

Date: 12/08/2010 Call to Order: 08:40 Adjourn: 16:00		Chair: Cheryl DeBose Vice Chair: Heather Koponen  Recorded by: Cindy Fyfe	Minutes Reviewed: September 2010 Motion to Accept: Sharon Peabody Motion Seconded: Joanne Ward Motion: Carried.
Attending: Joanne Ward, Brenda Bowie, Marshall Van Scoyk, Nancy Reed, Linda Curda, Hermann Geffe, Torie Heart, Dan Thomas, Debbie Reed, John Everson, Elsie Dexter, Sharon Peabody, Andrea Thomas, Bev Davis, Kathleen Tebbits, Dorothy Hight, Donna Hicks, Heather Koponen, Cheryl DeBose			
AGENDA ITEM	Presenter	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Agenda Review	Cheryl DeBose	Add Training Center Basic application after CHAP Medical Math. TABE update by Brenda Bowie. Linda will do an update on CHAM revision.	<b>Motion to approve agenda:</b> John Everson <b>Seconded:</b> Linda Curda <b>Motion:</b> Carried unopposed.
Report from CHAP Directors Meeting	Cheryl DeBose	Cheryl and John met with CHAP Directors Executive Team on December 9. The purpose of meeting was to clarify the purpose of ARC, RAC, and CHAP Directors. Recognition and Support Committee has been changed to go to entire body of CHAP Directors. CHAP Directors will meet M-Wed. RAC will meet on Wednesday afternoon, and ARC will meet on Thurs and Friday. Will continue to have quarterly meetings with ARC and RAC chairs. 2011- ARC- Feb 17-18, May12-13, Sept 15-16, Dec 15-16. The December meeting falls during the last week of Session Training. Request that dates for December 2011 be discussed at February meeting.  CHAP Directors Chair would like to review the ARC agenda 30 days prior to meeting for review. ARC is to focus on curriculum at ARC meetings.  Stimulus funds have been received by ANTHC to digitize the current CHAM, not a revision of the CHAM. A steering committee has been formed. It will consist of Dr. Glifort, CHAP Director, Tribal Health Director, CHP, Torie, and an AFHCAN staff person. This committee will then develop a project team.	Request that dates for December 2011 be discussed at February meeting.

Revised and Accepted 2/17/2011 ARC

		<b>Alaska Academic Review Committee (continued)</b>	
<b>Date: 12/08/10</b>			
<b>AGENDA ITEM</b>	<b>PRESENTER</b>	<b>DISCUSSION/CONCLUSION</b>	<b>RECOMMENDATION/ACTION</b>
Report from CHAP Directors Meeting (cont)	Cheryl DeBose	CD have drafted new Bylaws, out for review. Plan on having an electronic vote in January. Sue Steward would like to be coming to ARC meeting. They are still developing their vision. CHAM revision will come more into alignment with the curriculum.	Information only.
CHAP Statewide Report	Torie Heart	Updated group on ARAA funding for e-CHAM. Torie has Flu Mist training DVDs available for training, just contact Torie. Also Cancer Care education developed by Melany Cueva. STD program is using Facebook and is very successful. Website is constantly being tweaked.	Information only.
CHAPCB Report	Dorothy Hight	See attached. Would like to see an area that shows approved CE for CHA/Ps. Linda suggested that twice per year collectively everyone brings in CE opportunities and post on website. Add as an agenda item to develop.	Information only.
EMS Report	Jean Rounds-Riley	See attached.	Information only.
Round Robin Reports	Group	See attached.	Information only.
Distance Education	Dorothy Hight	See attached.	Information only.

Date:	Alaska Academic Review Committee (continued)		
AGENDA ITEM	PRESENTER	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
What is a CI		Need to define what we want to accomplish with this document. Field will review documents and bring back to the group.	Field to review.
Forms	Dan Thomas	Dan reviewed some forms used by NSHC for re-entry. Copies are available upon request. Suggested looking at Re-entry guidelines to see how Dan's forms correspond to reentry. Dan will email documents to Cindy for forwarding to group.	Information only.
CHAP Math Medical Checklist	Training Center	Cheryl reviewed changes that were discussed at September 2010 meeting. Sharon will make sure that the Medical Math Assessment matches the checklist for measurements. Need consistent use of the Math Medical Checklist as outlined in the Overview of Math Skills Assessment and Remediation use for Overview of Math Skills. Edited form and Clarified and moved instructions to front of document.	Follow up at next meeting.

