

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – September 12-13, 2011  
Anchorage, AK**

<b>CHAIRPERSON</b>		Sue Steward (Chugachmiut)			
<b>CHAIR-ELECT</b>		John Pearson (KANA)			
<b>SECRETARY-TREASURER</b>		Donna Hicks (CRNA)			
<b>PAST CHAIR/ADVISOR</b>		Crystal Stordahl (TCC)			
<b>RECORDER</b>		Shae Aliu (ANTHC)			
<b>Member/Organization</b>			<b>Member/Organization</b>		
George Peter	Akiachak Native Community	A	Mariah Craig	Mt. Sanford Tribal Consortium	P
Annette Siemens	Aleutian/Pribilof Islands Assn.	E	Etta Ahkinga	Native Village of Diomedede	P
Brenda Bowie	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	A
Jody Hatch	Chitina Trad. Village Council	A	Helena Bock	Ninilchik Traditional Council	P
Sue Steward	Chugachmiut	P	Grace Ng	North Slope Borough	E
Donna Hicks	Copper River Native Association	P	Barbara Collins	Norton Sound Health Corporation	P
Lona Ibanitoru	Council/Athabaskan Tribal Gov.	A	Dr. Martha Cotten	Southcentral Foundation	P
Susan Shoemaker	Eastern Aleutian Tribes	P	John Everson	SouthEast Regional Health Consortium	P
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	E
John Pearson	Kodiak Area Native Association	P	Theresa Marks	Tanana Tribal Council	A
Sheila Gregg	Maniilaq Association	E	Rhoda Jensen, Actg	Yakutat Tlingit Tribe	A
Freida Eng	Metlakatla FMC/AISU	A	Bill Schreiner	Yukon Kuskokwim Health Corporation	P
A = Absent E = Excused P = Present					
<b>Guest/Organization</b>			<b>Guest/Organization</b>		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	
Mike O'Niell	SCF		Nora Herrera	SCF	
Roger McDiffett	Maniilaq		Beth Fleischer	ANTHC	
Aina Lenda	SOA, Office of Medicaid		Kristina Walters	SOA, Office of Medicaid	
Paul Hager	ANTHC				

Monday, September 12, 2011

<b>CALL TO ORDER</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• Introductions were made around the table.</li> <li>• Agenda was reviewed by the group.</li> </ul> <p><i>Motion:</i> John Everson made a motion to approve the Agenda. Brenda Bowie 2<sup>nd</sup>. Approved.</p>	
<b>APPROVE PREVIOUS MEETING MINUTES</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<i>Motion:</i> Brenda Bowie made a motion to approve the May 2011 minutes with changes. John Pearson 2 <sup>nd</sup> . Approved.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>• Final May 2011 minutes will be placed on the <a href="http://www.akchap.org">www.akchap.org</a> website.</li> </ul>	
<b>REVIEW WRITTEN REPORTS – ANY FOLLOW-UP</b>	<b>Group</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• Group spent 15 minutes going over written reports.</li> </ul>	
<b>STATE OF ALASKA, OFFICE OF MEDICAID &amp; HEALTH CARE POLICY</b>	<b>Aina Lenda/Kristina Walters</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• There is a new federal requirement for CHA/Ps and DHAs in accordance with the Patient Protection and Affordable Care Act and National Correct Coding Initiative that all individuals employed as CHA/Ps and DHAs be enrolled as individual providers. This affects CHA/Ps that are levels III, IV and practitioners and all DHAs. What will be required is a copy of their certificates and a National Provider Identifier (NPI). To find information on how to obtain a NPI and how to enroll as Medicaid provider, go to <a href="http://www.medicaidalaska.com">www.medicaidalaska.com</a>. The enrollment process should take about 6 wks. Training will be provided to the CHA/Ps, DHAs and the billing offices on what should be done with their numbers and how to bill Medicaid.</li> <li>• New CHAP Codes have been submitted to ACS to be entered in the system and it should be updated on the website. Electronic copy will be sent out by Aina to those that would like it.             <ul style="list-style-type: none"> <li>○ AACHAPD expressed that information on the ACS website needs to be kept current as it can interrupt workflow when current information is not available.</li> <li>○ Brenda asked what the process is to get new codes added to the list, Aina wasn't sure and said she will find out and send the information.</li> </ul> </li> </ul>	
<b>Follow-Up</b>	
<b>STATEWIDE SERVICES REPORT</b>	<b>Torie Heart</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• Budget             <ul style="list-style-type: none"> <li>○ Statewide service has a recurring base of \$202, 565 and that supports staff, rep to the EMS, Chair to go to THD meetings.</li> <li>○ Restricted accounts:                 <ul style="list-style-type: none"> <li>▪ CHAM - \$158,434</li> <li>▪ CHAP Forum - \$30,535</li> <li>▪ Website - \$27,588</li> </ul> </li> </ul> </li> <li>• eCHAM – a report will be given by Beth Fleischer.</li> <li>• CHAM Revision – Process for content approval needs to be established, how to utilize the eCHAM Document Management System (DMS) and workload and staffing.</li> <li>• CHA/P workload data – Carol has received numbers from the CHAT Grant statistics. There are two</li> </ul>	

organizations that were not received.

