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|  | **SIM X Subcommittee**  **Date: January 25 2016**  **Time: 3-4:30 pm**  **Location: Portland Public Health** |

**Chair and Staff: Barbara Ginley**

**Member Attendance (A-Z): Liz Weaver, Nelida Berke, Sara Harvey, Karen O’Rourke, Kristine Overton, Ben Hummel**

*Subcommittee documents available at***: (**insert web address)

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| **Agenda Item/Related SIM Objective (if applicable)** | **Obj. SST ID** | **Risk/concern discussed** | **Escalation to Steering (y/n)** |
| **Introductions & Announcements** | NA | There is no additional funding for another core competency training despite strong demand. Sustainability issues of CHW model- need to determine who will pay for training moving forward. | N |
| **Next Steps A**  **Review Code of Ethics** | NA | Low CHW participation and need for input if working on a code of ethics that will guide them | N |
| **Next Steps B**  **Review of Training/ Ed/ Qualify/Compliance Standards** | NA | Trade off around ensuring that registered CHWs contain the skills/experience they need to perform and not setting the bar too high for entry, especially in regards to equivalency hours and English proficiency    What is the training model that Maine will use to prepare those who facilitate core competency training and evaluate students- must consider fidelity to curriculum and growth of the workforce | N |
| **Meeting Evaluation** |  | Declining CHW participation due to work responsibilities. Poor awareness of reimbursement perhaps? | N |
| **Agenda Item** |  | **Discussion Points and Decisions** | |
| **Introductions & Announcements** |  | Reviewing evaluation data from the Public Health Training Institute Core Competency Training  Extension of funding for potential train the trainer class in spring or summer  Question around criteria for who qualifies, only those who completed core competency training? which training?  Not enough funds budgeted to do a third core competency training, unless several organizations can put together the funding  JSI Evaluation of pilot projects sites in process, ensure data collection captures CHW work and impact  State has yet to go into rule making, Barbara has submitted CHWI recommendations | |
| **Next Steps A**  **Review Code of Ethics** |  | Lack of CHW participation on the call today means not appropriate to begin with the review  Group agrees on Barbara convening a workgroup of CHWs to work on this piece | |
| **Next Steps B**  **Review of Training/ Ed/ Qualify/Compliance Standards** |  | Looking at the Equivalency Section: 2000 hours of work as a CHW over the past 10 years  Reduction from the original threshold of 4000 hours, the tiered approach has also been reduced to 1000 hours  This change was made in response to CHW concerns raised during fall 2015  Hard threshold to reach for CHWs that work part time or for an organization with temporary funding  Only 100-200 possible candidates that could reach even the revised thresholds in Portland and Tribal Communities  Should we reduce the equivalency hours even further? And should the window also be decreased accordingly from 10 years?  Originally 10 year window was to ensure that part time CHWs have ample time to gather documentation  Concerns regarding retention of knowledge and changing landscape of the workforce within 10 year span  **Final decision: Reduce to 1000 hours of work as a CHW within the last 5 years for equivalency, 500 hours for tiered** option  Why is there no English proficiency requirement within the standards?  U.S. GED/ High School Diploma is required, in theory covers the language component  CHWI Recruitment Guidance also suggests language screening for employers  The compliance standards applies to the Registry, it rests on employers to screen candidates for English proficiency  Want to ensure that the registry is low barrier  Content of Training is Detailed in the Core Competency Recommendations  We still must decide upon what is an appropriate # of hours for the training based on the competencies.  Organizations that have designed curriculum could give us an estimate based on our new core competency descriptions.  Set up meetings with Public Health Training Institute Western Mass and Sally Sutton Portland Adult Ed    Barbara built in a provision to Practicum Section that accounts for lack of qualified supervisors  The criteria for Practicum Supervisors will not go into effect until 2020  Evaluation Section: Skills will be measured through observation opposed to written exam  Issue of preparation of trainers: Not only those facilitating the classes but those who perform observation  Train the trainer is cited as the best way to assure access to training, streamline the process  Evidence Based Model from the Agencies on Aging provides a potential template  Master Trainer required to: teach class at least once per year, monitoring/observation of another Master Trainer  Quality of trainer important fidelity to the model, can’t deviate from standard curriculum | |
| **Meeting Evaluation** |  | No CHW participation on this call and has dropped off significantly since last year  Nelida raised issues around attendance for full time CHWs  Need to advertise stipends and gas cards beyond e-mail to incentivize attendance  Issue around fuzzy screen in zoom for Ben, Barbara received message around color scheme | |
| **Public Comment** |  |  | |

**New Actions**

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| **Agenda Item** | **Action Items** | **Status** | **Who** | **Due By** |
| **Next Steps A**  **Review Code of Ethics** | Convene workgroup of CHWs to look at the Code of Ethics | Email invite sent 2/1/16 | bg | Mtg sched for 2/11/16 |
| **Next Steps B**  **Review Compliance Standards** | Set up meetings with Public Health Training Institute and Sally Sutton Portland Adult Ed for an estimate of total hours for core competency training  Review Evidence Based Master Trainer Program for Agencies on Aging CNAs | CC distributed to SS and KO on 1/26/16 | bg | Done on 1/26/16 |
| **Meeting Evaluation** | Feedback to Zoom on image quality |  |  |  |
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**Outstanding Actions**

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| **Reference** | | **Action Items** | **Status** | **Who** | **Due By** |
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