

Community Health Workers Review Board Meeting

December 12, 2025

2:00 – 4:00pm

Meeting can be viewed [Here](#)

1. Call to Order

- Dr. Janice Phillips called the meeting to order. Meeting recorded for documentation.
- **CHW Review Board Members Present:** Dr. Janice Phillips, Wandy Hernandez, Leticia Boughton Price, Tracey Smith, David Sanders, Lubia Suterwala, Monica Cuevas Nava, Rep. Bill Hauter, Kristin Hartsaw, Angela Ellison, Noelle More, Emma Villarreal, Ashley Colwell
- **CHW Review Board Members Absent:** Shami Goyal, Ryan Croke, Ricardo Anderson, Rep. Camille Lilly, Esther Sciammarella
- **IDPH Staff Present:** Sarahjini Nunn, Melissa Stalets, Lori Weiselberg, Pat Montalvo, Allison Nickrent, Marcella Kincaid, Gregory Willis, Matt Dougherty
- **Other Guest Present:** Sarah Dougan, Interprenet; Lizzy Kepler, MTAC, OMI, University of Illinois; Nancy Donahue, Indiana Wesleyan University; Nicole Milano, Shreya Pandit, Arielle Walker, Medical Home Network; Rachael Telleen, Eva Haubrich, The HAP Foundation; RaeNette Young, Community counseling Centers of Chicago; Rosario Escalera, Emily Spangler IDPH; Sherlanda Brooks, Kelsey Boyle, Jen Morales-Crye, Misty Drake, Wellness West; Brenda Soto, Leslie Carnahan, Judith Sayad UIC; Stacy Ignoffo, SUHI; Teresa Berumen, Rush University Medical Center; Veena Sundar; Daylan Dufelmeier, UIC Ocean -HP; Marcia Burgess, Health and Medicine Research Policy Group; Michelle Whitted, Dewitt Piatt Bi-County Health Department; Molly Martinez, Will Grundy Medical Clinic; Dalia Galvan Morales, Charisse Montgomery, Chestnut Health Systems; Chanel Conigan, Loyola; Cealisa Johnson, EB York, UChicago Medicine; Nancy Cao, HFS; Caitlin Burke, Jenell Trier, OSF Healthcare; Allen Newton; Adam L. Scheffler.

2. Vote to Approve Meeting Minutes

- October 10, 2025, Board Meeting Minutes
 - Moved by Lubia Suterwala
 - Seconded by Tracey Smith
 - Bill Hauter abstained. *Motion passed.*
- October 30, 2025, Materials Review Committee Meeting Minutes
 - Moved by Wandy Hernandez
 - Seconded by Angela Ellison
 - Emma Villarreal and Bill Hauter abstained. *Motion passed.*
- November 7, 2025, Materials Review Committee Meeting Minutes - Motion-
 - Moved by Noelle Moore
 - Seconded by Tracey Smith
 - Bill Hauter and Angela Ellison abstained. *Motion passed.*

3. Board Process Decisions and Reminders

- Dr. Janice Phillips reminded Board Members and guests of the mission of the Review Board and protocols for being recognized to speak, public comment period, and Board member attendance.
- Dr. Janice Phillips reviewed webinar format procedures.

4. Public Comment Period

- No public comment

5. Introduction: New Board Member

State Representative Bill Hauter- Illinois House District 87

- Represents parts of Tazewell County, East Peoria, all of Logan County (Lincoln, IL), Clinton, and portions of seven counties in total
- Profession: Physician at OSF St. Francis Hospital in Peoria, specializing as an anesthesiologist and emergency physician with 23 years of practice.
- Residence: Morton, Illinois

6. Materials Review Committee Report

- Model CHW Core Competency Curriculum-Dr. Janice Phillips
- CHW Instructor Course
 - Discussed progress on competency curricula and Community Health Worker (CHW) instructor course.
 - Committee activity highlights:
 - Oct. 30th: Reviewed model curriculum for training programs and received strong feedback on modules covering core competencies.
 - Nov. 7th: Reviewed Instructor Training curriculum and praised SUHI's thorough development work.
 - Committee will review Refresher Training at the February 26th meeting.

7. Administrative Rule Status Update

- Lori Weiselberg gave an update on the Administrative Rules.
 - Reviewed timeline for administrative rule adoption and its impact on program launch. Draft rules are completed. First Notice has been posted in the Illinois Register for public comment (Oct. 3 – Nov 17, 2025; 45 days).
 - IDPH now reviewing comments and preparing Second Notice for JCAR review.
 - Next Steps: JCAR review during Second Notice (up to 45 days but may extend).
 - Rules must be adopted within one year of initial publication (by Oct. 2, 2026).
 - The expected program launch is mid-2026 (possibly later).

8. Illinois Medicaid: Fee Schedule

Kristin Hartsaw, Special Assistant to the Director, Medical Policy

Illinois Department of Health and Family Services

Lizzy Kepler, Associate Director, Medicaid Technical Assistance Center, Office of Medicaid Innovation, University of Illinois

- Kristin presented CHW service rates/fee schedule to the Review Board and shared the presentation deck.