Date: 12/11/10 Call to Order: 08:30 Adjourn: 1600		Chair: Cheryl DeBose Vice Chair: Heather Koponen  Recorded by: Cindy Fyfe	
Attending: Brenda Bowie, Dan Thomas, Nancy Reed, Linda Curda, Kathleen Tebbits, Herman Geffe, John Everson, Elsie Dexter, Sharon Peabody, Andrea Thomas, Torie Heart, Heather Koponen, Bev Davis, Joanne Ward, Carol Odinzoff, Donna Hicks, Cheryl DeBose, Dorothy Hight			
AGENDA ITEM	PRESENTER	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Training Center	Dan Thomas	Curriculum change- add Epi Pen to the unit that deals with epinephrine. Unit 24-A added describe the use of the Epi pen and demonstrate the selection of the proper Epi dose and demonstrate simulated epinephrine administration using the EPI-Pen Trainer Auto-Injector. Will be for Session 3. There are some regions using only the Epi pen. Torie will make CD's which will be sent to regions for distribution and it will include an up to date Table of Contents along with changes.	<b>Motion to accept the change to the curriculum:</b> John Everson <b>Seconded:</b> Heather Koponen <b>Motion:</b> Carried unopposed.
Field Report	Elsie Dexter	Reviewed training duties of CI. Distributed 2 forms, one which outlines duties and who can perform and the other describing Field Training Duties.	
Basic Training Application	Sharon Peabody	Discussed the Basic Training Application. Add Pass background check and date. This should be brought to the CHAP Directors attention. Also add a line for Supervisor signature. Form was reviewed in detail	Background checks to CHAP Directors.
Credentialing and Recredentialing	Sharon Peabody	Credentialing Packet was reviewed by the group.	People volunteered to be on subcommittee for recredentialing packet: Sharon, Dan, Dorothy, Brenda, Cheryl

AGENDA ITEM	PRESENTER	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Continuing Education	Sharon Peabody	Continuing education guidelines are unclear and difficult to understand.	Subcommittee formed to clarify this: Linda, Joanne, Dorothy, Sharon, Brenda
Dental Survey	Dan Thomas	<p>Dan presented the results of his dental survey.</p> <p>Almost everyone does not do temporary fillings. Temp fillings, crown, dry socket-should this be in the curriculum or just regional?</p> <p>Most clinics have switched to fluoride varnish. Some places are still doing fluoride rinses.</p>	<p>Torie suggested getting input from the Dental Chiefs. Torie will discuss this with the CHAP Directors for direction for the following questions. a.) What do you want health aides to. b.) What are you asking them to right now, and c.) Do they have the equipment in village to do it? Nancy suggested adding a copy of the curriculum.</p>
CPT-1	Dan Thomas	CPT1 deficiency- have many cases in Nome area. Do other regions have this? This is regional and other regions have chronic conditions that are regional and these are part of the Newborn Metabolic Screening. There is a PowerPoint available that discusses NMS. Will not be added specifically to the curriculum.	No action.

Date: 12/11/10	Alaska Academic Review Committee (continued)		
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Convocation	Linda Curda	<p>Linda presented a Summary of Convocation and also distributed a typed summary of participant comments and ideas from participants. Each participant gave their thoughts on convocation.</p> <p>Discussed possible dates for the next Convocation. Linda asked that the Training Centers look at their training schedule for October 2011. Will try to firm up dates in February. Group suggested that letting the PA conference of our dates to not have conflicting meeting dates.</p>	See attached.
Nominations		Linda nominated Dan Thomas for Vice Chair and Brenda Bowie for Secretary	Nominations carried with no nays.
Agenda Revision and Curriculum Change	Nancy Reed	<p>Discussion on how to develop a process to revise the curriculum. Would like to see more of the Field and Training come together to discuss issues How does ARC incorporate curriculum comments made at convocation to improve the curriculum?</p> <p>The Training Centers will conduct surveys at the end of session by asking the following questions.</p> <ol style="list-style-type: none"> <li>1. Do classes have too much time or too little time.</li> <li>2. Does training flow well from Session 1-4?</li> <li>3. Are there subjects that should be moved?</li> <li>4. What classes/skills need significant time changes?</li> <li>5. Does levelate seem accurate?</li> <li>6. Type of patient encounter/clinical hours?</li> <li>7. Is there a way to deliver some content (not skills) in other ways than the classroom?</li> </ol>	<p>Training Centers will do a Time analysis of the training and report back at the February meeting,</p> <p>Heather will send a question to the field asking how they use the curriculum.</p>

