

**Association of Alaska Community Health Aide Program Directors
Meeting Minutes – May 9-10, 2011
Anchorage, AK**

CHAIRPERSON		Sue Steward (Chugachmiut)			
CHAIR-ELECT		John Pearson (KANA)			
SECRETARY-TREASURER		Donna Hicks (CRNA)			
PAST CHAIR/ADVISOR		Crystal Stordahl (TCC)			
RECORDER		Shae Aliu (ANTHC)			
Member/Organization			Member/Organization		
George Peter	Akiachak Native Community	A	Nora David	Mt. Sanford Tribal Consortium	E
Annette Siemens	Aleutian/Pribilof Islands Assn.	P	Etta Ahkinga	Native Village of Diomedede	A
Brenda Bowie, Actg	Bristol Bay Area Health Corporation	P	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Chrystal Moon	Native Village of Tyonek	P
Jody Hatch	Chitina Trad. Village Council	A	Helena Bock	Ninilchik Traditional Council	P
Sue Steward	Chugachmiut	P	Grace Ng	North Slope Borough	P
Donna Hicks	Copper River Native Association	P	Barbara Collins	Norton Sound Health Corporation	P
Lona Ibanitoru	Council/Athabascan Tribal Gov.	A	Dr. Martha Cotten	Southcentral Foundation	P
Susan Shoemaker	Eastern Aleutian Tribes	P	Steve Gage	SEARHC	E
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
John Pearson	Kodiak Area Native Association	P	Theresa Marks	Tanana Tribal Council	A
Sheila Gregg	Maniilaq Association	A	Rhoda Jensen, Actg	Yakutat Tlingit Tribe	A
Michelle Cain, Actg	Metlakatla FMC/AISU	A	Bill Schreiner	Yukon Kuskokwim Health Corporation	E
A = Absent E = Excused P = Present					
Guest/Organization			Guest/Organization		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	
Linda Curda	UAF		Herman Geffe	NSB	
Mike O'Neill	SCF		Beth Fleischer	ANTHC	

Monday, May 9, 2011

CALL TO ORDER	Sue Steward
Discussion	
Introductions	
Agenda –	
<i>Motion:</i>	
MEETING MINUTES	Sue Steward
Discussion	
<i>Motion:</i> Donna moved to approve the February 2011 minutes with corrections, additions and deletions, Barbara 2 nd . Approved.	
Follow-Up	
Final February minutes will be placed on the www.akchap.org website.	
APPOINTMENT OF CHAIR-ELECT	Sue Steward
Discussion	
John Pearson has been appointed as the new Chair-Elect and has accepted.	
<i>Motion:</i> Donna moved to accept John as Chair –Elect until December 2012, Susan 2 nd . Approved.	
CONVOCATION	Group
Discussion	
There was a workgroup formed to discuss location. Carol put out an RFP to which several hotels responded. Cost would be about \$350 per person for the site.	
Convocation still needs to be better defined. There is some concern regarding the date this year. Two training centers will be without directors and ANMC will have CERNER go-live date Oct. 1. There was discussion about having Convocation every other year vs. every year. It is not required to be yearly and can change depending on what the needs of the program are. There was also discussion using Convocation time this year as a working meeting-topics TBD.	
<i>Motion:</i> Helena moved to hold October 10-14 th as a working meeting time. Donna 2 nd . Approved.	
Follow-Up	
AFHCAN	Sue Steward
Discussion	
AFHCAN has asked that CHAP Directors get more information about their program. If the group wants more information about AFHCAN, Mandi Constantine has offered to come and do a presentation.	
Do all the programs use AFHCAN and do they want an update to what is available?	
There are super user trainings by AFCHAN and monthly update teleconferences. Contact Mandi Constantine.	
Follow-Up	
Contact Mandi Constantine at 729-4708. AFCHAN will be invited to the September 2011 meeting.	
Cheryl Skiffington is the specialist on Telemed visit billing and other billing. She can be reached at 729-2902.	
ORIENTATION	Sue Steward
Discussion	
The office of Statewide Services does orientation to anyone who asks and that orientation to the program is tailored to the audience. Susan Shoemaker, John Pearson and Sue Steward would all like to be involved.	