- **Background:** Illinois Medicaid is in the process of setting rates for CHW services. A comparison with Medicare is not feasible because of structural differences. Medicare integrates CHW services into the physician fee schedule.
- **Approach:** The team reviewed reimbursement models for CHW services in other states to inform Illinois' approach.
- **Proposed Rates:** Illinois is proposing a rate of \$32.78 per 30-minute unit of service, which equals approximately \$65.56 per hour. This positions Illinois between California and South Dakota in terms of reimbursement rates. The proposed group rates are \$16.39 per member for groups of two to four and \$6.56 per member for groups of five to eight. These figures are in draft status and subject to appropriation.
- **Considerations:** Illinois Medicaid is exploring the use of 15-minute billing codes to provide greater flexibility. The proposal is currently in draft status, and feedback from the Review Board is being sought.
- **Next Steps:** The next steps include finalizing service limits and maximums and continuing due diligence on alternative billing codes.
- **Service Limits:** The proposed service limits include a daily cap of two hours per member and a monthly cap of eight visits or a total of 16 hours. There is no hard limit on duration if a documented health need exists; however, provider referrals will likely need to be renewed every six to twelve months.
- **Provider Enrollment:** Illinois Medicaid plans to begin with organizational-level enrollment, such as local health departments, Federally Qualified Health Centers (FQHCs), and community-based organizations. Individual CHW enrollment is not planned initially due to restrictions related to National Provider Identifier (NPI) numbers. New organizations must obtain an NPI number, enroll in the Medicaid IMPACT system, and contract with Managed Care Organizations, as 80% of the Medicaid population is in managed care.
- **Support and Guidance:** The Medicaid Technical Assistance Center will provide resources and training for CHW organizations to support implementation.
- **Timeline:** Q1 2026: Finalize the fee schedule, policy documents, provider handbooks, and training development.
 - Q2 2026: Conduct provider enrollment testing and align with CHW certification requirements.
 - April 2026: Submit the State Plan Amendment to CMS.
 - Mid-2026 (July target): Launch the certification process, billing and reimbursement systems, and provider enrollment.
- **Estimated CHW Wage Range:** Based on the proposed reimbursement rate of \$65.56 per hour and typical allocation of 40–60% to wages and fringe, the estimated CHW hourly wage range is \$26–\$39 per hour. Actual wages will vary by organization and overhead costs.

9. User Acceptance Testing (UAT) Update

- Initial CHW Application Testing – Findings
- Lori Weiselberg provided an update on UAT results

- The purpose of UAT was to validate the CHW certification application process in a test environment (staging site).
- In September, 18 CHWs tested multiple certification pathways (work experience, training program, reciprocity). The average time to create account and submit application was 15 minutes (with documents ready).
- Overall feedback was positive. Participants reported that the application was understandable and the instructions were instructions clear.
- Suggested improvements were grouped into 3 areas:
 - Login & Account Creation: Need clearer instructions and support (screenshots, video tutorials planned).
 - Design Enhancements: Show progress visually (sections completed). Keep instructions visible across pages.
 - Pathway Picker: More clarity on choosing certification pathway; video in plain language planned.
- SIU will establish a help desk for CHWs (account setup, document upload, pathway questions).
- Training Program UAT
 - The purpose of the Training Program User Acceptance Testing (UAT) is to validate the application process for CHW training programs.
 - The Plan is to recruit up to 6 testers (community-based, academic, apprenticeship backgrounds).
 - Testing includes brief orientation, mock application completion, and debrief. Estimated commitment: 3 hours.
 - Testing is scheduled for February 2026.
 - We are seeking board members interested in joining the UAT process.

10. Introduce Plans for Pilot Testing Application Process

- Lori Weiselberg presented the Pilot testing for CHW & Training Program Certification.
 - The purpose of the pilot is to conduct a small-scale test before the statewide launch to identify and resolve issues. The pilot will use real applications in a production environment rather than a staging environment.
 - The pilot will occur after JCAR approval of the administrative rules. Recruitment can begin earlier, but testing will start only after approval.
 - For CHWs, the pilot will include up to 30 applicants, focusing on work experience and training program equivalent pathways. For training programs, the pilot will include two to three programs representing different sponsor types.
 - The pilot is expected to last approximately 60 days and will run concurrently for CHWs and training programs.
 - Selected applicants will apply through the live system. The program will test workflows and standard operating procedures for processing applications.
 - Board members cannot participate in the pilot but may recommend CHWs or programs. CHWs from board members' organizations are eligible to participate.
 - The IDPH website will host a sign-up form for interested applicants. Randomized selection from eligible sign-ups.
 - The goal of the pilot is to identify improvements, implement changes, then open statewide for

certification.

11. Second Public Comment Period

- Misty Drake, Wellness West
 - Questioned whether Illinois considered Medicare reimbursement codes for Principal Illness Navigation, Community Health Integration Navigation and suggested that these may align with CHW reimbursement work.
- Charisse Montgomery, Chestnut Health System
 - Asked about reciprocity for CHWs from other states (e.g., Missouri). Wanted clarification on whether Illinois will accept out-of-state CHWs during the initial launch.

12. Schedule of Board Meetings and Announcements

- Materials Review Committee Meeting – Focus on Learner Assessment Toolkit
 - Tuesday, December 16, 10:00-11:30am
- Full Board Meetings
 - Friday, February 13, 2026, 2pm –4pm
 - Friday, April 17, 2026, 2pm –4pm
 - Friday, June 12, 2026, 2pm –4pm
 - Friday, August 14, 2026, 2pm –4pm
 - Friday, October 16, 2026, 2pm –4pm
 - Friday, December 11, 2026, 2pm –4pm
- Announcements
 - Sarahjini Nunn announced the upcoming CHW Review Board and Materials Review Board meetings. She also announced we have openings on the Review Board for CHWs and CHW recipients. Applications have already been received, and we will be reviewing those soon. We appreciate continued assistance with recruiting for the remaining roles.

13. Other Business

- None

14. Adjournment

- David Sanders moved to adjourn.
- Noelle Moore seconded the motion. *Motion passed.*