Date: 12/11/10	Alaska Academic Review Committee (continued)		
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TABE Update	Brenda Bowie	<p>TABE breaks down of standardized tests by grade school. All test out is for 9-10. TABE 9-10 is the latest version of the TABE test. The 10 is given if person fails the 9 and wants to retake the test. It determines literacy level. L is Grade 1.0-1.9 E= 2-3, M is grade 4-5.9, D is grade 6-8.9 and A is 9.0-12.9. The CHAP program requires the testee take the series D (the equivalent of testing at grades 6-8.9). This information will be posted to the website. Applied math is calculating word problems and computation is basic computation (division, multiplication, fractions, etc)</p>	Brenda and Linda will research TABE math computations and report back to the group.
CHAM Revision	Linda Curda	<p>Working on a revision to the immunization chapter. If anyone is interested in reviewing this, please contact Linda.</p> <p>Adult Immunizations and lack of standing orders.- this was an oversight.</p> <p>Medication issues- 3 or 4 issues that have had the incorrect dosage. The meds in this update are: augmentin, nitrofurantoin monohydrate crystals, iron drops. Will be doing paste -overs. These were deemed the most critical.</p> <p>M-14 – Narcotics statement that was changed from the white CHAM to the blue CHAM. NP or PA cannot give an order for a narcotic. This may longer not be true. Sounds like with a PA the order can be given. Not sure about FNP- more research will be done.</p> <p>M-16 Mediset- CHAP may fill a med box for a patient. Will be a paste over.</p>	

## ARC Round Robin Reports December 2010

### YKHC Community Health Aide Training Program - Training Center Coordinator - Nancy K. Reed

- Twelve Health Aides completed Session IV training
- Twelve new Health Aides currently in Session I training.
- Thirteen Health Aides received Well Child training qualifying them to perform EPSDT exams.
- Currently 90 CHA/Ps at level III or above are certified earning reimbursement from Medicaid for their patient encounters.
- CHAP Director and an Instructor have begun the Screening, Brief Intervention and Referral to Treatment (SBIRT) Training the Trainers.
- The Coordinator and 4 Instructors completed the Clinical Laboratory Improvement Act (CLIA) training.
- 116 (98%) of qualified Health Aides have current standing orders.
- Instructor attended week-long Train the Trainer workshop on Telemedicine in order to travel to village clinics to train and up-date Health Aides in the Field.
- The Telemedicine Instructor held trainings in five villages.
- Health Aide Appreciation lunches were held for Session I and Session IV students.
- An Instructor attended the Alaska Maternal Child Health & Immunization.
- The Coordinator and 5 Instructors attended the statewide Alaska Community Health Aide Program Instructors Convocation “Learning and Teaching from the Curriculum – Training Center and Field: Teamwork for Teaching for CHA/P Success” in Anchorage. Training materials, evaluations tools, adult learning theory and practice approaches were shared and learned.
- An Instructor attended the Primary Care Nurse Practitioner Conference earning 22.5 continuing medical education credits.
- An Instructor earned 24 continuing medical education credits in Family Practice medicine

### BBAHC- Brenda Bowie

#### **Session Training**

PreSession	1
Session I	3
Session II	1
Session III	0
Session IV	2
Re Entry Evaluation	
<b>CHAPCB Certificates</b>	
<b>Initial</b>	2
<b>Renewal</b>	3
<b>Renewal Upgrade</b>	1
<b>Renewal Downgrade</b>	1
<b>Upgrades</b>	2
<b>Not Approved</b> (inadequate CE's)	3
<b>EMS Training</b>	
ETT	1

