X		X
Mildred Landock	X	Milagrosa Seguinot	X		X
Erika Lynch	X				
Other Participants Present					
Laura Morris, OHS		Monica Jensen, DPH			Tina Ortiz
Dashni Sathasivam, HES		Liza Estevez			Jeannina Thompson, OHS
Leslie Greer, OHS		Shaquille Pigatt, CHCACT			
Lindsey Donston, OHS		Melanie Alvarez			

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>DeLita Rose-Daniels</b>
	<p><b>Call to Order</b></p> <p>The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, November 5, 2020 via zoom. DeLita Rose-Daniels and Tekisha Everette chaired the meeting. The meeting convened at 10:21 a.m. due to technical difficulties. Members and other participants introduced themselves.</p>	
2.	<b>Public Comment</b>	<b>DeLita Rose-Daniels</b>
	<ul style="list-style-type: none"> <li>No public comment</li> </ul>	
3.	<b>Review of October Meeting Actions</b>	<b>Dashni Sathasivam</b>
	<ul style="list-style-type: none"> <li>CHWAB Review Committee Composition               <ul style="list-style-type: none"> <li>Year One: Two certified CHW's from CHWAB, DPH Representative, Employer of CHW's</li> <li>Year Two: Two CHWs from CHWAB, DPH Representative, Employer of CHWs, CHW approved training vendor</li> </ul> </li> <li>Evaluation Rubric</li> </ul>	
4.	<b>Appeal Process Training Vendor Application</b>	<b>Laura Morris</b>
	<ul style="list-style-type: none"> <li>Laura Morris gave an overview of the administrative support OHS will provide</li> <li>Arizona, South Carolina, and Indiana were used for comparison since they were the most like Connecticut. South Carolina and Indiana do not have a formal appeals process, however Arizona does.</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Arizona’s denied applications appeals process includes technical support from the CHWAB for up to one year to resubmit application without an additional fee. Also allowed to submit up to three times within the year without an additional fee.</li> <li>○ South Carolina has no formal appeals process. The applicant will work with CHWAB Review Committee until there is a mutual agreement.</li> <li>○ Indiana has no formal appeals process. There is a remediation where if denied, an organization may resubmit.</li> <li>● Discussion on Appeal process for CHWAB to consider:             <ul style="list-style-type: none"> <li>○ <b>Does the CHWAB want a formal appeal process?</b> Agreed to institute a formal appeals process.</li> <li>○ <b>What is the timeframe for vendors to resubmit application?</b> Vendors can submit applications on a quarterly basis.</li> <li>○ <b>How many times can a vendor resubmit application per year without repayment?</b> Vendors will be allowed to submit applications twice per year without repayment.</li> <li>○ <b>How much technical assistance should the CHWAB provide with minimal burden on the CHWAB?</b> CHWAB Review Committee will provide a written letter detailing the areas where the vendors application is deficient for the first submission and the second resubmission.</li> <li>○ <b>Application fee between \$200 to \$300 – revisit based upon what other states require?</b> The application fee will be \$300 renewable every three years.</li> </ul> </li> <li>● A motion was made to approve the appeals process by Milagrosa Seguinot and seconded by Mildred Landock. <b>Motion approved</b></li> </ul>	
5.	<b>Continuing Education Units</b>	<b>Dashni Sathasivam/Lindsey Donston</b>
	<ul style="list-style-type: none"> <li>● Dashni Sathasivam referenced the current legislation for continuing education credits which states “each certified Community Health Worker seeking licensure must complete a minimum of 30 hours of Continuing Education requirements, including two hours focused on cultural competency, systemic racism or systemic oppression and two hours focused on social determinants of health”.             <ul style="list-style-type: none"> <li>○ CHWAB would like to have included in the legislation the recommendations from the SIM CHW Advisory Committee related to CEU’s which states “applicants may be required by the certifying entity to produce evidence of completion of CERs, but it should not be a routine requirement. Also, to include Recommendation 6 which states Conferences, webinars, workshops, seminars, trainings, presentations, and self-studies should count toward continuing education hours and be tracked on a designated tracking sheet which the CHWAB would need to approve.</li> </ul> </li> <li>● Lindsey Donston discussed comparison between Texas and New Mexico’s CEU vendor approval process and requirements.             <ul style="list-style-type: none"> <li>○ New Mexico has a vendor approval fee of \$300 with a \$200 fee for subsequent years and a separate application for CEU’s. New Mexico does not have a vendor application fee to become a provider of CEU hours. There is one vendor application in which the vendor selects if they want to also provide CEU hours.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• Dashni Sathasivam provided a spectrum to assist developing CEU specific requirements for CT.               <ul style="list-style-type: none"> <li>○ No CEU requirements beyond legislation (Current CT) Everything counts, no CEU approval process needed, allows CHWs to pursue specialized professional development</li> <li>○ Some CEUs required from CT approved vendor (NM, TX) Require need for CEU vendor approval, allow flexibility for CEUs from national or out-of-state training, conferences, and workshops, allows CHWs to pursue specialized professional development</li> <li>○ All CEUs taken from a CT approved vendor which is the most restrictive scenario</li> </ul> </li> <li>• Continuing Education Unit - questions to consider               <ul style="list-style-type: none"> <li>○ Should there be additional requirements for CEU's in CT? Should CEUs provided in CT be subject to additional requirements and approval, like NM and TX? What would the breakdown be for having a required number of CEUs to be taken from a CT-approved vendor?                   <ul style="list-style-type: none"> <li>❖ Against more restrictions around continuing education.</li> <li>❖ Offer the opportunity for the broadest spectrum of qualifications for continuing education</li> </ul> </li> </ul> </li> <li>• For CHWs who serve as CHW training instructors or CHW internship/apprenticeship preceptors, does this experience qualify for CEUs? How should CEUs be measured?</li> <li>• A motion was made to approve 1 CEU hour = 1 classroom hour of instruction by Lee Carena and seconded by Milagrosa Seguinot. <b>Motion approved</b></li> </ul>	
<b>6.</b>	<b>CWAB Governance/Bylaws</b>	<b>Laura Morris</b>
	<ul style="list-style-type: none"> <li>• Laura Morris provided a brief overview of the CHWAB Governance/Bylaws               <ul style="list-style-type: none"> <li>○ Need to review and discuss the term or membership</li> <li>○ Options to be reelected</li> <li>○ Maximum term limit</li> <li>○ Would the above apply to Review Committee Sub Committee?</li> <li>○ Mission of the CHWAB</li> </ul> </li> </ul>	
<b>7.</b>	<b>OHS Update</b>	<b>Laura Morris</b>
	<ul style="list-style-type: none"> <li>• No OHS update</li> </ul>	
<b>8.</b>	<b>Marketing and Outreach, DPH</b>	<b>Monica Jensen</b>
	<ul style="list-style-type: none"> <li>• Monica Jensen gave a brief update on the Marketing and Outreach committee. The committee has been meeting after each CHWAB monthly meeting.at 12:15 pm. Working on putting together who our audience will be and presenting a timeline how to roll it out for the first half of 2021.</li> </ul>	
<b>9.</b>	<b>General Questions</b>	<b>DeLita Rose-Daniels</b>
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>10.</b>	<b>Approval of October Meeting Summary</b>	<b>DeLita Rose-Daniels</b>

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	<ul style="list-style-type: none"> <li>• <b>A motion was made to approve the October meeting summary by Milagrosa Seguinot and seconded by Derrica Parker. Motion approved</b></li> </ul>	
<b>11.</b>	<b>Adjourn</b>	<b>DeLita Rose-Daniels</b>
	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 12:02 pm</li> </ul>	

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