

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS
IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20

Tuesday, October 14, 2014
9:00 p.m.

239 Causeway Street ~ Floor ~ Room 417A/B
Boston, Massachusetts 02114

Agenda

Time	Item #	Item	Exhibits
9:00 a.m.	I.	Call to Order Determination of Quorum	
	II.	Approval of Agenda	
	III.	Welcome and Introductions	Draft Agenda
	IV.	Approval of Minutes A. September 9, 2014 Regularly Scheduled Meeting	Draft Minutes
	V.	Review Regulation Approval Process	None
	VI.	Report back from field test of Grandparenting application/references	None
	VII.	Review Draft Regulations	Training Approval Flowchart
	VIII.	Other Business/Announcements A. November Board meeting dates	Board meeting dates for 2015
4:00 p.m.	IX.	Adjournment	

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, October 14, 2014

9:00 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Present:

Jean Zotter, DPH, Chair

Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative

Joanne Calista, Community Health Worker Training Organization, Representative, Vice-Chair

Peggy Hogarty, Massachusetts Public Health Association Representative

Charles Joffe-Halpern, Community-Based Community Health Worker, Employer

Maritza Smidy, Community Health Worker

Sheila Och, Community Health Worker

Board Members

Not Present:

Denise Lau, Public Member

Henrique Oliveira, Community Health Worker, Secretary

Staff Present:

Mary Phillips, Executive Director, DHPL

Ichelle Herbu, Assistant Executive Director, DHPL

Rebecca Ferullo, Office Support Specialist I, DHPL

Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH

Gail Hirsch, Director, Office of Community Health Workers, DPH

Visitors:

Members of the Public

I. Call to Order and Determination of Quorum

A quorum of the Board was present. Ms. Zotter, Board Chair, called the meeting to order at 9:19 a.m.

Ms. Zotter invited Board Members, DPH staff, and Public Members in attendance to introduce themselves.

II. Approval of Board Meeting Agenda

The Meeting Agenda was reviewed.

ACTION: Ms. Calista made a motion to approve the agenda; Ms. Och seconded the motion. The motion passed unanimously.

Document: October 14, 2014 Board Meeting Agenda

III. Approval of September 9, 2014 Regularly Scheduled Meeting Minutes

The Minutes of the September 9, 2014 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: None

ACTION: Ms. Hogarty made a motion to approve the minutes as presented; Ms. Calista seconded the motion. The motion passed unanimously.

Document: September 9, 2014 Regularly Scheduled Board Meeting Minutes

IV. Review Regulation Approval Process

DISCUSSION: Ms. Vita Berg discussed the regulation approval process. A fee proposal may be discussed at next meeting. Public comment period must be a minimum of 35 days before Public Hearing. The Division of Health Professions Licensure schedules the hearing(s), but Board members are encouraged to attend. Would consider possibly setting up a few hearings to address different regions of the state, either at another location or set up for conference calling. Board members would like to reach out to employers to inform CHWs of the meeting so they may attend. Will discuss options for attracting a good turn out during November meeting.

ACTION: None

Document: None

V. Report back from field test of Grandparenting application/references

DISCUSSION: Field test done by advisory group on whether CHWs could find 3 references who could assess them on at least 8 out of 10 core competencies. 4 members reached out to CHWs with the draft application. Several CHWs were unable to complete it in the time frame and the advisory group member said CHWs may require assistance in filling out the application. Others said the application and 3 references requirement were reasonable; their CHWs were able

to get the 3 references required. They noted that it may be difficult for someone who has worked at the same place for a long time to obtain all 3 references. Discussion of adding resume to requirements. Audience asks – How will the Board support CHWs in building resumes? Some CHWs may not currently have them. May become another barrier, and a work history should be sufficient.

ACTION: Ms. Edraos made a motion to strike the resume requirement and include a detailed work history; Ms. Calista seconded the motion. The motion passed unanimously.

Ms. Ferullo left the room at 10:11 am

VI. Review Draft Regulations

Ms. Ferullo returned at 10:17 am

DISCUSSION: 3.02 Scope of Practice. Some Board members feel use of the word “assure” is too strong and implies unrealistic ability.

ACTION: Ms. Calista made a motion to change 3.02(1)(c) to “assisting community members to health and human services they need;” Mr. Joffe-Halpern seconded the motion. The motion passed unanimously.

Ms. Phillips left the room at 10:28 am

Ms. Phillips returned at 10:30 am

DISCUSSION: 4.02(4) Who can be a reference – clarified.

