

**Community Health Worker Advisory Committee - Meeting**

October 28, 2019 • 1:00 – 3:00 p.m.

**Maryland Department of Health  
201 W. Preston St., Conference Room L3  
Baltimore, MD 21201**

**Advisory Committee Members Present**

Fay Alexander  
Lilian Amays  
Griselda C. Funn  
Ryan Moran  
Fran Phillips  
Tiffany Scott  
Katherine Talbert

**Advisory Committee Members Teleconference**

Rosario Campos  
Camisha Coke  
La Kerry B. Dawson  
Robin Hollar  
Jude L. James  
Rebecca L. Jones  
Bettye Muwwakkil  
Yana Rachinskaya  
Samantha Sailsman  
Bradley Tritsch

**Maryland Department of Health Staff**

Cheryl De Pinto  
Deborah Donohue  
Kimberly Hiner (Staff)  
Pamela Tenemaza  
Stephanie Garrity

Upcoming meeting: December 16, 2019, 1-3 pm., MDH, 201 West Preston Street, Conference Room L3, Baltimore

## **Welcome & Roll Call/Introductions**

Fran Phillips, Chair, opened the meeting by providing a welcome and greetings to the Committee member and the members of the public. Each Committee member, both in-person and on the phone, introduced themselves.

## **Meeting Minute Approval**

The Advisory Committee voted and approved the August 19, 2019 meeting minutes.

## **CHW Certification Program Implementation**

### **Proposed Regulations Update**

Advisory Committee staff, Kim Hiner provided an update on the status and changes to the CHW regulations:

- The CHW regulations have been published in the Maryland Register. The public comment period ends November 25, 2019.
- The anticipated effective date of the CHW regulations is December 30, 2019.
- The CHW regulations include a change in the language around fees.

### **Certification Update**

Advisory committee staff, Kim Hiner, provided an update on the CHW certification process and the current number of certifications applied or in process:

- The CHW certification One-Stop portal went live September 1, 2019.
- MDH has updated the CHW website with comprehensive resources to address questions on the application process. MDH is in the process of updating the One-Stop portal resources as well.
- To review the CHW applications, MDH utilizes a 3-step review process:
  1. Completeness review that consists of a review of all required information;
  2. Scoring of application that consists of a complete review of application and required documents including correct names, birthdate, letters of validation, signatures etc.;
  3. Verification of scoring of application that consists of a second review of application that verifies scoring.
- MDH estimates a one-week timeline to review complete applications.
- MDH is working to clarify the certification process including the letters of validation process.
- As of Oct 29, 2019, the CHW certifications include:
  - 119 in draft
  - 69 applications submitted

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- 41 certificates issued

## **Outreach and Communications**

Advisory committee staff, Kim Hiner, provided information on the outreach and communication strategy MDH is utilizing to inform the public of the grandparenting application.

- The group reviewed the handout “Certification is now available for experienced CHW in Maryland!”
- CHW outreach materials have been uploaded to the CHW website and is available for download
- Webinars for CHWs or employers on the CHW certification process have been scheduled. Registration and link are available on the CHW OPHI website.
- MDH will be posting, “10 steps to submitting a successful application.”
- Spanish language materials will be available
- Kim Hiner requested the CHW Advisory Committee members to assist in disseminating the CHW outreach information.
- State employees will also receive information on the CHW certification process.
- Request for the CHW Advisory Committee members to provide comments on report to the legislative committees.
- Discussion from CHW Advisory Committee member to coordinate volunteers to assist CHW fill out the CHW application.

## **State Classifications for CHWs**

Advisory committee staff, Kim Hiner, provided information on the state classification for CHWs.

- MD currently has 336 Community Health Outreach Workers (CHOWs) working for the state (excludes 5 home-rule counties)
- Two positions are classified within the state
  - CHOW I and CHOW II
- Two-thirds of CHOWs positions are vacant within the state due to the low salaries
- Discussion from CHW Advisory Committee members on CHW billable services including Medicaid and other carriers.

## **Advisory Committee Next Steps**

Advisory Committee staff, Kim Hiner, discussed next steps for the CHW training programs and CHW certifications.

- Request for the Advisory Committee members to share information, and to be an ambassador in the field to get CHWs to apply for certification.
- January 1, 2020 is the anticipated roll-out of MDH to begin certifying training programs. Advisory Committee members are requested to put in an application to sit on the review

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committee. This review committee will be appointed by the Secretary of Health. Training will be available before the process begins.

- MDH anticipates the reciprocity certification and the individual CHW certifications will begin in April 2020.

### **Committee Meeting Dates for 2020**

Advisory Committee staff, Kim Hiner, proposed the CHW Advisory Committee to meet on a quarterly basis in 2020 and requested feedback on the following proposed dates:

- February 10th, 2020
- May 18th, 2020
- August 17th, 2020
- November 16th, 2020

### **Public Comments:**

- Consider change to the proposed regulations on care coordination skills.
- Request for clarification on the regulatory dates proposed for CHW certification.
- Request for information on training programs and the roll-out timeline

### **Closing Remarks**

Chair Fran Phillips provided closing remarks. The next meeting is December 16, 2019, 1-3 pm., MDH, 201 West Preston Street, Conference Room L3, Baltimore

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