EMT 1	9
<b>Openings</b>	15
<b>New Hires</b>	4
<b>Resignations</b>	4

Also we have developed some CHA/P Dental Request for Consult form and a Dental Consult note on the Telemedicine cart. Currently we are in the testing phase of this. This should help us collect more revenue. Once this process is working, we will continue on with Medical Staff consults forms via telemedicine cart. We are still working on a telemedicine PEF for BBAHC on the cart. Also opening 3 new clinics in the near future, New Stuyahok, Ekwok, and Igiugig

**SEARHC - John Everson**

1. Fully staffed.
2. 2010 training calendar nearly completed.
3. 2011 schedule posted online - 9 basic training sessions

**Nome Training Center-Dan Thomas**

1. We are fully staffed and training on schedule. We are getting a new trainer, FNP Julie Taylor. FNP Karen McLane is leaving us.
2. Due to more new hires by NSHC, we will probably change our 2011 schedule again to do an additional Session I starting March 21 in place of Session IV.
3. Our CME in March was on EPSDT/Well Child. Nobody came from out of region. We had 8 empty seats.
4. Our age specific Well Child/EPSDT forms will be ready soon for the younger ages.

**CERTIFICATION BOARD REPORT-Dorothy Hight**

Last meeting held Oct 5-7

1. Electronic Application for Certification: via AFHCAN using format similar to a patient case. Will live on its own server for confidentiality, named AKCHAP. Beta site to test will be BBAHC. Date to begin test yet to be determined.
2. Will draft a “short-form” upgrade application for actions between the 2 year renewals
3. Update to Distance Learning & the Standards
  - Phase 1: accepted a tool devised under contract to evaluate distance learning courses, and used it to compare the DE Session I to the curriculum objectives & standards; identified improvements to make review easier
  - Phase 2; Contract to review Board Standards for training & training centers to identify changes that would focus on competency standards and other measures of quality training, and open them up to alternate technologies.
4. BHA: attempted to certify the first BHA/Ps by grandfathering; most applications were problematic.
5. DHA: Graduation of next class of DHATs is Friday Dec 10. Will be developing a database for all levels of DHA training as a central site accessible to all state programs.
6. Continuing Education Content: content on several logs consisted entirely of 0.25 hr online courses; some were inappropriate for CHA scope. Sponsor was an approved source, but content variable and all were taken across the same 3 day period just before recertification. Board wants to remain open to online classes without necessity to limit number of hrs taken this way, but instead wants better

prescreening for content appropriate to the scope of the CHP. This may be addressed by an article in the newsletter.

7. Application fees will remain at \$400 per 2 years.

<b>New officers for 2011</b>	<b>Meeting Dates 2011:</b>
<ul style="list-style-type: none"> <li>Chair: Yvonne Howard CHP</li> </ul>	<ul style="list-style-type: none"> <li>Jan. 12-13, 2011, Anchorage</li> <li>June 7, 8 &amp; 9, 2011 - 1st choice, location TBD</li> <li>June 15, 16, &amp; 17, 2011 - 2nd choice</li> </ul>
<ul style="list-style-type: none"> <li>Vice Chair: Dr. Matthew West</li> </ul>	<ul style="list-style-type: none"> <li>Oct. 11-12, 2011 - 1st choice</li> <li>Oct. 18-19, 2011 - 2nd choice</li> </ul>
<ul style="list-style-type: none"> <li>Secretary: Dorothy Hight</li> </ul>	

**DISTANCE LEARNING UPDATE-Dorothy Hight**

October: Since last meeting, have obtained 6 hrs continuing ed hrs from ANMC for NPs and PA-Cs for the Preceptorship course. Must have completed course within FY 2010 to receive the credit; forms are being mailed out.