Follow-Up	
Carol will meet with Sue and Crystal on June 1, 2011 @ 11 to come up with a standardized asynchronous orientation that can be posted on the www.akchap.org website.	
WORKLOAD ACTIVITY	Carol Odinzoff
Discussion	
Carol has been sending out emails requesting workload information. Only two organizations have responded.	
Follow-Up	
<ul style="list-style-type: none"> Information from all organizations would have a the greatest impact. If you have questions, please contact Carol Odinzoff at codinzoff@anthc.org. 	
HIT	Richard Hall
Discussion	
<p>Meaningful Use Summit. 3 days talking about meaningful use of health information technology. The goal nationally is that every provider will have the capability of having electronic health records for their patients. If a patient moves from facility to facility the goal is to be able to track that patient. The Summit has four topics in it this week: Electronic Health Record (EHR), Center for Medicaid and Medicare Services (CMS), Health Information Exchange (HIE), Regional Extension Center (REC).</p> <p>EHR – Many organizations are still undecided as to what EHR they will be using. RPMS has become certified and the new version will be installed with the organizations that use it.</p> <p>Currently working on a grant proposal for the Rural Anchorage Service Unit organizations to create an EHR system that will meet their needs that they can afford when grant money goes away. The primary option for that is RPMS where all of them will be put on one database with separate divisions so that it will be easily manageable.</p> <p>Regional Extension Center is for health information technology. Is an independent set of funds designed to assist all health organizations around the country to install EHR and meet the meaningful use requirements. There is funding available for your organizations. You have to complete the 3 milestones:</p> <ol style="list-style-type: none"> 1. Organization needs to sign up with the name and identity of all providers 2. A certified EHR installed 3. When you meet the meaningful measures or requirements. <p>After each milestone you will receive a payment of \$1100 per provider; in the end a total of \$3300 per provider. CHA/Ps are recognized as primary care providers for the purposes of the REC.</p> <p>Health Information Exchange – We are in the process of building a Health Information Exchange. It will have the ability to track and exchange patient information statewide regardless of what EHR you use. There are pilot organizations that are participating right now (TCC and BBAHC).</p>	
eCHAM UPDATE	Crystal Stordahl/Beth Fleischer
Discussion	
<p>Beth started on 4/11 as the Sr. Project Manager and is trying to get up to speed. She is drafting a Project Charter for the Steering Committee for their approval. The first order of business will be to make the CHAM in a format that is easy to maintain. Another piece that has been discussed is the need for a system to store all the versions of documents and to keep the content up to date and in a format that different people can access it and also push it out to the eCHAM website.</p> <p>During the week of June 13th TCC will be hosting an RPMS CHAP EHR Work Session for those organizations that have chosen RPMS EHR. Last year there were 2 week-long sessions to try match EHR with the flow of the CHAM. We are trying to revisit to see if we can make it better. Beth has been invited to become more familiar with the CHAP and CHAM process.</p>	
STATUS FOR RFP FOR RAC STANDARDS REVISION	
Discussion	
Distance Learning - There is progress, the contract has gone out and the review of the CHAPCB Standards has begun. They plan on having the first report to the CHAP Directors in June, then to the CHAPCB. The Contractor also has the RAC Standards and is reviewing. The timeline to complete may have to be pushed back.	

Follow-Up	
<ul style="list-style-type: none"> Respond to Dorothy and ask that the report come to AACHPD before going to the CHAPCB. 	
FORUM REPORT	Carol Odinzoff
Discussion	
<p>We had 47 Health Aides register for this year's Forum and about 10 more that registered at the door. There were good reviews about the Continuing Education presentations. The CHA Association conducted business meetings throughout the week. The photo contest went well and we sold a lot of logo wear. Final budget to follow.</p> <p>On Wednesday April 20 there was an Awards Luncheon. Shining Star awards were presented to the following:</p> <ol style="list-style-type: none"> Rising Star: Charlemagne McMullen, CHP, Chugachmiut Shining Star: Sherri Thomas, CHP, BBAHC Outstanding Accomplishment: Sophia Ahmaogak, CHP; Stella Arasogak, CHP; and Dianne George, CHP, nominated together- NSB In Memoriam: Julie Jones, CHA, TCC; Kathleen Mark, CHP; TCC; Adela Okitkun, CHA, YKHC; Ella Willie, CHA; YKHC; and Mattie Yatchmeneff, CHP, EAT <p>We have looked at options for other venues for the 2012 Forum. We decided to stay with the Coast International Inn for another year. Next CHAP Forum dates are April 23-27, 2012.</p>	
CURRICULUM AND CHAM STRATEGIC PLAN FOR ARC	Group
Discussion	
<p>There was discussion to provide clarity to ARC regarding curriculum and CHAM. The A3 Process Improvement was displayed on the projector.</p> <p>The CHAM Revision Committee and the Recognition and Support Committees have been dissolved. RSC activities will now become the responsibility of the CHAP Directors and CHAM Revision activities will be in ARC with direction and support of CHAP Directors with additional resources as determined by project needs.</p> <p>CHAP Directors received a letter from Dr. Karen O'Neill. There was some concern that the University of Alaska would not be involved in the next CHAM revision. A response to Dr. O'Neill will explain that there is currently no plan or funding regarding the CHAM revision. All interested parties will all be kept up to date as a plan develops.</p>	
Follow- Up	
<ul style="list-style-type: none"> A follow up letter will be written to Dr. O'Neill (Completed 5/11/11) 	
Recess 4:15	

