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ILLINOIS COMMUNITY HEALTH WORKER ADVISORY BOARD

MEETING MINUTES

Meeting Date: April 6, 2015 10:00AM – 12:00PM

Meeting Location: IDPH

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: 10:05am

Meeting Scribe: Jamie Campbell, SUHI

4. AGENDA

1. WELCOME AND ROLE CALL

- a. Each meeting, attendees participating via conference call line need to email Juana their name to be documented in the meeting minutes.

2. REVIEW AGENDA

3. REVIEW 3/2/15 MEETING MINUTES

- a. Meeting minutes for 3/2/15 were reviewed. It was recommended to add the date that the Board approved the minutes to the meeting agenda.

4. Workgroups

a. Updates

i. Core Competencies and Scope of Practice

1. This group has not met since the last board meeting (3/2/15).
2. To date, this group has developed preliminary recommendations for CHW core competencies and CHW roles based off of:
 - a. Language from the national C3 Project to establish CHW core competencies
 - b. Language about CHW core skills and roles from other states (Oregon, Massachusetts, Minnesota)
 - c. The National Community Health Advisor Study (1998)
 - d. Illinois Legislation (HB5412)

3. Leticia will resend these documents (CHW core competencies and CHW roles) so that attendees who may be new to the IL CHW Advisory Board meetings can have access.
4. Susan Swider of Rush University had some questions/comments regarding the last version of the Core Competencies and Skills the workgroup put together. Molly Martin, workgroup chair, will address her concerns. Her questions/comments will not drastically change the product the group put together.

ii. Training and Certification

1. This workgroup has broken up into four smaller subcommittees pertaining to each of the four responsibilities of the workgroup.
 - a. Subcommittee 1 is led by Melissa Gutierrez Kapheim of Sinai Urban Health Institute.
 - i. This subcommittee will develop a summary of research regarding the best practices, curriculum, and training programs for designing a certification program in this State for community health workers, including a consideration of multi-tiered education or training system, statewide certification, non-certification degree-based levels of certification, and the requirements for experience-based certification.
 - ii. The subcommittee has a deadline of April 13 to compile the aforementioned research and will present a 2-page document to discuss at the next Board meeting.
 - b. Subcommittee 2 is led by Dean Waddy of South Suburban College.
 - i. This subcommittee will create recommendations regarding certification and a renewal process for community health workers, and a system of approval and accreditation for curriculum and training;
 - c. Subcommittee 3 led by Christine Lopez of Rosalind Franklin University of Medicine and Science .
 - i. This subcommittee will create recommendations for a proposed curriculum for community health workers that ensures the content, methodology, development, and delivery of any proposed program is appropriately based on cultural, geographic, and other specialty needs and also reflects relevant responsibilities for community health workers.
 - d. Subcommittee 4 is led by Venoncia Baté-Ambrus.
 - i. This subcommittee will create recommendations for CHW core competency training in areas of behavioral health and will take a whole person approach.
 - ii. The following topics/materials have been reviewed:
 1. SAMSA/HRSA website resources- integrating behavioral health into primary care
 2. Mental health first aid training
 3. Motivational interviewing
 4. Training and certification in Indiana for Certified Recovery Specialists
 - iii. The subcommittee is trying to get more mental health expertise and will engage content experts in both mental health and substance abuse to participate in the subcommittee.

- iv. Comment (Juana)- The Governor's Office of Health Innovation and Transformation (GOHIT), created by the Governor's Executive Order, is responsible for directing Illinois' health reform initiatives. GOHIT recognizes that behavior health is cross-cutting theme between different health professions and that all health professionals should address behavioral health issues within their scope of practice.

iii. **Financing/ Reimbursement**

1. This workgroup has met twice since the 3/2/15 Board meeting. It has reviewed the charge of the workgroup and is developing a lit review on ALL methods of payment for CHWs (Medicaid reimbursement and process, grants, employer investment in CHWs, etc.)
 - a. Needs to engage HFS on Medicaid coding
2. This workgroup will focus on creating recommendations for funding streams that are sustainable.
 - a. Long-term employers of CHWs which are community-based organizations: How can commercial health plans partner with these agencies? Need to build the capacity of these community-based organizations.
 - b. Health plans need to cover 10 essential services. How can they partner with CHWs who can contribute to delivering at least one of these 10 services?
3. Comment (Danny Block- Chicago State University): CHWs don't always receive benefits (e.g. health care, bus card or mileage reimbursement, etc.)
4. Comment (Juana): One of the GOHIT workgroup recommendations was that CHWs are paid a livable wage.
5. Comment: CHWs are not always well-received and sometimes bullied in workplaces. However, it's more often in places where there is less stable funding for CHWs.
6. Comment: One attendee went to a conference in Springfield which discussed social impact bonds.
 - a. Wikipedia definition: "A Social Impact Bond, also known as a *Pay for Success Bond* or a *Social Benefit Bond*, is a contract with the public sector in which a commitment is made to pay for improved social outcomes that result in public sector savings."
7. The financing/reimbursement workgroup meetings every other Tuesday from 4-5pm and welcomes participation from all, especially health plans.

