**T**he KY Department for Public Health, Division of Prevention and Quality Improvement, Chronic Disease Branch, recommends use of this rubric and related forms to ensure program submission of all necessary materials. This will allow the CHW Advisory Board to review the curricula in their entirety and make an approval decision or request supplementary materials in an efficient manner.

The following curriculum rubric details the core competencies to be included in the training of Community Health Workers. The curriculum submitted for approval should be reflective of work done by Community Health Workers in a variety of settings.

# Overview of Core Competency Recommendations

* Core Competencies recommended as in-person, face to face training include:
	+ Core Competency 1. Communication
	+ Core Competency 2. Use of Public Health Concepts and Approaches
	+ Core Competency 3. Organizational and Community Outreach
	+ Core Competency 4. Advocacy and Community Capacity Building
	+ Core Competency 5. Care Coordination and System Navigation
	+ Core Competency 6. Health Coaching
	+ Core Competency 7: Documentation, Reporting, and Outcome Management
	+ Core Competency 8: Legal, Ethical, and Professional Conduct

## Directions for Curriculum Rubric Completion:

* Please complete this form in its entirety.
* Please enter each objective that corresponds to each competency. Then enter the name of the module or course that meets the specific competency and objective outlined in the rubric.
* Provide the document file name of the corresponding module or course that meets the specific competency and objective, and provide the page number for that specific item.
* Once the information is completed on this rubric, save as a Word or PDF document. The curriculum submitted should be saved as a Word, Power Point and/or PDF document(s). For information on submitting the curriculum, please go to the Kentucky Department for Public Health, Community Health Worker program website at:
* Any video or other media to be used should be submitted with the curriculum.
* Interactive teaching strategies should be used for the core competencies.
* Applicants should ensure that all materials are submitted together, via a USB flash drive.