**October:**

- Received final furniture, computers & iPads for the DLN. Will be developing a blended learning format with face to face training by putting quizzes into the DLN website, accessible to instructors & onsite students. Goal: to make grading for instructors and feedback for students much easier. Have new software to learn to make presentations more interactive
- Had a great reception for CHAP directors and ANTHC staff after their meeting in October; Obtained our first iPads:

November: Saeng & I were invited to present our experience with distance learning in the CHA Program at a conference on distance learning for various kinds of aboriginal community health workers in Canada’s “Health Canada” system. We met in Ottawa, with 50 attendees from nearly all provinces. Of note were technologies used in various presentations: a full time English to French translation by audio, videoconference, and we presented our online DLN website, & gifted them with a video on ear skills. Learned from their distance learning expert that we are on target for our goal to create quality classes with competency outcomes, incorporating interaction between instructors & students, and students with students. The energy and excitement about the various projects presented was obvious, and they are doing some creative things in training and disease prevention.

**December:**

- Second DLN open house Dec. 9; 5-6:30 pm hosted for ARC committee members and ANTHC staff this afternoon after the breakout meetings. Will have demonstrations of some of the technology, have a Q&A session. Refreshments will be served.
- Dec. 10: offering follow up videoconference for the 24 who completed the Preceptorship course in 2009 & 2010; will plan a second section after the first of the year to pick up any who could not attend in December
- Meeting to revise budgets for 2011 with ANTHC & devise method to pay for increased instructor participation in distance learning

## **2010 CHAP Instructor Convocation – Summary- Linda Curda**

*“Learning and Teaching from the Curriculum - TC and Field: Teamwork in Teaching for CHA/P Success”*  
October 18-22, 2010 at Millennium Hotel, Anchorage

### Participants: 58

Field Staff (30): Supervisory CHA/P (20); MLP (8); Non-supervisory CHA (2)  
Training Center Staff (23): MLP (20); MD (3)  
Other (5): UAF (2); ANTHC (1); CHAP Dir (1); CHAP staff (1)  
12 Tribal Health Organizations: ANTHC 11; BBAHC 6; Chugachmiut 1; CRNA 3; EAT 1;  
KANA 1; Maniilaq 3; NSB (not a tribal org but operating IHS program) 4; NSHC 5;  
SEARHC 2; TCC 5; YKHC 14.  
Participant list distributed to attendees; available upon request.

Budget: ANTHC: \$2,732.54 ‘FY 11 (\$3,500 from AACHAPD) Budget details available.  
UAF: 58 participants @ Registration fee: \$240each= \$13,920 (paid for hotel; meals; snacks;  
and Bowman’s speaker fee). Budget zeroed out.

Continuing Education: 20.75 credit hours awarded for full participation (ANMC)

Evaluation: very positive; sent to all participants. Available upon request.

Recognition Awards given to: Martha Attie, YKHC Field; Jeans Rounds-Riley, ANTHC TC;  
Rita Kalistook, YKHC TC; Sharon Peabody, 25 years statewide TC and Field service.

CHAP Orientation: (1/2 day Pre-Convocation) Victorie Heart, ANTHC, Director CHAP/Rural Health

Presentations and photos on akchap website <http://www.akchap.org/2010Convocation.cfm>

- Navigating the 2010 Basic Training Curriculum - Nancy Reed, PA-C, YKHC Training Center
- [Clinical Training of CHA/Ps – Dan Thomas & Dawyn Sawyer, PA-C, NSHC Training Center](#)
- CHAP and Electronic Health Record Implementation - Ryan Clairmont, PA-C, TCC, Field
- Epidemic of Nonalcoholic Fatty Liver Disease - Dr Brian McMahon, ANMC
- Requirements for Point of Care Lab Testing in Village Clinics and CLIA - Dr James Tiesinga, Director of Laboratory, ANMC
- Indigenous Worldview & How it Applies to Village Health - Theresa Arevgaq John, PhD., UAF
- Turning Passive Listeners into Active Learners with Brain Science and Active Learning Techniques – Sharon Bowman, M.A., Glenbrook, Nevada

### Additional topics with group discussion:

- Suicide – ideas to improve basic training and CHAM
- Providing Quality Well Child Care – key item: need for a CHAP Well Child Encounter Form
- Field Instruction: Techniques, Tools and Issues – demo of exam skills.  
Key item identified: Need for Field staff to have orientation to field teaching role and tools
- Village Health Issues: 50 year Perspective of a CHP – Paula Ayunerak, CHP retired, Alakanuk

Detailed notes - typed up from group discussions: (for consideration by AACHAPD Committees)

- Basic Training Curriculum and CHAM changes-ideas (attached to this report)
- Childhood Obesity
- Well Child Care
- Lab testing and CLIA
- Suicide
- Guidelines for Clinical Teaching/Training for all Instructors
- Continuing Connections and Networking

Post Session Learning Needs Form: discussion; detailed comments for Form revision given to ARC

## **EMS Training Committee-Submitted by Jean Rounds-Riley, PA-C**

9/29/10-10/1/10

### **General Information:** The National EMS Agenda for the Future:

No new information at the State level regarding if or when Alaska might adopt these.

