

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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