

Community Health Worker Task Force Regular Meeting

Monday, August 19, 2024

1:00-2:30 p.m., CST

Meeting Minutes

Call to Order

Members in Attendance

Mandy Dendy – Medical Services Division

Rebecca Quinn – UND School of Medicine and Health Sciences Center for Rural Health

Shannon Bacon – Federally Qualified Health Centers (FQHC)

Melissa Reardon – NDSU School of Public Health

Jo Lynn Rising Sun – Hospital Association Representative

Absent:

Tyler Kientopf – EMS Representative

Chris Price – Public Health Division

Tribal Representative – no current Appointee

Facilitator: Brian Barrett, APT, Inc.

There were many members of the public in attendance with expertise in community health work and community health representative work.

The Task Force did not have a quorum of members present until approximately 2:00 pm. and so agenda topic II. Certification and Regulation was discussed as the first agenda topic and discussion/voting on agenda topic I. Training and Education took place later in the meeting.

I. Training and Education

- The Task Force discussed the components to the competencies listed below.
 - Competency: **Roles, Advocacy, and Outreach**
 - Component: Understanding the Scope of practice
 - Competency: **Organization and Resources**
 - Component: How to find local health systems and resources

- Competency: **Teaching and Capacity Building**
 - Component: Coaching, reinforcing health education
- Competency: **Legal and Ethical Responsibilities**
 - Component: Confidentiality, mandatory reporting, conflict of interest, ethical practice - including staying within the scope of practice
- Competency: **Coordination and Documentation**
 - Component: Working with a care team and under a care plan, service documentation
- Competency: **Communication and Cultural Competency**
 - Component: Motivational interviewing, active listening, trauma informed care, knowledge of cultural practices in the community
- Competency: **Health Promotion**
 - Component: Health promotion and disease prevention
- Shannon Bacon suggested broadening the Legal and Ethical Responsibilities component. She suggested writing “ethical practices, including staying within the scope of practice”. Shannon also suggested changing “medical documentation” to “service documentation” under the Coordination and Documentation competency. The Task Force discussed these suggestions and there was no opposition.
- Mandy Dendy made a motion to accept, in draft form, the components to the competencies with the suggested edits made by Shannon Bacon.
- Jo Lynn Rising Sun seconded the motion.
- Roll Call Vote: All Aye
- The Task Force discussed the 200- hour internship being traditional Internship **and/or** Supervised Work. All members agreed this could also be in combination.
 - Jo Lynn Rising Sun made the motion to adapt the 200-hour internship being solely a traditional internship or supervised work or in combination of both.
 - Mandy Dendy seconded the motion.
 - Roll Call Vote: All Aye
- The Task Force reviewed the Experience Pathway decision points listed below.
 - What are the minimum number of experience hours?
 - Recommendation: 1000 hours which is equivalent to 6 months of full-time work or 1-year part-time work.
 - Paid experience, volunteer experience, or some combination?
 - Recommendation: Supervised experience is what needs to be considered.
 - During what timeframe must the experience have been incurred? (i.e. last 3 or 5 years).

- Recommendation: 3 years.
- Do we recommend keeping this pathway or phasing it out?
 - Recommendation: To not phase out. It is important to know what training is available. If there is an infrastructure that advises to phase this out, they can do it in the future.
- Looking at the CHW scope of practice for the measuring bar of what experience must be within the CHW scope of practice is considered sufficient for this pathway
 - Recommendation: Explore developing an administrative grievance process
 - Recommendation: Keep the application consistent with the Peer Support application and/or the Nursing Assistant applications if possible.
- The Task Force discussed the Experience Pathway decision points and concluded that the “grievance process” should not be included with this section. Also, there was no opposition to eliminating the language referencing applications being consistent with the Peer Support Specialists and/or Nursing Assistant profession.
- Rebecca Quinn made the motion to approve the experience pathways decision points as outlined above except for the final two sub-bullets referring to the grievance process and applications being consistent with the Peer Support Specialist and the Certified Nursing Assistant profession.
- Mandy Dendy seconded the motion.
- Roll call Vote: All Aye
- The Task Force identified other items relating to how CHWs apply for certification such as letters of recommendation, still need further discussion and proposal.

II. Certification and Regulation Decision Points

- Renewal of Certification
 - The Task Force reviewed and discussed the following:
 - Renewal of certification every 2 years
 - 12 clock hours of continuing education every two years with 2 being in ethics.
 - Jo Lynn Rising Sun made the motion to recommend certification renewal every 2 years with the requirement of 12 continuing education hours with 2 of the hours being in ethics.
 - Shannon Bacon seconded the motion
 - Roll Call Vote: All Aye
- Revocation of the CHW Certification
 - Jo Lynn is in the process of reviewing Peer Support and CNA information as it pertains to this topic. From her preliminary review, some of the information is very similar to what the Task Force identified and some of the information is ruled by the

Century Code. Other information is rules by the overseeing department along with the individual organizations employing these professions. Jo Lynn will share more detailed information during the next meeting. Rebecca will also review and share information.

- Shannon suggested reviewing the CHW Code of Ethics from the national association as this could help with the framework.
- Practicing without Certification
 - The Task Force discussed if a CHW could practice without certification? It was explained that, under North Dakota's Century Code, an individual cannot identify as a CHW if they are not certified under this chapter. Therefore, it could be argued that one cannot practice if your certification expired. Discussion occurred about what is considered "practice" and that individuals might do CHW-related tasks without necessarily being called CHWs.
- Community Health Representative (CHR) Pathway to Re-Certification
 - The Task Force discussed and agreed that a CHR will also need 12 clock hours of continuing education because once they become certified CHWs they are subject to CHW certification requirements. Senator Hogan recommended that the Task Force make sure the training is available and accessible. Melissa will bring this back to the CHR directors for their feedback on this.

IV. Review with Senator Hogan

- The Task Force reviewed various aspects of Certification and Regulation with Senator Hogan. She advised that it is important for continuing education to be available for CHWs. The Senator advised that "there should be a balance between flexibility and structure, so the rules are "consistently applied".
 - The Task Force discussed the idea of "audits" with Senator Hogan. She suggested calling it a "review" and not an audit because it could be perceived as a financial audit.
- Administrative Rules Discussion
 - Senator Hogan explained that the final draft of the Task Force's administrative rules will need to be reviewed by legal experts and then be presented to the Administrative Rules Committee. Prior to this, HHS will have a public comment period on the rules.
 - Shannon Bacon inquired about the opportunity for the Task Force to provide recommendations on funding as it pertains to the Collaborative and/or other resourcing? Senator Hogan advised that these recommendations typically go

directly to the DHHS for inclusion in the budget. DHHS is already the payor for CHWs and the certifier/regulator and believes it is a conflict of interest to also be tasked with a Collaborative to grow the profession.

- Mandy Dendy explained that the Task Force will not have the administrative rules ready until the end of 2024 which means that they will not be reviewed by the Administrative Rules committee no earlier than the summer of 2025.
- Draft discussion
 - The Task Force agreed that they will distribute a “draft” of certification and regulation requirements/rules to CHW/CHRs once it is developed and voted on.

Tasks:

- Jo Lynn and Rebecca will review Peer Support and CNA information as it pertains to the revocation of certification and the grievance process.
- Melissa will discuss the availability of continuing education with CHR directors.

Adjourn 2:29pm.

Individuals with disabilities who need accommodations to participate in the meeting or who would like more information about the Community Health Worker Task Force can contact Ashley Gerving at 701-328-4807, toll-free 800-755-2604, 711 (TTY) or email at gervingashley@nd.gov

Date Posted: 8/26/24

Date Revised: