

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, November 8, 2016  
9:30 a.m.

239 Causeway Street ~ 4<sup>th</sup> Floor ~ Room 417 A&B  
Boston, Massachusetts 02114

Agenda

Time	Item #	Item	Exhibits	Staff Contact
09:30 a.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording		
	II	Approval of Agenda	Draft Agenda	
	III	Conflict of Interest		
	IV	Approval of Minutes: October 11, 2016	Draft Minutes	
	V	<u>Regulatory</u> A. Regulatory Update B.		MS
	VI	<u>Application:</u> A. Community Health Worker Certification Application B. Community Health Worker Education and Training Program Application	Draft Applications	GH
	VII	<u>Flex Session</u> A. Topics for next agenda	None	RC
1:00 p.m.	VIII	Adjournment		

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**BOARD MEETING MINUTES**

Tuesday, November 8, 2016

9:30 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Jean Zotter, DPH, Chair

Present:

Joanne Calista, Community Health Worker Training Organization, Representative

Peggy Hogarty, Massachusetts Public Health Association Representative

Catherine Bourassa, Community-Based CHW Employer

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

Steven Bucchianeri, Massachusetts Association of Health Plans Representative

Henrique O. Schmidt, Community Health Worker, Secretary

Sheila Och, Community Health Worker

Board Members

Not Present:

Maritza Smidy, Community Health Worker

Denise Lau, Public Member

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL

Philip Beattie, Assistant Executive Director, BHPL

Rebecca Ferullo, Office Support Specialist I, BHPL

Mary Strachan, Board Counsel, Office of the General Counsel, DPH

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

Erica Guimaraes, 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 9:31 a.m.

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

II. Approval of Board Meeting Agenda

The Meeting Agenda was reviewed.

DISCUSSION: None

ACTION: Ms. Zotter made a motion to approve the agenda; Mr. Bucchianeri seconded the motion. The motion passed unanimously.

Document: November 8, 2016 Board Meeting Agenda

9:37am Ms. Bourassa entered

III. Approval of October 11, 2016 Regularly Scheduled Meeting Minutes

The Minutes of the October 11, 2016 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Minutes of the previous meeting were reviewed.

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

Document: Draft Minutes

IV. Application

A. Community Health Worker Certification Application

DISCUSSION: Ms. Hirsch presented the draft application for review, specifically page 8. This page included a question asking for previously held licenses. Board members discussed which types of licenses they are looking for, including profession and location. Board members decided to create a guidance document informing people of the types of licenses they are looking for, a list of all states who currently certify CHWs, and not to ask for foreign certifications or licenses or Medical Interpreter certifications. Ms. Hogarty noted that part C of the application asks for a graduation certificate to be submitted from the CHW program, although the minutes showed Board members had decided to ask for letters. This will be corrected and ask for letters of graduation verification in a signed, sealed envelope.

Ms. Hogarty also requested to make it clearer that the whole application is not available to be filled out online, and certain documentation will still need to be submitted. Ms. Hirsch agreed to include this information after field testing is completed. Board members agreed to the following changes to the application: restrict question regarding previously held licenses to only those professions covered by the National Practitioner’s Data Bank and include a question regarding CHW certification in other states with the link to a webpage which will list all states which offer state certification; create a guidance document regarding this information; change part C to ask for a letter of verification from the applicant’s training program where they received training; include information to clarify online vs. paper applications after the draft application has been field tested with the help of MACHW; field test the online application when it is available.

ACTION: Ms. Hogarty made a motion to approve the changes as discussed; Ms. Och seconded the motion. The motion passed unanimously.

Document: Draft Application

V. Regulatory  
A. Regulatory Update

DISCUSSION: Ms. Strachan informed the Board there are currently no updates on the status of the regulations. A Board seat nomination has gone up to the Commissioner’s office.

ACTION: None

Document: None

VI. Application  
B. Community Health Worker Education and Training Program Application

DISCUSSION: Ms. Hirsch reviewed the draft application. Board members discussed consistency of language through the document, specifically using the term “proficiency” instead of “mastery,” as discussed in previous meetings, and including “Board approved” wherever appropriate. Board members also discussed the lookback period and relying on references to ensure applicants have the knowledge required for certification. Mr. Schmidt asked if site visits will be part of the approval process. As other state agencies require certain building and code requirements, Board members are unsure of what they would be looking for and some programs which are partially online may not have a fixed location, this may not be appropriate or necessary. Ms. Edraos suggested removing the definition of a CHW as it is not necessary and off topic from training programs. Board members discussed creating a guidance document to help clarify the lookback period. Board members agreed to the following changes: change “mastery” to “proficiency” through the document; add “Board approved” in front of “Certification” throughout document where appropriate; remove sections that start “CHW certification is voluntary…” and “Definition of CHW;” rearrange paragraphs in General Information section for better flow.

ACTION: Ms. Zotter made a motion to approve the changes to pages 1 and 2 as discussed; Ms. Calista seconded the motion. The motion passed unanimously.

DISCUSSION: Ms. Edraos suggested holding the changes until after field testing. Board members discussed the staff requirement and decided to remove language allowing for a waiver if there are not enough CHWs, as that was included before it was decided the CHWs do not have to be certified. Language “as defined by Regulation (XX)” should be included after “...taught or co-taught by CHWs or CHW trainers.” Board members discussed the definition of CHW certified vs. non-certified and possibly creating sub regulatory guidance for the percentage of online vs. classroom time. Ms. Calista wanted to make sure the bullet points in the application are not exclusive. Number 5 bullet should include “classroom” before “proficiency” and she felt number 6 bullet seemed to exclude programs with previous issues and she wants to be clear all is considered during approval. Ms. Strachan agreed to come back to the Board with clearer language. Board members asked how the four domains required for approval will be evaluated, and discussed coming back to this issue after the rest of the application is settled. Audience members asked Board members to clarify what “effective” means in the context of bullet 5. Board members discussed how to make sure an authorized person fills out the notice of intent/application for a program. Board members continued to discuss how to evaluate information received in the application and determined they may need to determine the criteria for evaluation before settling on the application. The sentence beginning “The Board will determine which programs...” should be removed from the application. A specific timeframe on processing will not be included. The term “notified” will be used without specification of the method of notification as that change over time (i.e. if the Board goes paperless). Board members discussed if a provisional application is relevant, if it should be removed altogether as it will become void on 12/31/2016, or if the regulations should be updated to extend that date. Board members agreed on the following changes: Notice of Intent should be prepared and signed by the individual appointed by the parent institution; second bullet of part one should read “receive feedback from the Board of Certification that specifies the minimum standards for the program;” strike the third paragraph, first sentence; strike part two, second sentence, and any processing times through the document; part two, first bullet should be reworded to remove “trainee” and clarify that the graduates of the program are eligible to apply for individual certification; second to last sentence of the Application Process section will end at the word “contacted.”

ACTION: Ms. Zotter made a motion to approve the changes to section “Application Process” as discussed; Mr. Bucchianeri seconded the motion. The motion passed unanimously.

Document: Draft Application

VII. Conflict of Interest

DISCUSSION: Ms. Cherfils reviewed the Conflict of Interest law with Board members.

ACTION: None

Document: None

VIII. Flex Session  
A. Topics for Next Meeting

DISCUSSION: Board members will discuss at next meeting: criteria to evaluate program application and the processing & provisional program approval.

ACTION: None

Document: None

IX. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Calista seconded the motion. The motion passed unanimously. The meeting adjourned at 12:59 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, December 13, 2016, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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