



CONNECTICUT
Office of Health Strategy

Community Health Worker Advisory Committee

May 15, 2018

Meeting Agenda

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| 1. Introductions/Call to Order | 5 min |
| 2. Public Comment | 10 min |
| 3. Approval of the Minutes | 5 min |
| 4. Design Group 1 Recommendations & Discussion | 20 min |
| 5. Design Group 2 Recommendations & Discussion | 20 min |
| 6. Design Group 3 Recommendations & Discussion | 20 min |
| 7. Review of Outstanding Decision Points & Next Steps | 10 min |
| 8. Breakout Design Group Sessions | 30 min |
| 9. Adjourn | |

Introductions/Call to Order

Public Comment

2 minutes per comment

Approval of the Minutes

Design Group 1

Recommendations & Discussion

Requirements NOT to include

Design Group 1 agreed to recommend **NOT** to include the following requirements:

- 1. Certification exam** – rejected by the full committee because an exam would not assess key CHW skills
- 2. Background checks** – should be conducted by employers because the type of background checks required may vary by the specific job duties (consider the background checks required to make home visits to frail elders vs. engaging justice-involved individuals in treatment)
- 3. Education** – A requirement for a high school diploma, bachelor's degree, etc. should be up to each employer because the type of education required may vary by the specific job duties (consider the education required to assist clients in implementing very specific treatment protocols vs. connecting migrant worker to services)

Requirements for certification of new CHWs

- a. **Training.** Training as recommended by Design Group 3 (90 hours training plus 50 hours internship);
- b. **Experience.** 1000 hours experience working as a CHW, paid or unpaid, in the last 3 years
- c. **Optional Portfolio.** Applicants *may* submit a portfolio including 3 of the 8 items on Rhode Island's list (we will use the same list), at their option. (Recommend that training programs help participants assemble their portfolios)
- d. **Professional reference.** At least one supervisor, who has at least 3 years' experience supervising Community Health Workers (or other staff titles who perform CHW Roles) must attest that in the last 3 years the applicant has at least 1000 paid or volunteer hours performing at least 5 CHW Roles and demonstrated proficiency in at least 4 CHW skills (not including #11 knowledge base)
- e. **Personal reference.** At least one personal reference must attest that the applicant has "an in-depth understanding of the experience, language, culture and socioeconomic needs of the community"

Requirements for certification of experienced CHWs

Note: Design Group 1 is split over whether this path should be an ongoing choice or should only be available for a few years (grandparenting)

- a. **Training. 20 hour refresher course.** Design Group 3 may want to consider whether there should be any specific requirements for those 20 hours.
- b. **Experience. At least 5 years of experience working as a CHW** (may also require 1000 hours experience working as a CHW, paid or unpaid, in the last 3 years)
- c. **Portfolio.** A resume documenting years of experience plus a portfolio including 3 of the 7 other items on Rhode Island's list. (Rhode Island's list includes a resume)
- d. **Professional reference.** At least one supervisor, who has at least 3 years' experience supervising Community Health Workers (or other staff titles who perform CHW Roles) must attest that in the last 3 years the applicant has at least 1000 paid or volunteer hours performing at least 5 CHW Roles and demonstrated proficiency in at least 4 CHW skills (not including #11 knowledge base)
- e. **Personal reference.** At least one personal reference must attest that the applicant has "an in-depth understanding of the experience, language, culture and socioeconomic needs of the community"

Design Group 1: Renewal requirements

- **Length of time:** Certification should be good for 2 years
- **Continuing education:** Renewal should require 20 hours of continuing education, but no other requirements. Design Group 3 may want to consider whether there should be any specific requirements for those 20 hours.

