



69 West Washington Street, Suite 3500 • Chicago, Illinois 60602-3027 • www.dph.illinois.gov

ILLINOIS COMMUNITY HEALTH WORKER ADVISORY BOARD

MEETING MINUTES

Meeting Date: February 2, 2015 10:00AM – 12:00PM

Meeting Location: Illinois Department of Public Health

1. ATTENDANCE

See attached attendance list.

2. MEETING LOGISTICS

Building: IDPH Director's Conference Room: 69 W. Washington, 35th floor, Chicago / 535 W. Jefferson, 5th floor, Springfield

Remote Access Tools Used: Phone number - 888-494-4032, pass code 264 5426 804

3. MEETING START

Meeting Schedule Start: 10:00am

Meeting Actual Start: 10:16pm

Meeting Scribe: Jamie Campbell, Sinai Urban Health Institute

4. AGENDA

I. WELCOME AND ROLE CALL

- a. Each meeting attendees need to email Juana their name to be documented in the meeting minutes.

II. APPROVAL OF MEETING MINUTES

- a. All Board members unanimously approve minutes for 1/5/15 and minutes will be publicly available on the IDPH website.
- b. Moving forward, there will be a 2 week process for approval of minutes. Meeting minutes will be completed within 1 week; Board will approve minutes within the following week.

III. Workgroups

a. Purpose

- i. Juana Ballesteros will send out charge of each workgroup by 2/6/15
- ii. All workgroup meetings are open to the public.

b. Updates

i. Core Competencies and Scope of Practice

- a. Led by Molly Martin; send comments and suggestions to mollyma@uic.edu
 1. Please send any major changes to Scope of Practice and CHW Qualities document by 2/4/15
 2. Scope of Practice will be finalized by 2/6/15. Board members to approve via email but can still tweak afterward as needed.

- b. There was discussion of the need to determine and finalize core competencies and scope of practice before moving ahead with determining training and certification recommendations.
- c. This workgroup met twice since the last Board meeting and reviewed the following information:
 - 1. Literature around CHW scope of practice
 - 2. Findings of the Chicago CHW Local Network- data from CHWs and CHW employers regarding their assessment of the current definition of CHWs and their thoughts and expectations on CHW training and certification.
 - 3. Findings from the Sinai Urban Health Institute's 2011 survey of CHWs and administrators of CHW programs in healthcare settings
 - 4. Examples of CHW core competencies and scope of practice from other states
- ii. The group drafted CHW scope of practice and CHW qualities; development of CHW core competencies will be based directly on CHW scope of practice.
 - 1. Don't like the wording "Scope of Practice"
 - a. What does this mean?
 - b. Suggested "Core Roles and Competencies"
 - 2. Scope of Practice #7 & #9 is combined
 - 3. (Dean Jeffrey Waddy) Suggested that leadership is added to Scope of Practice
 - a. Possibly add under "Community Engagement and Advocacy," "Social-emotional support" and on the list of CHW qualities
 - b. (Leticia Boughton) Suggested wording "Building individual and community capacity"
 - 4. (Monica Dillon, RN from Loyola) Scope of Practice #5: What does care plan mean?
 - a. Nurses create and monitor care plans; CHWs facilitate adherence to care plans
 - b. (Monica) Suggested we change wording for "care plan" to "care and service plan"
 - 5. Scope of Practice #3:
 - a. Concern wording is too specific. Should it be generalized to just say "Research?"
 - b. (Juana Ballesteros) Suggested to start off with general statement, such as "CHWs participate in all phases of research"
 - i. NY has good wording on this topic
 - c. Debate over the word "Initiate" and suggest other wording (e.g. recommend and suggest)
 - i. Workgroup discussed how CHWs can be valuable in generating research questions. Workgroup will wordsmith and review language from national C3 Project to establish CHW core competencies
 - 1. Leticia Boughton will share report from C3 group when its finalized
 - 6. (Juana Ballesteros) CHW qualities are important because not everyone can be a CHW. CHWs have distinct traits and shared experiences which help them relate to the community served.
 - 7. (Molly Martin) The list of CHW qualities does not relate to clinical care or technological skills but reflect the nonclinical role of the CHW.

iii. Training and Certification

1. This group can begin soon.
- iv. **Financing/ Reimbursement**
 1. This group should meet asap.
 2. Can begin with a literature review on the topic and understanding of what other states have done.
- v. **Workforce Development**
 1. This group can begin.
 2. Will overlap with training and certification but encompass more than that.
 3. Suggested this workgroup has a co-chair that has experience as a CHW in a clinical setting
 4. Venoncia Bate volunteered to assist.
 5. (Leticia Boughton) Reminder that language should not be limited to healthcare as CHWs work in various settings and not always in medical teams. Social services and other areas should be considered as well.
- c. **Membership and Leadership**
 - i. Workgroup chairs will be selected shortly, if not already
 - ii. By next meeting, all workgroups should be assembled and have met at least once.
- d. **Invite content experts**