iv. **Workforce Development**

1. This workgroup has met twice.
 2. In the first meeting, the workgroup discussed creating a working definition of workforce development (e.g. what it means to employers and to CHWs) and discussed the needs employers may have in developing a CHW program.
 3. At the second meeting, this workgroup created a chart of questions that employers may have in developing a CHW program (e.g. How much to pay CHWs? Who will supervise CHWs?) and also the needs of CHWs (e.g. Be valued for their unique contribution, have a living wage, professional growth, etc.)
 4. (Juana)- Workgroup can put current document into the recommendation template.
- b. **New format for reporting updates**
- i. Moving forward, at each Board meeting, all workgroups will provide a 5-10 minute update on their progress. Afterwards, one workgroup will discuss their work and preliminary recommendations in length with a focus on presenting information or asking questions in which the workgroup would like to solicit feedback from the

larger group. Guest speakers may be invited to address the group as well, maybe through a webinar format.

- ii. The following workgroups are scheduled for lengthier discussions:
 - 1. May: Training and Certification
 - 2. June: Financing/ Reimbursement
 - 3. July: Workforce Development;
 - 4. August: Rep Robyn Gabel to join the meeting. Leticia to draft letter asking Representative Robyn Gabel to attend.
- iii. Within the next couple of weeks, the Board co-chairs will provide guidelines on this new reporting/group discussion format. For example, it is requested that each workgroup provide an item in writing (e.g. Word document or PowerPoint) which can be reviewed prior to the Board meeting, and during the Board meeting, use the written material to engage the group in interactive discussion.

c. Recommendations template

- i. Juana discussed the recommendation template which is similar to the one used during GOHIT meetings.
 - 1. One template should be used for each recommendation.
 - 2. Juana drew attention to the Evaluation/Metrics section of the recommendation template for the group to think about how we can track whether or not there is adherence to the recommendation and how its impact/effectiveness could potentially be measured.
 - 3. Amy Sagen asked about the Lead Person/Organization section of the recommendation template which asks to identify the key person who initiates the activity, provides direction, and monitors progress.
 - a. Juana explained that if the recommendation involves Medicaid, then HFS would be the organization, for example.

5. Timeline

- a. Leticia reviewed the timeline. By July, each group should have preliminary recommendations. In January 2016, the final report will be submitted to the Governor and respective parties identified in the CHW legislation.
- b. There is a typo regarding the date in which the final report is due. The current document states January 5, 2015, when it should state January 5, 2016.

6. Final Report

- a. Will use the GOHIT and NY state CHW report as a guide. Both of these documents are on SharePoint; please look at them to get an idea of how we will format the report.
- b. Besides the recommendations from each workgroup, other items to be included in the report include:
 - i. Executive Summary
 - ii. Note from the co-chairs, Leticia Boughton Price and Melissa Gutierrez Kapheim.
 - iii. Headshots of the Board Members or group picture
 - iv. A description of the Board meetings (e.g. number of meetings)
 - v. Board meeting attendance (e.g. note of organizations represented)
 - vi. Appendices (e.g. an appendix with key resources)

7. CHW Resources and SharePoint site demo

- a. A document sharing site (i.e. SharePoint) has been set up via the IDPH Web Portal so that the group can have access to CHW resources to help inform the workgroups.
 - i. Go to Communities → CHW Advisory Board
 - ii. This will take you to the SharePoint site, which has folders organized by Workgroup
 - iii. Also included is a folder on Other Studies of CHWs, a PDF on House Bill HB5412, and a PDF Summary on U.S. CHW Legislation

- b. Many people are not currently accessing SharePoint. During the meeting, Juana provided a tutorial on how to navigate SharePoint. There is an abundance of resources posted, and we urge workgroups, especially leadership, to review the documents which may be useful.
 - i. One recommended resource to read is “The Evolution, Expansion, and Effectiveness of Community Health Workers” by the Urban Institute (2013). It can be found on SharePoint and here: <http://www.urban.org/UploadedPDF/413072-Evolution-Expansion-and-Effectiveness-of-Community-Health-Workers.pdf>
- c. If you have not registered for SharePoint yet, please do so ASAP. Juana will resend the directions for how to register.
- d. If you have any documents that you would like to add to SharePoint, please send to Juana.
- e. Melissa Gutierrez Kapheim recommended that we create a list of all the documents which have been added to SharePoint.