|  |  |  |
| --- | --- | --- |
|   | **Completed by Submitter of the Curriculum**Provide document file name of the corresponding core competency and then provide the page number for each specific item in the core competency. | **Completed by the Reviewer** |
| **Core Competencies****of the Quality Curriculum** | **Specifics for the Curriculum** | **Example: CHW Teach Back *(file name),* Page 3** | **Meets** | **Does Not Meet** |
| **CORE COMPETENCY 1.** **COMMUNICATION** ***Recommended as In-person, face to face format*****CORE COMPETENCY 2.** **USE OF PUBLIC HEALTH CONCEPTS AND APPROACHES** ***Recommended as In-person, face to face format*****CORE COMPETENCY 3.** **ORGANIZTIONAL AND COMMUNITY OUTREACH** **( hours)*****Recommended as In-person, face to face format*****CORE COMPETENCY 4.** **ADVOCACY AND COMMUNITY CAPACITY BUILDING ( hours)*****Recommended as In-person, face to face format*** | **CORE COMPETENCY 1: COMMUNICATION** |
| * Define Cultural Competency
 | File Name:Page No.: |  |  |
| * What Role will Cultural Competency play for CHW’s
 | File Name:Page No.: |  |  |
| * Please define OARS
 | File Name:Page No.: |  |  |
| * Describe the Importance of Open-Ended Questions
 | File Name:Page No.: |  |  |
| * Describe the Importance of Affirmations as part of Communication Skills
 | File Name:Page No.: |  |  |
| * Describe the Importance of Reflections as part of Communication Skills
 | File Name:Page No.: |  |  |
| * Describe the Importance of Summary as part of Communication Skills
 | File Name:Page No.: |  |  |
| * Name 3 (Three) Types of Adult Learning Styles
 | File Name:Page No.: |  |  |
| * Give an Example of 1 (one) Type of Learning Style and Application
 | File Name:Page No.: |  |  |
| * Give an Example of 1 (one) Type of Learning Style and Application
 | File Name:Page No.: |  |  |
| * Give an Example of 1 (one) Type of Learning Style and Application
 | File Name:Page No.: |  |  |
| * Describe the Practice/Method of Communication to Convey Information Clearly and Accurately
 | File Name:Page No.: |  |  |
| * Define Active Listening
 | File Name:Page No.: |  |  |
| * Define and Describe Professional Boundaries
 | File Name:Page No.: |  |  |
| * What Methodology will be used for Conflict Management
 | File Name:Page No.: |  |  |
|  | File Name:Page No.: |  |  |
| **CORE COMPETENCY 2: USE OF PUBLIC HEALTH CONCEPTS AND APPROACHES** |
| * Provide an overview of Social Determinants of Health and how they shape or influence the Individual or Client’s Health and Perspective <https://www.healthypeople.gov/2020/topics-objectives/topic/social-determinants-of-health>
 | File Name:Page No.: |  |  |
| * What is the Role Formal and Informal Data will Play in your Job?
 | File Name:Page No.: |  |  |
| * What Methodology will be Used with Data Sets to Help Set Priorities and Targets?
 | File Name:Page No.: |  |  |
| * Provide Information on Resources that could Provide Data to Enhance the Client’s Improved Health.
 | File Name:Page No.: |  |  |
| * Compare and Contrast Public Health and Health Care.
 | File Name:Page No.: |  |  |
| * What are Natural Supports?
 | File Name:Page No.: |  |  |
| * How do Natural Supports and Cultural Competency Influence One’s Ability To Access Health Care?
 | File Name:Page No.: |  |  |
| * Know Requirements/Parameters for Well Care Appointments
 | File Name:Page No.: |  |  |
| * Explain How You Will Present These Parameters to Clients for Prevention.
 | File Name:Page No.: |  |  |
| * Compare and Contrast Public Health and Social Justice.
 | File Name:Page No.: |  |  |
| * Please Give an Overview of the Following Public Health Concepts and Approaches:
 | File Name:Page No.: |  |  |
| * Maternal and Child Health
 | File Name:Page No.: |  |  |
| * Prevention of Injuries
 | File Name:Page No.: |  |  |
| * Chronic Diseases
 | File Name:Page No.: |  |  |
| * Mental/Behavioral Health Problems
 | File Name:Page No.: |  |  |
|  | File Name:Page No.: |  |  |
| **CORE COMPETENCY 3: ORGANIZTIONAL AND COMMUNITY OUTREACH** |
| * Submit An Example Plan How You Will Access:
 | File Name:Page No.: |  |  |
| * Community Resources for the Specific Community the CHW is Assigned.
 | File Name:Page No.: |  |  |
| * Information about the Individual who will be Assisted and any Barriers that could be Anticipated
 | File Name:Page No.: |  |  |
| * Become Familiar with the Geography of where the Individual Lives
 |  |  |  |
| * Understand the Concept of “This is What I Hear, What Did You Say,?’
 | File Name:Page No.: |  |  |
| * Define Trust
 |  |  |  |
| * Describe How to Build Trust with the Individual, Families and Social Networks in a Professional Manner
 |  |  |  |
| * Explain How a CHW will Provide Support for Clients to Follow their Provider and/or Caregivers’ Instruction and Medical Advice.
 | File Name:Page No.: |  |  |
| * Website <https://adata.org/learn-about-ada> is the National Network for the Americans with Disabilities Act. Please Access this Information and Summarize How the ADA May Help Clients with Challenges and/or Barriers Better Navigate the Health Care System.
 |  |  |  |
| **CORE COMPETENCY 4 : ADVOCACY AND COMMUNITY CAPACITY BUILDING** |
| * Define and Describe Self-Direction
 | File Name:Page No.: |  |  |
| * What Technique will be Used to Help Individual to be Self-Directed,
 | File Name:Page No.: |  |  |
| * Define an Advocate
 | File Name:Page No.: |  |  |