Design Group 1: Topics not yet discussed

1. **Alternative pathways** to certification for
 - a. CHWs certified in another state (**reciprocity**)
 - b. Individuals with **related certification/training**

2. **Code of Ethics**

Design Group 2

Recommendations & Discussion

Recommendations- Advisory Body

- The **Certifying Entity** should be responsible for the administrative tasks related to certification including reviewing applications, verifying that requirements have been met, and issuing certificates.
- A **separate Advisory Body** should be established to inform the full development of Certification Standards. The Advisory Body would have a more prominent role in the initial development of the Certification Program, and would meet semi-regularly thereafter to assess the need to adjust the Certification Standards and to weigh in on critical questions as identified by the Certifying Entity.

Recommendations- Advisory Body

- The Advisory Body should include: 1 representative each from **DPH, DSS, and DMHAS; 6 CHWS; 1 CHW Association of CT** representative; **1 community-based CHW training organization** representative; **1 Community College** representative; **1 Commercial Payer; 1 CHW employer; 1 Health Care Provider** with direct CHW experience; **1 health educator**
- The Advisory Body representatives should be selected through a **neutral appointment process**, such as the process used to select SIM advisory committee members
- The **CHW Association of CT** should serve as the administrative lead for the Advisory Body, including such activities as scheduling meetings and coordinating recommendations

Recommendations- Certification Eligibility

- There should be **no minimum education level** required for CHW Certification.
- There should be **no residency requirements**.
- There should be **no personality trait requirements**.
- There should be no other eligibility requirements for CHW Certification, such as those related to criminal background checks. Any such requirements should be at the discretion of the employer.

Recommendations- Application Process

- Applicant submits all required application materials to the Certifying Entity, including any required recommendations or verification of training. The only exception would be if the Certifying Entity has a policy requiring prime verification (verification directly from the source, such as directly from an employer).
- No materials should be required to be notarized, and copies of materials should be accepted (for example, copies of training certificates).
- The Certifying Entity should review the application and verify that all requirements have been met.

Recommendations- Application & Renewal Process

- The Certifying Entity should issue notice of certification or denial to the applicant.
- For renewal, applicants should be required to attest to the completion of required CEUs. Applicants should be able to produce evidence of completion of these CEUs if requested.
- It is preferred that applicants have the option to submit application materials via email, online, or regular mail. However, the Design Group defers to the Certifying Entity on this point.

Outstanding Decision Points

- Minimum Age Requirement- the Design Group is split on requiring a minimum age of 18
- Certifying Entity
- Registry Requirements
- Assessing Fiscal Implications

Design Group 3

Recommendations & Discussion

Decisions made by Design Group 3 (1 of 2)

Key Decision Points:

1. Content – Identify Core Competencies

** Accepted the C3 Core Competencies previously decided on by the CHW Advisory Committee*

2. Number of Training Hours

** 90 hours minimum*

3. Internship

** Required as part of a CHW Training, minimum of at least 50 hour*

4. Training modality/methodology

** Based on Adult Learning Principles, should include role play and be interactive*

5. Training Delivery

** In-person training recommended; hybrid training to include in-person sessions with distance learning in “real-time.” Online training will not be allowed.*

Decisions made by Design Group 3 (2 of 2)

The following Key Decision Points still need to be made:

- 1. Training vendor criteria**
- 2. Instructor qualifications**
- 3. How does the training program assess proficiency?**
- 4. Determine/develop type of assessment**

Outstanding Decision Points & Next Steps

Outstanding Decision Points

- Alternative pathways to certification for
 - CHWs certified in another state (reciprocity)
 - Individuals with related certification/training
- Code of Ethics
- Minimum Age Requirement
- Certifying Entity
- Registry Requirements
- Assessing Fiscal Implications
- Training vendor criteria
- Instructor qualifications
- How does the training program assess proficiency?
- Determine/develop type of assessment

Next Steps

Today/Late May/Early June

Final Design Group Meetings to Address Outstanding Decision Points



June 19

Review all Decision Points and Issue Final Recommendations



July 17

Discuss Draft Legislative Report containing all recommendations

Breakout Design Group Sessions

Adjourn