8. Other Discussion

- a. A question was asked as to whether we’ve reached out to any certifying bodies, such as the Illinois Department of Professional Regulations.
 - i. We have invited those agencies to participate and should engage them.
 - ii. Dept of Professional Regulations has an ex-officio member, Michelle Bromberg.
 - iii. Participating in Training and Certification Workgroup is the Illinois Alcohol and Other Drug Abuse Professional Certification Association

9. Public Comments

- a. We want to make the IL CHW Advisory Board meetings as inclusive as possible, encouraging discussion throughout Board meetings and a separate time for public comments. In addition, all workgroup meetings are open to the public. If any community members are interested in joining a workgroup, please email Juana Ballesteros.
- b. Ann Clancy (American Dental Association) discussed the potential role of CHWs in oral health. Community Dental Health Coordinators act as a specialized CHW.
 - i. Teresa Berumen (Enlace Chicago) discussed an oral health needs assessment which is taking place in a predominately Mexican community in Chicago. Juana/ Leticia will send Ann Clancy’s contact information to Teresa for further discussion.
 - ii. Tamela Milan (CHW) discussed EverThrive’s work on legislation. Tamela will provide Ann Clancy will more information.
 - iii. Wandy Hernandez (Chicago CHW Local Network) discussed CHW work in dental health in California concerning migrant farm workers.
- c. Lisbeth Leanos (IL Dept of Employment Security) has started talking to an economist.
 - i. The IL Dept of Employment Security has a big role as we move ahead in terms of tracking CHWs (where they work, etc) and projecting future workforce needs.
- d. Sunil Varma (Presence Health) discussed Presence Health’s interest in CHWs. He is on a workgroup on how Presence will tackle population health and behavioral health is one area to target.
 - i. Juana to provide Sunil Varma information about a meeting hosted by BCBS that someone from Presence may want to attend.
- e. Erica Martinez (Health & Medicine Policy Resource Group) announced that Health & Medicine is hosting a meeting with employers and CHW stakeholders hosted by BCBS. Their goal is to reach 25 people who are not typically at the table. The results of the meeting will be provided to the appropriate workgroups.
- f. Leticia (Chicago CHW Local Network) announced that there is a Latino/a Behavioral Health Conference in Cicero on May 15th from 7:30am to 4pm.

6. MEETING ADJOURN

11:57am

7. NEXT MEETING

Monday, May 4, 2015, 10am-12pm

**Illinois Community Health Worker Advisory Board
Meeting Attendance-April 6, 2015**

Board Members		
Melissa Gutierrez (co-chair)	Sinai Urban Health Institute	
Leticia Boughton (co-chair)	Chicago CHW Local Area Network	
Teresa Berumen	Enlace Chicago	(phone)
Amy Sagen	UIHHS	
Estela Lazo	Will County Health Dept	
Janel Hughes-Jones	Will County Health Dept	
Chris Garcia	Champaign County Health Care Consumers	(phone)
Geraldine Hardy	Sthrn IL Hlthcare Fdtn	(phone)
Monica Dillon RN	Loyola University-Nursing	(phone)
Tamela Milan	Access Community Health	
Mary Ann Abate, MS LSW	Rosecrance Health Network	(phone)

Ex-Officio Members		
Lisbeth Leanos	IL Dept of Employment Security	Springfield
Glendean Burton	Il. Dept. Human Services	(phone)
Juana Ballesteros	IDPH	
Michele Bromberg	Financial and Prof Regs	
Bridgett Stone	HFS	
Amanda Corso	ICCB	(phone)

Public At-Large		
Jaime Campbell	Sinai Urban Health Institute	
Dennis Brennan	DuPage County Health Department	(phone)
Erica Martinez	HMPRG	(phone)
Jason Pace	Community Health Partnership of IL	
Venoncia M. Baté-Ambrus		(phone)
Shella Blue	CHW Partnership of Lake County	
Cheri Hoots	IDPH Chronic Disease Division	(phone)
Lesley Craig	U.S. Hlth & Human Svcs-Reg V	(phone)
Iris M. Kimbrough	Prairie State College	(phone)
Debra Day RN MS BSN	Aetna Better Health-IL	(phone)
Anita Steward	Med Dir IL Gvt Prog-BCBSIL	(phone)
Tricia Johnson	Rush University Medical Center	(phone)
Sonia Robins	Molina Healthcare, Dir Cmth Engagement	(phone)
Salvador Cerna	Get Covered IL	
Natalie Pacheco	Get Covered IL	
Wandy Hernandez	Health Connect One	
Meg Cooch	IL Alliance of YMCAs	
Dr. Sunil Varma	Presence Health	
Anne Clancy	American Dental Assoc	
Alessandra Stevens	Mujeres Latinas en Accion	
Enrique Salgado	Well Care	(phone)
Eileen DeRoze	IDPH	Springfield