

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, May 13, 2014

9:00 a.m. – 12:30 p.m.

239 Causeway Street ~ 4th Floor ~ Room 417A/B

Boston, Massachusetts 02114

Agenda

Time	Item #	Item	Exhibits
9:00 am	I.	Call to Order and Determination of Quorum	
	II.	Approval of Agenda	Draft Agenda
	III.	Approval of Minutes A. March 11, 2014 Regularly Scheduled Meeting	Draft Minutes
9:10 am	IV.	Pathways to Certification	Memo, dated 4/2/14
10:00 am	V.	Revision of Core Competencies	“Clean” and Track Changes of Revised Core Competencies
10:30 am		Break	
10:45 am	VI.	Scope of Practice for CHWs	Proposed framework for regulating scope of practice
11:30 am	VII.	Requirements for CHWs Certified as Trainers	Memo, dated 1/31/14
12:15 pm	VIII.	Other Business/Announcements	
12:30 p.m.	IX.	Adjournment	

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, May 13, 2014, 9:00 a.m.

239 Causeway Street, Room 417

Boston, MA 02114

Board Members

Present:

Geoffrey Wilkinson, Director of Policy and Planning, DPH, Chair
Sheila Och, Community Health Worker
Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative
Joanne Calista, Community Health Worker Training Organization, Representative
Denise Lau, Public Member
Henrique Oliveira, Community Health Worker, Secretary
Charles Joffe-Halpern, Community-Based Community Health Worker, Employer

Board Members

Not Present:

Maritza Smidy, Community Health Worker

Staff Present:

Mary Phillips, Executive Director, DHPL
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH
Gail Hirsch, Director, Office of Community Health Workers, DPH
Terry Mason, Consultant, DPH
David Murphy Board Counsel, Office of the General Counsel DPH

Visitors:

Members of the Public

I. Call to Order and Determination of Quorum

A quorum of the Board was present. Mr. Wilkinson, Board Chair, called the meeting to order at 9:07 a.m.

Mr. Wilkinson invited Board Members, DPH staff, and Public Members in attendance to introduce themselves. Mr. Wilkinson spoke to the Board about attendance because there was a number of Board meetings cancelled in the last year due to a lack of quorum.

Mr. Wilkinson informed the Board about his departure in July to teach at Boston University. Board members thanked him for his leadership.

II. Approval of Board Meeting Agenda

The Meeting Agenda was reviewed.

ACTION: Mr. Joffe-Halpern made a motion to approve the agenda; Mr. Oliveria seconded the motion. The motion passed unanimously.

Document: March 13, 2014 Board Meeting Agenda

III. Approval of March 11, 2014 Regularly Scheduled Meeting Minutes

The Minutes of the March 11, 2014 Regularly Scheduled Board Meeting were reviewed.

ACTION: Mr. Oliveria made a motion to approve the minutes; Ms. Edraos seconded the motion. The motion passed unanimously.

Document: March 11, 2014 Regularly Scheduled Board Meeting Minutes

IV. CHW Certification Pathway

Mr. Wilkinson reviewed the memo dated April 2, 2014 regarding pathways to individual certification, which summarized recommendations from the Board of Certification of Community Health Workers Advisory Workgroup.

DISCUSSION: The board reviewed its March 11 discussion and previous decisions about pathways to certification for individual CHWs and considered recommendations from the Advisory Workgroup meeting of March 27. Mr. Wilkinson stated his hope that the board would make final decisions about pathways to certification at this meeting, so that drafting of regulations could begin. The board referred primarily to Table 2 in the April 2 memo, which recommended requirements under two pathways of certification for individuals, including work hours, training, ethics examination, look-back period, and sunset period for the grandfathering pathway. Board members agreed about the importance of practical, real life work experience for CHWs. They favored a 10 year look-back to allow applicants maximum flexibility in documenting work experience, understanding CHWs often work part time or for limited periods of time because of funding restrictions and other constraints. However, board members also agreed they should define administrative protocols to automatically trigger closer review for applicants who were documenting work experience over 5 years old. The board was not inclined to define what specific work experience applicants should have, as long as they were able to document that their work experience involved essential functions of CHW responsibilities as reflected in the board's definition of core competencies. It was agreed employers would ultimately decide whether the qualifications of particular CHWs were suitable to jobs available.

