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| **Bill** |  | **Contact** |  | **Brief Synopsis of Bill** |
| Number | **CHW budget proviso** | PCH Office | OFCHI | $150,000 of the general fund—state appropriation for fiscal year 2019 is provided solely for the department to implement training and education recommendations described in the 2016 report of the community health worker task force. The department shall report to the legislature on the progress of implementation no later than June 30, 2019. These moneys shall only be used to cover the cost of the department's staff time, meeting expenses, and community outreach. |
| Title | **CHW training and education** | PCH Program | Community Health Worker Training Program |
| Year | **2018** | PCH Staff & Number | Scott Carlson, x3792 |
| Budget |  | Other Staff | Debbie Spink, x3717 |
| Fund Source |  | Other Staff | Sonora Stampfly, x3442 |
| Date Created | **05/2018** | Other Staff |  |
| Date Last Updated |  | Other Staff |  |

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| **# - Requirement/Milestone** | **Staff Reporting** | **Date Due** | **Date Done** |
| ***Interim Step/Comments/Update*** |
| **1 – Determine committee size, desired facilitator, and other details internally** | **Scott Carlson, Debbie Spink, Sonora Stampfly** | **5-17-18** |  |
| 1. Max 30 participants
2. Potential facilitators – names, etc.?
3. Tentative dates
	* Meeting #1 – July 19, 2018 - Kent
	* Meeting #2 – August 23, 2018 - Spokane
	* Meeting #3 – September 27, 2018 - Tacoma
	* Meeting #4 – November 15, 2018 - Tri-Cities
	* Culminating Event – Leg training and representative meet and greet - February 2019
 |  |  |  |
| **2 – Begin contracting process for desired facilitator**1. RFP or procurement process?
2. Reach out to Robbie Kay for availability
 | **Scott Carlson** | **5-14** |  |
| **3 – Determine meeting dates and locations, set up meetings** | **Scott Carlson/Admin** | **5-22** |  |
| 1. Reserve dates on internal calendars
 | Admin |   |  |
| 1. Reserve meeting space, book travel where necessary, etc.
 | Admin |  |  |
| 1. Draft meeting agendas
 |  |  |  |
| 1. Admin support options
 | Scott, Casey | 5-15 |  |
| **4 - Budget costs for proviso** |  |  |  |
| 1. Draft - 4 meetings + 1 culminating event, per diem, travel, facilitation, supplies, cost to support association with materials and supportive services
 | Sonora, Debbie | 5-14-18 |  |
| 1. Finalize Proviso Budget
 | Scott, Chi | 5-22-24 |  |
| **5 – Communications Plan – Internal and external** | **Debbie, Victor** | **5-11** |  |
| **Review workplan with Lacey**1. FY18 Proviso -
2. FY19 Proviso – review and provide feedback
	1. Include funding for statewide association directly to their 501c3
 | **Scott** | **5-15** |  |
| **1 – External communication and recruitment** | **Scott Carlson, Debbie Spink, Sonora Stampfly** | **5-17-18** |  |
| 1. *Draft email to previous CHW task force members for Lacy Fehrenbach to approve.*
* *Introduce task laid out by budget proviso*
* *Explain what DOH is doing to implement and outline next steps*
* *Ask previous members to participate on new committee if available.*
	+ *Include meeting dates and locations if possible*
 | *Scott, Debbie, Sonora* | *5-18-18* |  |
| 1. *Send email to previous members. Track members who will continue participation.*
 | *Scott, Debbie, Sonora* |  |  |
| 1. *Draft email to wider CHW community and other interested stakeholders for Lacy Fehrenbach to approve.*
* *Introduce task laid out by budget proviso*
* *Explain what DOH / Stakeholder Team is doing to implement and outline next steps*
* *Request for participation to fill out committee membership*
	+ *Include application process and related materials*
	+ *Include meeting dates and locations if possible*
 | *Scott, Debbie, Sonora* | *5-18-18* |  |
| 1. *Send email to stakeholders. Track applications.*
 | *Scott, Debbie, Sonora* |  |  |
| **2 – Establish committee** | Scott Carlson/Lacy Fehrenbach | **5-25-18** |  |
| 1. Review returning committee members. Determine gaps where other representation is needed.
 | Scott, Debbie, Sonora | 5-18-18 |  |
| 1. Review new applications and select participants.
 | External / Internal DOH group – TBD | 5-24-18 |  |
| 1. Notify all committee members of final membership, next steps, and schedule. Send meeting invites to all committee members.
 | Scott, Debbie, Sonora  | 5-25-18 |  |
| **3 – Hold meetings (meet roughly quarterly)** Be sure to include coordination with related ASTHO work underway | Scott, Debbie, Sonora | **June 2018 -February 2019** |  |
| 1. Develop materials to explain proviso, (landscape of CHW work currently in WA State) plan for committee work, details of first section to discuss, information on various CHW models, etc.
	1. Begin work plan for this work
 | *Scott, Debbie, Sonora* | *6-5-18* |  |
| 1. First meeting: Review above details. Focus on first grouping of task force recommendations

*“Develop Core-CHW training and education programs to prepare CHW generalists to support the health and well-being of individuals and communities.”* |  | *7-19-18* |  |
| 1. Second meeting: Review results and any pending tasks from previous meeting. Focus on next grouping of recommendations

*“Provide additional continuing education opportunities to prepare CHWs with expertise preparing them to be successful in specific roles such as diabetes, mental health, etc.”* |  | *8-23-18* |  |
| 1. Third meeting: Review results and any pending tasks from previous meeting. Focus on next grouping of recommendations

*“Identify additional training that may be needed to successfully perform each of the recommended CHW roles so employees and employers know what additional training is needed to perform specific roles.”* |  | *9-27-18* |  |
| 1. Fourth meeting: Review results and any pending tasks from all previous meetings. Provide draft/outline for progress report and any recommendations we may put forward for committee approval.
 |  | *11-15-18* |  |
| 1. Culminating Event – Leg training and representative meet and greet
 |  | *February 2019* |  |
| **4 – Internal communication (after each meeting)** | Scott, Debbie, Sonora | **Ongoing** |  |
| 1. Follow up with internal stakeholders (can be email or in-person)
 |  |  |  |
| **5 – Draft progress report** | Scott, Debbie, Sonora | **January 2019-February 28, 2019** |  |
| **6 – Review final progress report**  | All | **February 2019 – June 2019** |  |
| 1. Program staff finalizes progress report and gets approval from program and/or section manager. Send final report to policy staff.
 | *Scott Carlson* | 2-28-19 |  |
| 1. Office Director review and approve
 | Lacy Fehrenbach | 3-11-19 |  |
| 1. Policy Management Analyst review and approve
 | Ashley Noble | 3-19-19 |  |
| 1. Policy Director review and approve
 | Policy director - TBD | 4-3-19 |  |
| 1. HPCS communications review and approve – HPCS will handle formatting
 | HPCS | 4-18-19 |  |
| 1. Assistant Secretary review and approve
 | Janna Bardi | 5-3-19 |  |
| 1. C4PA communications and policy (review simultaneous. Policy director send to C4PA for agency approval)
 | Policy director - TBD | 5-20-19 |  |
| 1. C4PA sends to Secretary for final approval
 | C4PA | 6-4-19 |  |
| 1. C4PA sends to OFM for final approval
 | C4PA | 6-26-19 |  |
| **7 – Submit final progress report to legislature.** | C4PA | **6-28-19** |  |