Tuesday, May 10, 2011

CALL TO ORDER	
Discussion	
December Meeting Dates – concern from the training staff that they might not be able to attend with the dates as they are. Meeting dates are going to be discussed at the Wednesday morning meeting with Committee Chairs.	
Follow-Up	
<ul style="list-style-type: none">Meeting dates have been moved up to the week of December 5-9, to accommodate already scheduled training sessions. CHAP Directors will meet December 5-6; Executive Team/Committee Chairs (am) and RAC (pm) meet December 7; ARC meets December 8-9.	
CURRICULUM AND CHAM STRATEGIC PLAN FOR ARC	Group
Discussion	
Need to talk to THDs regarding recurring money for CHAM revision. Need to try and get that into the budget. Would like to have \$350k as recurring monies. It's always good to keep the lines of communication open between you and the THDs that live in your area.	
We are still in the plan/development process for ARC and how the Curriculum and CHAM consistency procedure is going to happen. We have the beginning of a document that can be used to develop a procedure.	
The A3 Process Improvement was displayed on the projector and the discussion from the previous day continued.	
DEPLOYMENT OF PRIORITIES FROM STRATEGIC PLANNING	
Discussion	
Follow-Up	
<ul style="list-style-type: none">Refer to the AACHAPD Statewide Program Assessment Objectives.	
RAC MEMBERSHIP	
Discussion	
John Pearson and Brenda Bowie have volunteered to join RAC.	
Follow-Up	
<ul style="list-style-type: none">An electronic vote will be sent out (completed 5/19/2011-both candidates approved)	
STATEWIDE SERVICES REPORT	
Discussion	
Budget – CHAM Sales account has \$158,000. Forum account TBD after 2011 Forum expenses and revenue reconciled. There is \$27,000 in CHAP Directors' Website account available for maintaining the site.	
2011 recurring base for the original statewide services which started at 203k is 220k now and we have been told that we may revert to FY10 funding so that would set us back to probably \$212,000. The staffing package consists of FT Assistant Director, .5 Senior Office Specialist and not to exceed a .25 mid level instructor provider.	
eCHAM – no additional information from what Beth shared yesterday.	
CHAM – Immunizations Chapter has been worked on. It has two content experts, Dr. Ros Singleton and Tania Smallerberg. They write the content and then they have 3 great reviewers. They also need to make some changes to the Tdap section. Update packets will also be sent to everyone who owns a CHAM.	
State of Alaska CHATS Grants – Get in your CHATS (Community Health Aide Training and Supervision) Grants application. Contact the Grants Administrator, Donna Jones, 907-465-2836, if you have any questions.	
CHA/P Scope of work – there are areas where people are asking CHA/Ps to do jobs that are outside their scope of work. Some programs have the expectation for them to do this work without extra training.	
Send information to field staff. The orientation that Carol provides will be made available in other formats and be kept	

current.

A couple of people have asked for site visits. We will accommodate as funds allow.

Follow-Up

ROUND ROBIN

Discussion

KANA – 5 villages -short in Ozinkie and Larson Bay. EHR is up and running. Clinical reminders will be starting in the villages. Took 9 months to get a health aide into Session I training.

NSB – 2 health aides attending session IV. 4 attended Forum.

NTC – Hired midlevel, hired a THD. Still trying to decide on an EHR. Site visit.

SCF – Completed site visits. Have 5 health aides and a couple more coming on board in the next 2 months.

NSHC – 15 villages, 64 health aides. No EHR yet. In planning stages for the Health Aide Retreat. Hired 3 midlevels. Several clinics are under renovation.

NV of Tyonek – Sister completed Session I, trying to get a health director in the end of summer. Issues of housing may influence getting another health aide. Need to contact AFHCAN, IT isn't working.

BBAHC – In the midst of budget compression. Marshall resigned, Gina Carpenter is gone due to layoffs, and Brenda is Acting CHAP Director. Have 3 openings, 2 villages without any health aides. EHR rollout is in progress with test pilot village starting this week.

SOA – Reviewing reports that have been coming in.

TCC – EHR live in all villages. There have been 8 week-long trainings and doing another round this summer for Health Aides in EHR. Will have 4 or 5 consultants from IHS available in June to fine tune. Health Aides love it. Active in IPC, rural services is working with a micro system to figure out how to get the doc that will be doing daily medical traffic the information about the charts that are going to be talked about.

EAT – 8 villages, 9 midlevels, 12 permanent CHA/Ps, 5 itinerants, 4 behavioral health clinicians, 3 BHA/Ps, 2 DHATs, 1 dentist, 1 hygienist, 1 tobacco cessation counselor, trying to hire a psych nurse. 2 health aides going to Session II. 1 waiting to Session IV, 1 health aide waiting 7 months and 2 waiting on preceptorship. All health aides are using EHR. There are 4 vacant health aide positions.

Chugachmiut – have been using Allscripts EHR for about a year. It was supposed to be deployed to the villages much sooner, but there have been some snags. Will go online to 2 villages then 2 more next month. Had a new PA on board for 5 months. Had a challenge to pull from EHR charts and do reviews on them. 10 health aides at the Forum. Spring and fall events are being worked on.

CRNA – 5 villages, 5 health aides. Amy George is a CHA I and accepted an EHR position and will be floating to each of the clinics for data entry. Want to get 2 health aides in Session IV and Session III.

PREPARE SEPTEMBER 2011 AGENDA

Discussion

There was discussion on topics to include in the September 2011 agenda.

ADJOURN - 4:12 pm

Motion: Motion to adjourn by Dr. Cotten and 2nd by Barb. Approved.