The board also discussed establishing a provisional certification for training programs whose recent graduates would be eligible for applying under the Work and Training pathway. Board members agreed "recent" should be defined in terms of how long the training program's provisionally certified curriculum and requirements had been in place

Finally, the board discussed pros and cons of requiring ethics training and/or an ethics examination for CHW applicants. Members agreed training programs should be required to provide ethics training, but because applicants will have the choice of two pathways during the grandfathering period, all applicants should be required to take a common online exam.

ACTION: After discussion, board members took two votes to record their agreements, as follows:

Pathways to Certification: Ms. Edraos made a motion that was seconded by Mr. Oliveira, to establish two pathways to certification for individual CHWs, one called Work Experience and one called Training and Work Experience.

- The Work Experience pathway will provide a grandfathering opportunity for experienced CHWs who have not completed certified core competency training. It will only be available for 3 years from the time certification begins. It will require 4,000 hours of work experience as defined previously by the board.
- The Training and Work Experience pathway is intended as the permanent model for individual certification and will require completion of a certified core competency training program plus 2,000 hours of work experience.
- Both pathways will provide a 10 year look-back period for applicants to document their work experience and training (as applicable).
- Both pathways will require completion of an online, open book examination about CHW professional ethics.

The motion passed unanimously.

Provisional licensure for certified CHW training programs: Ms Edraos made a motion that was seconded by Mr. Joffe-Halpern, to establish an 18 month limit for provisional certification of CHW training programs, providing time for training programs to come into full compliance with new standards the board will set, including a minimum of 80 hours for core competency and special health topic training. Recent graduates of training programs with provisional certification will be eligible to apply under the Training and Work Experience pathway. The motion passed unanimously.

Document: April 2, 2014 memo to Board of Certification of Community Health Workers Advisory Workgroup regarding Pathways to Individual Certification

V. **Revision of Core Competencies**

The Board reviewed proposed revisions to its “Core Competencies for Community Health Workers.” using recommendations from the subsequent to the board’s previously approved document:

DISCUSSION: Gail Hirsch and Geoff Wilkinson summarized proposed changes to the January 4, 2014 version of the board’s description of core competencies for CHWs, including subsequent recommendations from the Advisory Workgroup, staff, and board members. The board reviewed the document page by page and agreed on a variety of edits.

ACTION: Mr. Joffe-Halpern made a motion that was seconded by Ms. Lau, to approve changes to the “Core Competencies for Community Health Workers” as shown on Appendix A of these minutes. The motion passed unanimously.

Document: “Core Competencies for Community Health Workers Revised and Approved by CHW Board, Jan. 14, 2014 with revisions based on subsequent Advisory Workgroup, Board, and staff input.”

VI. Scope of Practice for CHWs

Board Counsel, Vita Berg, and Geoff Wilkinson described proposed language to the Scope of Practice for CHWs suitable for inclusion in future regulations. The board discussed the draft Scope of Practice and agreed to make additional edits.

ACTION: Ms. Calista made a motion that was seconded by Ms. Edraos to approve the revised Scope of Practice for CHWs, as shown in Appendix B of these minutes, to appear in regulations at CMR 6.06. The motion passed unanimously.

Document: Working Draft Scope of Practice for a Certified Community Health Worker

VII. Requirements for CHWs Certified as Trainers

Geoff Wilkinson summarized recommendations for requirements for CHWs to be certified as trainers in certified CHW training programs, based on recommendations from the Advisory Workgroup. After brief discussion, board members agreed additional preparation would be required. Mr. Joffe-Halpern moved to table the discussion to the next Board meeting. The motion was seconded by Mr. Oliveria and passed unanimously.

VII. Other Business/Announcements: None

VIII. Adjourn

There being no other business before the Board, Mr. Oliveria made a motion to adjourn the Meeting. Ms. Lau seconded the motion. The motion passed unanimously. The Meeting adjourned at 12:01 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Thursday, June 10, 2014, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Name

Position

Date