4.04(2) reviewed and clarified.

8.00 reviewed – 8.02(15) adjusted to “current community health worker/client relationship.” Same adjustment to 8.02(16). 8.02(12) remove asepsis from title.

10:43 am Break

10:59 am Resume

8.02(15) – discussion on allowing relationships with past clients. Social Workers are absolutely prohibited, but Psychologists are not. Does not make sense to restrict relationships with past clients as CHWs work directly in their communities. Language was changed to “A Certified Community Health Workers shall not have sexual contact with any client with whom he or she has a current community health worker relationship or with any former client who may be vulnerable by virtue of disability, age, illness, or cognitive ability.”

CMR 5.00 Community Health Worker Education and Training Programs

(flowchart) Training hours listed on flowchart based on September 1, 2010 cut off will be changed to date of regulations published. Any program which last conducted training over 8 years ago will be considered a new program. There is an expected 12-18 month processing period. Pre-existing programs will have this time to ramp up to the 80-hour training requirement. New programs will be expected to have the 80 hours in place at the time of application. What about CHWs in training programs before they are approved? They can still be certified if they have the required 4000 hours of work. Possibly have programs list the date since when their current curriculum has been in use (once approved) and retroactively grant applicants training qualification for up to 2 years prior to program certification. All other CHWs should have time to meet work experience hours requirement.

11:54 am Break

12:31 pm Resume

5.03(1) Not all items would need to be in place at time of pre-requisite application; probably (a), (b), (c) would need to be done, and other items could be included in the full proposal - shown through proposed policies and plans for procedures.

5.03(1)(c) “culturally and linguistically sensitive” may be impossible to achieve and should be removed. Would like to convey helping with literacy, choosing alternative testing methods, etc. for people whose first language is not English. Change to “...methodologies that are i. inclusive and accessible to individuals with different learning styles, educational backgrounds, and students needs, such as disability and; ii. consistent with the diversity principles and cultural competency that drives community health work.”

5.03(1)(a) Change to “history and purpose of the CHW workforce.” Programs should include principles/core values on application.

5.03(1)(b) Would wording “organized independently” cause confusion/should it be changed? No. Do FAQ to clarify. Find space in regulations to define Community Health Work Education and Training Programs; definition should be pulled from this section.

5.03(1)(d)(4) Should programs be required to help with field placement? Difficult to provide – placement is a full time job and funding may not allow it.

ACTION: Ms. Calista made a motion to strike 5.03(1)(d) and 5.03(4); Ms. Edraos seconded the motion. The motion passed unanimously.

DISCUSSION: 5.03(1)(e) Programs will need to submit example of certificate to rule out forgery.

Ms. Calista left at 1:52 pm
Ms. Calista returned at 1:54 pm
Ms. Phillips left at 1:54 pm
Ms. Phillips returned at 2:00 pm

5.03(1)(f)(1) – programs must include policy for transferring credit from another program, even if policy is that they do not accept transfers.

5.03(1)(f)(3) – not required for pre-requisite license.

ACTION: Ms. Calista made a motion to change word “mastery” to “basic proficiency.” Ms. Calista withdrew the motion.

DISCUSSION: 5.03(1)(g) will be changed to read “evaluate the program.” Striking “the efficacy of...curriculum with respect to students mastery of the ten core competencies for community health workers specified in section 5.03(2)(a).”

Ms. Och left the room at 2:51 pm; will not return

5.03(2)(a) Board would like to confirm #9 of core competencies.

5.03(2)(b) Remove. List of suggested subjects will be sub regulatory so they may be changed as community needs change.

5.03(2)(c) Remove. Add “will provide objective data to the Board at the Board’s request” to 5.03(1)(g).

5.03(3) Reviewed (“CMR 6.00” must be changed to “CMR 4.00”).

5.03(3)(a) Change to CHW or Trainer. Discuss at another time possibly adjusting requirements to become Trainer. Change 40% of faculty must be CHW to 40% of instruction time must be taught by CHW or certified CHW Trainer (can be co-training).

VII. Adjourn

There being no other business before the Board, Mr. Joffe-Halpern made a motion to adjourn the meeting. Ms. Calista seconded the motion. The motion passed unanimously. The meeting adjourned at 3:46 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Thursday, November 6, 2014, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts. It will be a full-day meeting.

Respectfully submitted:

Name	Position	Date
Jean Zotter, Chair		