| * What Does It Mean to be Advocating for Someone?
 | File Name:Page No.: |  |  |
| * How Can One Teach a Person to Advocate for Themselves? Does it Include Empowerment?
 | File Name:Page No.: |  |  |
|  | * What Principles are Needed for Identifying and Developing Community Leadership?
 | File Name:Page No.: |  |  |
| * What Skills are Needed for Identifying and Developing Community Leadership?
 | File Name:Page No.: |  |  |
| * What Strategies Can Be Used to Support Clients to Meet Objectives with Challenges and Changing Conditions
 | File Name:Page No.: |  |  |
| * Define and Describe Accessible Living (the Definition/Description includes more than Physical Residence)
 | File Name:Page No.: |  |  |
|  |  |  |  |
| **CORE COMPETENCY 5.** **CARE COORDINATION AND SYSTEM NAVIGATION** ( hours)*Recommended as In-person, face to face format***CORE COMPETENCY 6.** **HEALTH COACHING** *Recommended as In-person, face to face format***CORE COMPETENCY 7.** **DOCUMENTATION, REPORTING AND OUTCOME MANAGEMENT** *Recommended as In-person, face to face format***CORE COMPETENCY 8 LEGAL, ETHICAL AND PROFESSIONAL CONDUCT** *Recommended as In-person, face to face format* | **CORE COMPETENCY 5: CARE COORDINATION AND SYSTEM NAVIGATION** |
| * Explain the Process in Obtaining and Sharing Up-To-Date Information About Health Insurance Programs and Eligibility and:
 | File Name:Page No.: |  |  |
| * --Public Health and Social Service Programs
 | File Name:Page No.: |  |  |
| * --Changes in Health Care Laws and Regulations
 | File Name:Page No.: |  |  |
| * Demonstrate the Ability to Assist Client with Referrals and Follow-Up Access for Needed Services
 | File Name:Page No.: |  |  |
| * Describe Providing Care Coordination, including Basic Care Planning with Client and Families. (include client’s desire for or against family involvement, needs assessment and facilitation care changes)
 | File Name:Page No.: |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **CORE COMPETENCY 6: HEALTH COACHING** |
| * What Strategies Will be Utilized with Community Assessments to Improve Client’s Health?
 | File Name:Page No.: |  |  |
| * Develop Individual Health Improvement Plans using SMART –Specific, Measurable, Attainable, Relevant and Timely- Goals to Build Client’s Strength Promoting Self-Efficacy.
 | File Name:Page No.: |  |  |
| * Explain How and When You Will Use Different Techniques Helping Clients Understand and Address Health Risks for Themselves, the Family Members, or Their Communities. (Examples may include Informal Counseling, Motivational Interviewing Active Listening, Harm Reduction, Community Based Participatory Research, and Group Work
 | File Name:Page No.: |  |  |
| * Describe what Technology is available to make Health Information more accessible not only culturally but linguistically.
 | File Name:Page No.: |  |  |
| * Explain how the Client will be involved in Continuing Education and Behavior Change Activities which may include Family Members.
 | File Name:Page No.: |  |  |
| * What Methods will be Used to Keep Networking Current and Up-To-Date so CWH can Coach Client of the Best and Newest Resources for Healthy Behavior Change?
 |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **CORE COMPETENCY 7: DOCUMENTATION, REPORTING AND OUTCOME MANAGEMENT** |
| * Submit an Example of How the CHW will Organize the Client’s Thoughts and then be able to Communicate Effectively with Community Members, Supervisors and Other Professional Colleagues.
 | File Name:Page No.: |  |  |
| * What does Compliance with Reporting, Record Keeping and Documentation Requirements in One’s Workplace Require?
 | File Name:Page No.: |  |  |
| * How will Assessment Results be Provided to Support On-Going Agency and Community Planning and Program Evaluation?
 | File Name:Page No.: |  |  |
|  | File Name:Page No.: |  |  |
|  | File Name:Page No.: |  |  |
|  |  |  |  |
| **CORE COMPETENCY 8: LEGAL, ETHICAL AND PROFESSIONAL CONDUCT** |
| * Attach a Copy of the *Kentucky Code of Ethics for Community Health Workers*. Understand by submitting a Copy of this Code of Ethics YOU HAVE READ and ARE RESPONSIBLE FOR THE INFORMATION.
 | File Name:Page No.: |  |  |
| * What are the Scope and Boundaries of the CHW role in the Context of the Workplace Team and Employer Policy
 | File Name:Page No.: |  |  |
| * Provide instruction on applicable laws including Health Insurance Portability and Accountability Act (HIPPA)?
 | File Name:Page No.: |  |  |
| * Define the CHW’s Clients’ Rights Applicable to HIPPA (example)
 | File Name:Page No.: |  |  |
| * Provide instruction on the KY statutes related to abuse and neglect: KRS 209.030 (Adult Abuse, Neglect or Exploitation) and KRS 620.030 (Duty to Report, Child Dependency Neglect, Abuse or Human Trafficking)
 | File Name:Page No.: |  |  |
| * KRS 209.030
 |  |  |  |
| * KRS 620.030
 |  |  |  |
| * What is meant by “Mandatory Reporting?”
 |  |  |  |
| * Describe the CHW’s Ability to Work Proactively, Advocating for Supervision, Training, Continuing Education, Networking and Other Resources for Professional Development and Lifelong Learning.
 | File Name:Page No.: |  |  |
| * What method will a CHW us to continue to gain knowledge and maintain adherence to all local, state, federal policies and regulations pertaining to the CHW
 | File Name:Page No.: |  |  |
|  | File Name:Page No.: |  |  |
|  | File Name:Page No.: |  |  |