

**STATE OF CONNETICUT**  
**State Innovation Model**  
***Community Health Worker Advisory Committee***  
**Meeting Summary**  
**Tuesday, April 17, 2018**  
**2:30 pm-4:30 pm**

**Location:** Webinar

**Design Group 2 Meeting Minutes, 4/17/18**

**Attendees:** Tiffany Donelson, Lauren Rosato, Migdalia Belliveau, Keturah Kinch, Giselle Carlotta-McDonald, Loretta D. Lloyd-Ebron, Nina Holmes, Dana Robinson-Rus

**Other Attendees:** Christian Anderson DPH, Bruce Gould,

**Absent:** none

**Facilitators:** Jenna Lupi, Fatawu Mahama

Process

The group will meet in person at Value Options on Tuesday, May 15, 2:30-4:30.  
We will schedule phone calls in between each meeting.

Notes

Jenna Lupi reviewed the Agenda for the meeting before the group started the presentation.  
Questions raised during the 4/10/2018 call addressed and presented during the webinar.

This group's key decisions points are as follows:

- 1) Determine Certifying entity
- 2) CHW Certification Board structure
- 3) Registry
- 4) Application Process: eligibility and steps
- 5) Who is responsible for Assessment?

Group revisited decision points to outline what the group will be focusing on during the call.

- Certifying Entity
- Certification Eligibility

Design Group 2 issued the following recommendations during the 4/17 webinar:

**Advisory Body**

- The **Certifying Entity** should be responsible for the administrative tasks related to certification including reviewing applications, verifying that requirements are met, and issuing certificates. This body will also be responsible for the assessment piece of the certification.
- 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.

**(Continued)**

- 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

**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**, group discussed about how this requirement could be changed to character reference letters.
- 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.

**Outstanding Questions to address in Advance of Next Meeting**

- Are there legal reasons to require a minimum age for certification eligibility? *\*If so, the Design Group may choose to institute a minimum age requirement\**
- In Massachusetts, does the Certification Board issue certification, or does the Health Department carry out that administrative task?
- What is the reasoning for instituting residency requirements in RI and TX?
- Are there CHW registries in Florida and Massachusetts? If so, how are they managed?

**Next Steps**

Next group meeting will be 5/9/18

Jenna mentioned, next meeting to focus on application components.

Jenna Lupi will be working to provide answers to the questions raised above in the next webinar schedule for 5/9/18 for final decisions.

Group decided to drop Personality Traits requirement and will discuss Character reference instead during discussions of the application component in 5/9/18 call. Other reference needs to discuss at that time.