IV. CHW Resources

- a. Will guide the work of the workgroups
- b. If you come across a great document but are not free to share it publicly, make a note of that when sending to Juana

V. Timeline and Next Steps

- a. **Timeline:** Need to put more content planning into the timeline to have a work plan; add more activities of the workgroups
 - i. The group noted a typo in the date that the final report is due (1/5/16)
 - ii. Core Competencies and Scope of Practice Workshop will have CHW core competencies drafted by next meeting (3/2/15)
- b. **Document sharing site:** Set up SharePoint that is accessible to all who participate in IL CHW Advisory Board meetings. Look for email on how to register
 - i. **Person responsible: Juana**
- c. **Participating in workgroups:** Please inform Juana ASAP if interested in joining a workgroup, which meet outside of the Board meetings. Invite colleagues to join as well.
 - i. **Person responsible: Everyone**

VI. Public Comments

- a. Would like to see CHWs more integrated into behavioral health/ mental health
 - i. Outreach and engagement is no longer reimbursable; however, case management is reimbursable
 - ii. CHWs provide an essential service and have a place in this field. A possible mechanism for reimbursement could be Medicaid reimbursement
- b. The CHW qualities listed by the Core Competencies and Scope of Practice workshop are subjective. Any health care worker should have these qualities. How are they measureable?
 - i. They are not measureable.
- c. Recommendations from the workgroups should not mirror the jobs of nurses or care coordinators. All workgroups should consider this.
- d. (Michelle Bromberg and Pam Robbins) Do not like the wording "Scope of Practice" or "Standards of Practice" because this term refers to medical practitioners. The Core Competencies and Scope of Practice workgroup will consider tweaking the wording.

- i. Juana Ballesteros to notify Michelle and Pam of next Core Competency and Scope of Practice workgroup meeting.
- e. Advised that Scope of Practice should not be more general so that it does not become outdated. There should be opportunities for other roles to fit into this as the field grows.
- f. (Venoncia Bate) Concerned healthcare workers with other licenses (e.g. nurses, etc) will be able to gain certification as a CHW, as illustrated by an example of this occurrence in Ohio. Concerned employers will favor CHWs with a clinical background.
 - i. Noted that this should be a consideration of the Workforce Development workgroup
 - ii. Discussed ways of protecting those with other licenses from applying for CHW certification
 - 1. Advocacy
 - 2. Building a structure that engages and draws in the right audience for CHW certification

6. MEETING ADJOURN

11:57pm

7. NEXT MEETING

Monday, March 2, 1025, 10am-12pm

**Illinois Community Health Worker Advisory Board
Meeting Attendance-February 2, 2015**

Board Members		
Teresa Berumen	Enlace Chicago	(phone)
Amy Sagen	UIHHS	
Christopher Garcia	Champaign County Health Care Consumers	(phone)
Hong Liu	Midwest Asian Health Assoc	(phone)
Dr. Molly Martin	UIC	
Leticia Boughton	Chicago CHW Local Area Network	(phone)
Geraldine Hardy	Sthrn IL Hlthcare Fdtn	(phone)
Monica Dillon RN	Loyola University-Nursing	(phone)
Jeffery J. Waddy, MS.Ed	South Suburban College	(phone)
Mary Ann Abate, MS LSW	Rosecrance Health Network	(phone)
Lizette Martinez	Alivio Medical Center	

Ex-Officio Members		
Dr. Jerrilyn Pearson	DCFS	(phone)
Juana Ballesteros	IDPH	
Michele Bromberg	Financial and Prof Regs	(phone)
Michael Jones	HFS	(phone)
Amanda Corso	ICCB	(phone)

(Springfield)

Public At-Large		
Jaime Campbell	Sinai Urban Health Institute	
Jessica Hayes	Illinois Certification Board, Inc.	(phone)
Martin Schreiber	Presence Health	(phone)
Erica Martinez	HMPRG	(phone)
Jason Pace	Community Health Partnership of IL	(phone)
Karriem Watson	UIC/Miles Square Health Ctr	(phone)
Dennis Brennan	DuPage County Health Department	(phone)
Venoncia M. Baté-Ambrus		(phone)
Meg Cooch	Illinois State Alliance of YMCAs	(phone)
Shella Blue	Rosalind Franklin University	(phone)
Cheri Hoots	IDPH Chronic Disease Division	(phone)
Eileen Deroze	IDPH Chronic Disease Division	(phone)
Pam Robbins	American Nurses Association-IL	(phone)
Veronica Robles	Sinai Urban Health Institute	(phone)

(Springfield)

(Springfield)

l)

l)
l)