## State of CHW work---From Anna (April 20th, 2018)

Here is a brief summary of the status of current efforts and key items to be aware of moving forward.

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# CHW Coalition

## Advisory Board

Advisory Board currently has a vacancy for both Co-Chair positions. At the last Advisory Board meeting in March, we discussed a request for nominations to fill the Co-Chair vacancy left by Vicky Fuentes. This vacant Co-Chair position needs to be a current or former CHW. There is also a vacancy for the Secretary position.

The next Advisory Board meeting is Wednesday, May 9th. At this meeting, it will be important for the members to receive an update on the Sustainable Finance workgroup proposal (for CHW services-Medicaid coverage) for the Medical Community Advisory Committee (MCAC) and to take action on approving (or not) the proposal. It would also be good for some of the Advisory Board members to plan to attend the MCAC meeting to hear the presentation and provide support.

Ideally, the WFD workgroup will have a report on the CHW Core Skills Pilot and proposed certification process for the Advisory Board agenda in July.

## Workforce Development

The Workforce Development general meetings (monthly) have been on hold since the CHW Core Skills Pilot began (3/2018). The larger workgroup will reconvene in July 2018. While the general meetings have been on hold, two subgroups (created in Oct. 2017) have been meeting regularly to move progress forward in two key areas: 1) sustainability of training and 2) certification of the workforce. The two subgroups are the Implementation subgroup and the Certification Process subgroup. Current discussions in each subgroup summarized below.

1. Implementation Subgroup: current discussions involve developing recommendations for a Train the Trainer training; learning from the Pilot; helping create documents to support the Pilot (ex: application for CHW Core Skills course, etc.) meetings have been held every other week fairly regularly.
2. Certification Process Subgroup: so far, this subgroup has created several documents to highlight role distinction and role overlap with the CHW occupation and similar occupations. This is critical information to support making the case for a state-recognized certification credential for the workforce. This subgroup has had difficulty in meeting regularly. There is a need for consistent representation from the UPHA CHW section leadership. **This subgroup must have consistent CHW input (from experienced CHWs) in developing the proposal for the certification process in Utah.**  The purpose of this group is to develop a proposal for the CHW Certification Process in Utah. All of the criteria for certification (as well as things to consider) is clearly outlined in the WFD Action Plan. If the subgroup-meeting schedule can be adjusted to meet the needs of the CHWs, this would be ideal. Oreta and I have discussed it, but no determination was made. It would be good to meet with the UPHA CHW Section leadership to determine best way to coordinate the discussion/meetings around certification process. *Cami Roundy, the CHW WFD Co-Chair, oversees the certification of Peer Support Specialists at the Department of Substance Abuse and Mental Health (DSAMH). Leveraging her knowledge of that process, as well as lessons learned is critical to shaping sustainability of the process.* **There is general consensus among members about the following items related to certification:**
   1. UDOH will be the certifying authority for the certification
   2. certification will remain voluntary
   3. there will be a “grandparenting” process during a specified period of time to ensure CHWs who have been practicing in the field have a path to certification without taking the Core Skills training if they can demonstrate their knowledge of core competencies/skills. The “grandparenting” process will need to be determined in the certification process.

## Advocacy

The Advocacy workgroup still has a vacancy for co-chair. It would be great to have a few nominations for this co-chair position at the Advisory Board meeting in May. They are working on education and engagement strategies to ensure consistent understanding and commitment internally, as well as across various target audiences. The toolkit they are working on includes the CHWC-endorsed CHW definition, CHW Core Skills and CHW Core roles. They need assistance in graphic design work to standardize materials. Their work will begin to hone in on policy strategies for certification once the WFD workgroup has consensus on a proposed certification process and the Advisory Board has approved it. Ideally, this will occur before September.

## Sustainable Finance and Evaluation

The Sustainable Finance and Evaluation workgroup has divided work into subgroup areas : 1) the Key Informant Interview (KII) subgroup and 2) the Medicaid subgroup. The KII subgroup was very small and spearheaded by Jesse Bush. They are in the process of coding the interviews and should have a summary to share with the Advisory Board soon. They don’t have any formal meetings scheduled. The Medicaid subgroup, led by Jen Puder meets monthly (see appendix A for schedule). After this group presents their request to the MCAC in June, it would be ideal for the group to merge with the Advocacy workgroup

## Meeting schedules, agendas, minutes, member rosters and assessment of coalition members

Phone lines, laptop, phone and rooms are reserved for all scheduled meetings. Most meetings are held in rooms that are publicly accessible (no one has to go through Security).

