



# State Community Health Worker Advisory Committee Meeting

August 17, 2020



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# Welcome and Roll Call

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# Opening Remarks – Cheryl De Pinto

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**Thank you to Fran Phillips, Former Chair**

# Certification of Appreciation – Fran Phillips

## Certificate of Appreciation

Awarded to

*Frances B. Phillips, RN*

August 17, 2020

In recognition of your dedication and commitment as Chair of the Community Health Worker Advisory Committee and unwavering support of community health workers in Maryland.



Robert R. Neall  
Secretary



Cheryl De Pinto, MD, MPH  
Director, Office of Population Health Improvement



Rectangular Snip



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# Approval of May 18, 2020 Meeting Minutes

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# CHW Certification Update

# Certification Application – Deadline Suspension

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## Related to COVID-19

- Sec. Neall suspended the March deadline for CHWs to submit applications for certification based on experience until 30 days after the state of emergency has been terminated
- 500 CHWs certified as of the original deadline of March 31
- The deadline suspension has allowed an additional 145 CHWs to be certified to date!

# Certification Update: Sept. 1, 2019 – Aug. 17, 2020

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<b># applications submitted to MHD:</b>	706
<b># submitted applications in review process</b> (under review and applicant receiving assistance):	61
<b># total CHW certificates issued by MDH:</b>	645

# Sample - CHW Certificate



CHW Certification Training Program Accreditation Update

# CHW Certification Application Based on the Completion on an Accredited CHW Training Program

## Maryland Community Health Worker Certification Application Based on the Completion of an Accredited CHW Certification Training Program

Community Health Worker (CHW) Certification based on Completion of an MDH Accredited CHW Training Program

[Show More](#)



CHWs may apply at any time.  
Due Date



1 day - 90 days  
Approval Time



30 mins - 60 mins  
Completion Time



\$0.00  
Application Fee

Apply or Register

# Certification Based on Completion of an Accredited CHW Certification Training Program

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Effective April 1, 2020 applications are accepted for certification based on the completion of an accredited CHW training program

Requirements:

- Documentation of successful completion of CHW certification training program accredited by the Department
- Minimum age of 18 years
- High School Diploma or GED equivalent

## **CHW Certification Application Based on the Completion on an Accredited CHW Training Program – Application window**

- Current COMAR regulations do not stipulate the period of time a CHW has to submit an application for certification based on the completion of an accredited CHW certification training program
- We are seeking Advisory Committee input on any proposed deadline for CHWs to submit their applications for certification.

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# CHW Certification Renewal Update

# CHW Certification Renewal Process

## Maryland CCHW Renewal

### Community Health Worker Certificate Renewal

#### Maryland Certified Community Health Worker (CCHW) Certificate Expiration and Renewal Key Points

The following key points summarize Maryland's CCHW expiration and renewal process.

- A CHW **certificate is effective for two years** from the date issued.
- There is **no fee** for certification renewal.
- A CCHW should be prepared to **submit their certificate renewal application 30 days prior to expiration**.
- **Renewal requirements** include:
  - Submission of a **community health worker certificate renewal application** through the **Maryland OneStop** portal portal.
  - Documentation of **20 hours of a broad range of professional development activities**.
  - A CCHW must **notify the Department upon name or contact information change**.

#### Important Application Documents:

- [Maryland CCHW Certificate Expiration and Renewal Manual](#)
- [Maryland CCHW Certificate Renewal Professional Development Activity Tracking Sheet](#)

#### Things to know about certification renewal for CCHWs in Maryland:

- CCHWs may begin a Certificate Renewal Application at any time.
- **CCHWs may submit their online Certificate Renewal Application with the required documentation 30 days prior to their certificate expiration date.**
- The Certificate Renewal Application is open on [Maryland OneStop](#) so that CCHWs may enter information and upload Professional Development Activities Tracking Sheet(s).
- The Certificate Renewal Application and uploaded documents will remain in Draft mode until the application is submitted.
- The "Submit" button appears in the application, but will not be activated until August 1, 2021.

## Certified Community Health Worker (CCHW) Certificate Renewal Application Details

### Certified Community Health Worker (CCHW) Certificate Renewal Application

last revised 06/24/20 at 11:26 am

#### Maryland Certified Community Health Worker (CCHW) Renewal Application

The CCHW certificate is effective for 2 years from the date issued. Prior to the expiration date, a CCHW must submit a renewal application that includes documentation of 20 hours of broad range of professional development activities.

[show less](#)



**Thirty days prior to certificate expiration date.**

Due Date



**1 day - 90 days**  
Approval Time



**1 - 2 hour**  
Completion Time



**\$0.00**  
Application Fee

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# CHW Certification Training Program Accreditation Update

# CHW Training Program Application Review Committee

Name	Committee Seat
Monica Spann, CCHW, Chair	Community Health Worker
Ryan Moran	State Community Health Worker Advisory Committee
Mary Kay DeMarco, PhD, MSN, RN	Health professions educator with expertise in curriculum development
Tina Backe	MDH CHW certification program staff member
To be determined	As needed, MDH program staff member based on expertise needed

# CHW Training Program Accreditation Application Webpage

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## Training Programs

- › [Accredited Community Health Worker Training Programs](#)
- › [Training Program Accreditation](#)
- › [Training Program Application Review Committee](#)

[Sign up for MDH CHW email notifications here.](#)

## Community Health Worker Certification Training Program Accreditation

**The accreditation process for Community Health Worker (CHW) Certification Training Programs is now open!**

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**[The Code of Maryland Regulations \(COMAR\) 10.68.02.02](#)** (Community Health Worker Certification Training Programs) requires **all CHW certification training programs to be accredited by the Maryland Department of Health** (the Department) and **that an accreditation shall be issued before an organization may offer a CHW certification training program**. To obtain accreditation of a CHW certification training program, an organization must submit an accreditation application to the Department.