Nationally, proposed implementation dates are for the National Registry EMT exams to begin using the new curricula and formats June 2011 for the new Advanced EMT (AEMT) and January 2012 for the new Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT).

Alaska uses exams written by the State EMS Training Committee, reflecting the current national curriculum with additional Alaska-specific content. Some EMTs opt to also take the National Registry exam at the same time they take the State of AK exam.

([www.nasemso.org](http://www.nasemso.org)) (National Association of State EMS Officials) website shows the major EMS text book publishers have already printed new editions covering the proposed curricula or will have them out in 2011, Alaska instructors are interested in using these, to avoid having to develop all their own materials. EMS Regional Directors and Training Committee think the National curriculum could be interpreted to allow simulated patients instead of actual clinical/ambulance time. If this is the case, the adoption of the National Agenda would be less onerous.

To get on the list serve for up-to-date information about the EMS National Agenda for the Future, see the information copied below:

Individuals and organizational representatives, including those who are not members of NASEMSO, are invited to subscribe to NASEMSO's EMS Education Agenda Implementation List Serve. To subscribe to the list, users will have to send an email to [lyris@lists.nasemso.org](mailto:lyris@lists.nasemso.org) with the subject of the email containing "subscribe EMS education agenda implementation nasemso 2009" (without the quotation marks.) When you send an email, you will get an email back asking to confirm their email address. The subscribing member will simply need to reply to the email in order to be added as a member.

### **State EMS Office:** Significant changes

- Commissioner Bill Hogan submitted his resignation.
  - Replaced by Bill Streur as Acting Commissioner.  
Formerly the Deputy Commissioner of Medicaid and Health Care Policy
- Chief of Emergency Programs (Preparedness/EMS/Trauma) - Sally Abbott - resigned 11/12/10
- Chief Medical Officer/Director of Public Health - Ward Hurlburt - remains
- Emergency Medical Services Unit Manager - Shelly Owens - remains (since +/-June)
- EMS Training Coordinator - Lee Parham - remains.
- New Certification Specialist – Quinn Sharkey

So, just as EMT-1 recertification is due at the end of the year, , there are empty positions, new people, and uncertainty about who will fill the top Commissioner position and the Division Director position.

A group of Regional Coordinators and State people met and made recommendations to try to streamline the certification process, including looking at what a new computer program could do (and possible funding sources). The current budget does not allow re-certifications on-line.

### **Regulations changes:**

No date offered for Regulation changes.

### **EMS CME and Training:**

- SEREMS is still working with UAS on distance ETT. They have a draft version that is being reviewed now, with hopes now of having it available for the spring semester.
- Distance Delivery subcommittee of Training Committee met and recommends:
  - Distance didactic material be held to the same scrutiny as face-to-face competence
  - Skills—either do in-person or see if some could be done by video conference

- Suggest State consider certified “skills coach” who is not a fully trained EMS instructor, but has been certified to teach and evaluate hands-on skills. These “skills coaches” could be used in distance settings or in large group face-to-face classes.
- Also consider using these “skills coaches” for Recertification skill sign off (Currently to Re-certify an EMT needs 48 hrs CME, take the written exam and have skills signed off. It can be problematic finding an EMT instructor who is available for the Skill sign-off in a village.)
- SEREMS Symposium 4/15/11-4/16/11 Will include a review of the state Cold Injury Guidelines.
- Training Committee asked ACHEMS to consider review and revision of the other State Guidelines on Trauma, Head Injuries and Delayed Transport.

**EMS Training Committee meetings proposed dates and locations:**

- Jan 26-Jan 28      2011    Juneau
- April 19-April 21    2011    Fairbanks
- Sept 28-Sept 30      2011    Anchorage