### SCHEDULES

The meeting schedule for all workgroups can be viewed on the UDOH EPICC webpage http://choosehealth.utah.gov/healthcare/community-health-workers.php

### AGENDAS

Meeting agendas are usually set by the Co-Chairs of each workgroup. Bridgett Hanna (Advocacy) and Jesse Bush and Jen Puder (Evaluation and Sustainable Finance ESF) set their workgroups agendas. Sarah McClellan and Cami Roundy (Workforce Development and its subgroups) will receive assistance from McKell. McKell will create the agenda for the Advisory Board, with input from the workgroup Co-Chairs.

### MINUTES

Meeting minutes can be located in the Google Drive folders and on the website. I usually ask for help from one of the Advisory Board members to take minutes, since we don’t have the Secretary position filled. Advocacy and ESF are consistent in providing their meeting notes. WFD can use assistance, and it may be as simple as just asking for a volunteer each meeting, or getting someone to volunteer for a longer period of time.

### MEMBER ROSTERS

Member rosters for Advisory Board and workgroups can be found in the Google drive folder.

### LEADERSHIP

There are some vacancies in current leadership positions (Advisory Board: Both Co-Chair positions, Faith-based organization representative, Secretary; Advocacy Workgroup: Co-Chair position) that need to be filled. Recruitment efforts can be guided by reviewing current member rosters, evaluating workgroup meeting minutes to identify members who consistently attend and engage, or through an overall assessment.

## RECOMMENDATIONS for EFFORTS IN THE NEXT 6 MONTHS

## Files for CHWC

Google Drive houses many of the workgroups documents. This is to ensure all workgroup members have access to working documents, research/best practices and historical knowledge of workgroup efforts. Most of the workgroup co-chairs use this repository; however, some of the coalition members cannot access Google from their work place.

Website(s)The Advocacy workgroup is looking into the possibility of a website that could be used by internal members (for the time being) to ensure all members have access to info. The public-facing website has been the UDOH EPICC page <http://choosehealth.utah.gov/healthcare/community-health-workers.php> Dave M.( UDOH EPICC media coordinator) and Anna met in early April to discuss a process to ensure regular updates. For now, McKell will send meeting notes/agendas to be posted on the public-facing site to Dave on a monthly basis (day/date up to new person).

## Partnership with UPHA CHW Section

Planning and coordinating a retreat with CHW Coalition leadership and members to facilitate stronger partnership and networking has been discussed with Oreta and her UPHA CHW Section leadership. It would be good to get this set up in the near future to help ensure inclusive approach with the certification process and to build relationships.

## Leavitt Partners paper and LHD CHW Environmental Scan data

The Leavitt Partners white paper on Making the Case for CHWs in Utah (or other title) is a helpful tool for our efforts to impact sustainable financing for CHWs in Utah. The target audiences of the paper are health systems, health payers and decision/policy makers. The paper is highly anticipated by our Advisory Board, Advocacy workgroup and Sustainable Finance workgroup. It would be helpful to share it broadly and let the Advocacy workgroup provide direction on distribution to targeted audiences. Having the UDOH PIOs do a press release on the document would also be helpful. I’d recommend consulting with the Advisory Board and Advocacy workgroup on strategic timing for that.

The Local Health Department CHW Environmental Scan data report is still under review. I would recommend getting approval to release the report to external partners as soon as possible. It contains helpful information on who CHW employers (diverse) are in Utah, their interest in resources and training for CHWs (especially around hypertension and diabetes and the Core Skills training), as well as interest in participating on the CHWC.

## CHW Core Skills Training Pilot

1. **Certificates** need to be created and signed by Dr. Miner for the CHWs who complete the Pilot successfully. Ultimately, the goal is to have the certificate embedded into the Learning Management System
2. **Waiting list for future registration** can be found in the Google Drive folder.
3. **Implementation** of considerations from **summary/findings** (Pat will continue to update these recommendations in the shared folder of the Google Drive)
4. **Tasks and Requirements** list for participants. I usually receive from Pat on Thursday and send out to the cohort on Friday. McKell will now distribute the checklists to participants (if needed).

## CHW Supplemental Training

UDOH Bureau of Health Promotion is currently looking at modular training options offered by Talance (pertaining to chronic-disease specific areas). Diabetes 101 and hypertension would be excellent resources for CHWs. Many of the CHW Employers identified in the LHD CHW environmental scan would like to have these options for their CHWs.