Before completing an application for accreditation, please review all information and documents on this page.

### Key things to know about the accreditation process:

- Accreditation applications are being accepted through the [Maryland OneStop portal](#). Read more about the application portal and application fields in Sections VI and VII in the [Application Manual](#).
- There is **no fee to apply for accreditation**, at this time.

# CHW Certification Training Program Requirements

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## [COMAR 10.68.02.03](#) - Training Program Requirements

A CHW certification training program shall:

- Provide a minimum of **100 hours of instruction**
- Verify successful completion of an **additional supervised 40-hour practicum** by a student
- Employ a **curriculum framework that incorporates, at a minimum, the Maryland CHW nine core competencies**
- Include an **objective knowledge assessment**

# Training Program Accreditation Process

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## Accreditation of CHW Certification Training Programs – January 1, 2020 – August 17, 2020

# applications submitted to MHD:	5
# applications in review process (under review and applicant receiving assistance):	1
# total accreditations issued by MDH:	4

# Accredited CHW Certification Training Programs

Accredited CHW Training Program	CHW Certification Training Program Name	Effective Date of Accreditation	Date of Accreditation Certification Expiration
Access to Wholistic and Productive Living Inc.	Access Community Health Workers Training	October 1, 2018	July 23, 2023
Asian American Center of Frederick in partnership with Hagerstown Community College	CHW Certification Training Program	March 6, 2020	July 23, 2023

## Accredited CHW Certification Training Programs

Accredited CHW Training Program	CHW Certification Training Program Name	Effective Date of Accreditation	Date of Accreditation Certification Expiration
Maryland Area Health Education Center Program	Maryland AHEC CHW Training Program	October 1, 2018	August 3, 2023
Washington County Commission on Aging, Inc.	Community Health Worker 101	August 6, 2019	July 23, 2023

# Sample – CHW Training Program Certificate of Accreditation



**Maryland**  
DEPARTMENT OF HEALTH

## Certificate of Accreditation

No. [NUMBER]

Be it known that, pursuant to Maryland Health-General Article, Title 13, Section 3705, Annotated Code of Maryland, accreditation is granted to

[ENTITY]

to operate an accredited community health worker certification training program to be known as

[NAME OF PROGRAM]

This accreditation shall be valid from [DATE] through [DATE], unless and until suspended or revoked by the Maryland Department of Health in the manner prescribed by law. In witness whereof, for, and on behalf of the Maryland Department of Health, I have here unto set my hand, this [DAY] of [MONTH] 20[XX].

Robert R. Neall  
Secretary of Health

Cheryl De Pinto  
Director, Office of Population Health Improvement



# CHW Certification Training Program Accreditation Application

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## Accreditation Application Due Dates

- December 31, 2020
  - Training programs who trained individuals from Oct. 1, 2018 - Dec. 31, 2020 requesting retroactive accreditation to October 1, 2018
- No deadline for:
  - Programs not requesting retroactive accreditation
  - New programs

## **Outreach to Potential CHW Training Program**

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### Request for assistance by the Advisory Committee

- Suggestions on how to reach CHW training programs potentially eligible for accreditation
- Outreach by the Advisory Committee to CHW training programs potentially eligible for accreditation

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# **Maryland Rural Health Association Conference – CHW Panel Presentation**

## **CHW Presentation at the MRHA 2020 Virtual Conference**

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### ***Community Health Workers: Increasing in Strength and Capacity***

- October 19, 2020, 10:30 AM – 11:30 AM

#### Panel Members:

- Elizabeth Chung - Executive Director, Asian American Center of Frederick in partnership with Hagerstown Community College
- Mary Kay DeMarco, PhD, RN, CNE - Professor of Nursing and Director, Essex Campus Nursing Program, Community College of Baltimore County
- Chad Perman, MPP - Program Director, Program Management Office for Maryland Primary Care Program, Public Health Services

# CHW Advisory Committee Meeting Dates

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Quarterly meeting of full Advisory Committee - Mondays, 1 – 3 p.m.,  
at MDH or virtually

- **November 16, 2020**
- **February 15, 2021**
- **May 17, 2021**

# Open Discussion

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Experiences/challenges in the COVID-19 environment???

# Certification Contacts and Links

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## Maryland CHW Certification Website

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/Home.aspx>

## Maryland CHW Phone Line

410-767-5971

## Maryland CHW Email Addresses

[MDH.CHW@Maryland.gov](mailto:MDH.CHW@Maryland.gov)

[MDH.CHWApplications@Maryland.gov](mailto:MDH.CHWApplications@Maryland.gov)

# Contacts

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State CHW Advisory Committee Chair, to be determined

**Cheryl Duncan De Pinto**, Director, Office of Population Health Improvement - [Cheryl.DePinto@Maryland.gov](mailto:Cheryl.DePinto@Maryland.gov)

**Kimberly Hiner**, State CHW Advisory Committee Staff and Deputy Director, Office of Population Health Improvement - [Kimberly.Hiner@Maryland.gov](mailto:Kimberly.Hiner@Maryland.gov)

# Adjournment

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Motion, second, and vote to adjourn.  
Thank you for joining us today!

We wish you well!

The CHW Team