

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, July 8, 2014

9:00 a.m. – 12:00 p.m.

239 Causeway Street ~ Floor ~ Room 417A/B

Boston, Massachusetts 02114

Agenda

Time	Item #	Item	Exhibits
9:00 am	I.	Call to Order, Welcome, and Determination of Quorum	
	II.	Approval of Agenda	Agenda
	III.	Approval of Minutes A. June 10, 2014 Regularly Scheduled Meeting	Minutes
9:10 am	IV.	Chairman's Update	Memo
9:15 am	V.	Requirements for CHWs Certified as Trainers	6/26/14 Advisory Workgroup Notes
10:15 am	VI.	Term of Certification for CHW Training Programs	
10:30 am		Break	
10:40 am	VII.	Standards for Certification of Training Programs	6/26/14 Advisory Workgroup Notes
11:40 am	VIII.	Reciprocity with Other States	
11:55 pm	IX.	Other Business/Announcements	
12:00 pm	X.	Adjournment	

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, July 8, 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
Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative
Joanne Calista, Community Health Worker Training Organization, Representative
Henrique Oliveira, Community Health Worker, Secretary
Charles Joffe-Halpern, Community-Based Community Health Worker, Employer
Maritza Smidy, Community Health Worker
Denise Lau, Public Member (arrived at 9:17 a.m.)

Board Members Not Present: Sheila Och, Community Health Worker

Staff Present: Mary Phillips, Executive Director, DHPL
Ichelle Herbu, Assistant Executive Director, DHPL
Anson Chu, Office Support Specialist I, DHPL
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH
David Murphy, Board Counsel, Office of the General Counsel DPH
Gail Hirsch, Director, Office of Community Health Workers, DPH
Terry Mason, Consultant, 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 9:16 a.m.

Mr. Wilkinson 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; Mr. Oliveira seconded the motion. The motion passed unanimously.

Document: July 8, 2014 Board Meeting Agenda

III. Approval of June 10, 2014 Regularly Scheduled Meeting Minutes

The Minutes of the June 10, 2014 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: None

ACTION: Mr. Joffe-Halpern made a motion to approve the minutes as presented; Ms. Calista seconded the motion. The motion passed unanimously.

Document: June 10, 2014 Regularly Scheduled Board Meeting Minutes

IV. Chairman's Update

DISCUSSION: Mr. Wilkinson reminded the Board that this will be his last meeting as the Board Chair and his successor, Jean Zotter, will be taking over as the new Board Chair. Mr. Wilkinson informed Board Members that as of this meeting all of the meetings will be recorded.

ACTION: None

Document: Memo

V. Requirements for CHWs Certified as Trainers

DISCUSSION: Mr. Wilkinson reviewed the Advisory group meeting minutes with the Board in regards to the requirements for the CHW Certified as Trainers. The Board discussed the minimum training hours required for an individual who is applying to be a Certified Trainer. Ms. Calista talked about her organization and that they pick and choose trainers based on their abilities such as making small presentations, feedbacks from other CHWs, etc. After discussion, the Board decided the following for the **Requirements for Certified CHW Trainers:**

1. Require min. 20 hrs training of CHWs within past 30 months prior to application.
2. Require min. 2 professional references, one of which must be from co-trainer, but not a trainee.
3. For recertification: require 15 hrs of training and/or CEUs (combination acceptable) over 2 year's period for which the initial certification is in effect. CEUs should cover training methods or content relevant to special health topics covered in CHW core competency training. Up to 5 hours of CEUs may be online.
4. DPH Office of CHWs can approve the CEUs.

Ms. Berg raises concern about the administrative burden of dealing with rolling expiration dates of certification, especially considering that effective dates of certificates for CHW trainers could be out of sync with effective dates of their basic certification. This needs to be reconciled in a future meeting. She reported other boards (e.g., pharmacy) use common expiration date for all licenses, regardless of when holder initially received license.

ACTION: Mr. Joffe-Halpern made a motion to accept the requirements discussed above; Ms. Calista seconded the motion. The motion passed unanimously.

Document: Advisory Workgroup notes from 6/26/14 meeting.

VI. Term of Approval for CHW Training Programs

DISCUSSION: The Board discussed the logistics of approval of CHW training programs. Ms. Berg reported that the statute's language, mentioned the "acceptance" of the program and it is not necessary for the Board to certify the training programs. After consideration of standards in other states and MA nursing board (annual reporting required to confirm current status), it is not necessary to require re-certification of training programs after a set period (e.g., 3 -5 years). Ms. Berg notes Chap. 322 authorizes approval of training programs, not certification per se. Since board has agreed to require annual reporting by training programs, DPH will have basis for requiring corrective action as may be required in board's judgment. Board needs to develop and review the annual reporting form, which should include financial reporting, as well as programmatic reporting. With this information, the Board decided to revisit this issue in the future. A vote was not taken regarding this topic.

ACTION: None

Document: None.

[BREAK 10:28 a.m. – 10:42 a.m.]

VII. Standards for Certification of Training Programs

DISCUSSION: Mr. Wilkinson reviewed his notes from the June 26, 2014 Advisory's Workgroup meeting. This topic was brought to the Advisory's Workgroup for their input. The Board agreed for the Training Program Requirements recommendation of the Advisory Workgroup:

1. Require training programs to post graduation rates.
2. Require evidence that programs have criteria/requirements for conferring certificates of completion, documentation of what those requirements are, and evidence that programs collect that information and apply it in decision making about who graduates; also require programs to document how and why they make decisions about who does not graduate.
3. Require program evaluation, including:
 - participant evaluation of each training course, with goal of full participation;

- documentation of how programs assess participant learning and mastery of core competencies. Joanne Calista is concerned that the whole field is still figuring out how to assess mastery of core competency.
 - documentation of changes made as a result of evaluation.
 - Programs have flexibility in evaluation methods, e.g., pre-/post-tests, assessment of case presentation, etc.
4. Require documentation of how programs use CLAS standards to assure they're using culturally and linguistically sensitive training materials and methods. Also require documentation of the diversity of their training staffs, samples of materials they use in training, explanations of whether and how they assess their staff knowledge and values with respect to diversity/cultural competency, e.g., in hiring decisions, whether they provide diversity training, anti-racism work, etc.
 5. Require annual reporting to DPH by certified training programs (similar to nursing board approach, using a report template form to be developed by DPH.

ACTION: Ms. Smidy made a motion to accept the recommendation from above; Mr. Joffe-Halpern seconded the motion. The motion passed unanimously.

DISCUSSION: whether to revisit June decision to require using CHWs for at least 50% of training. Board agrees to reduce standard to 40%, clarify the standard could be met using multiple CHWs, not the same individual, and to provide opportunity for programs to request a waiver. Waivers could be granted for limited periods to address specific circumstances.

ACTION: Mr. Joffe-Halpern made a motion to accept the recommendation from above; Ms. Calista seconded the motion. The motion passed unanimously.

Document: Advisory Workgroup notes from 6/26/14 meeting.

VIII. Reciprocity with Other States

DISCUSSION: Deferred until the next scheduled Board Meeting

ACTION: None

IX. Other Business/Announcements

Mr. Wilkinson informed the Board that on the next scheduled Board meeting, the Board will have to elect for a new vice-chair as the previous vice-char, Ms. Siren, had resigned.

X. Adjourn

There being no other business before the Board, Mr. Joffe-Halpern made a motion to adjourn the meeting. Ms. Edraos seconded the motion. The motion passed unanimously. The meeting adjourned at 12:03 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Thursday, August 12, 2014, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Name

Position

Date