- CHAP Forum – Will be located at the Coast International Inn again. Forum dates will be April 23-37, 2012. Other locations were looked at, but just were not cost feasible.
- Orientation – Carol has been developing an orientation to CHAP for the website to make it more accessible.
- Website Redesign – Carol will talk about in her report.
- Resource Materials upon request:
  - Curriculums
  - CHAMS
  - Books
- CHAPCB – We are taking a look at Distance Education and how it relates to the CHAPCB Standards. The published Standards have been out since 2008 and there have been changes that have not been incorporated into the document yet. We have asked to have the Standards in another format. Would like to have some of the standards content in a generic fashion to incorporate all CHA, BHA and DHA content.
- Pre-Session will be October 10-14, 2011. We currently have one half-time instructor available and have the opportunity to have another CI/SI to teach.
- Would like to have training centers have Session I offered every quarter.

#### Follow-Up

#### eCHAM UPDATE

Beth Fleischer

#### Discussion

A project plan is in development and in the approval process. CHAM subject matter expert job description who will be a half-time employee who is dedicated to helping the technical people on the content and make sure that the CHAM maintains its integrity.

The first phase of the plan is to make the document into a more usable format that can be used in multiple ways. A contractor, Dakota Systems, has been selected. They are changing it from InDesign to XML format. They start October 1<sup>st</sup>.

The next thing that will be done is to find a way to implement a solution that will allow the content to be updated in a way that is more sophisticated than passing emails back and forth. A Document Management System (DMS) will store all documents and previous versions of the CHAM and allow people to work simultaneously on documents. This will allow documents to be updated without only one person owning it.

A website will be created to display the CHAM content. Currently not sure what it will look like yet and are looking for volunteers to supply information and what they would like to see and what functions should be available on it.

There needs to be a system in place for the approval process of documents and a way that updated documents can be pushed to the website.

Phase II is still not fully defined. Still looking into ideas such as an eBook or an interactive iPad application.

#### Follow-Up

- If you would like to volunteer to be a part of the workgroup or to become a tester please contact Beth at [bfleischer@anthc.org](mailto:bfleischer@anthc.org) or 729-3265.

#### WORKING LUNCH – CONVOCATION-PROGRAM DOCUMENT REVISION WORK SESSION PLANNING

Group

#### Discussion

There was a discussion on the pros and cons of have convocation done yearly or bi-yearly. The decision has been made to continue to have convocation yearly.

A workgroup is being started to work on convocation for next year.

#### Follow-Up

- Carol Odinzoff will send out a teleconference invitation during the week of 10/10/11 for those who would like to be on the convocation planning workgroup.

<b>DISTANCE EDUCATION UPDATE/WEBSITE UPGRADE/STATUS OF ORIENTATION</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• Carol is now the manager of the Distance Learning Network. Pre-Session has been a topic for a while. Dorothy is working on it. There is some work to do in Moodle. The content is in the Pre-Session handbook, but putting it in Moodle and being usable will take some time. The goal is November 1<sup>st</sup> to have a Pre-Session. (Course start date November 1, 2011 – Second announcement sent 10/11/11)</li> </ul> <p>Streamlining registration and orientation and other processes. Carol is working on orientation. 2 months ago she offered an afternoon orientation course. Used a PowerPoint on ConnectPro. Would like to develop an orientation and put it in Moodle.</p> <p>Planning Moodle training in Anchorage. Right now just planning on Orientation and Pre-Session. Will evaluate resources related to Session training.</p> <ul style="list-style-type: none"> <li>• The website is being re-designed. There is a contractor that is working on it to make it more user friendly.</li> <li>• There is more logowear available and will be advertised soon.</li> <li>• Calendar was created using CHAP Forum photo contest pictures. In the future we would like to create a calendar using photos of the health aides and clinics. One (1) calendar is going to be sent out to each clinic, if you would like additional copies please contact Shae Aliu, <a href="mailto:saliu@anthc.org">saliu@anthc.org</a> or 729-4492.</li> </ul>	
<b>ROUND TABLE RE: CHATS GRANT EXPERIENCE</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<p>This last CHATS Grants experience was a little daunting to some. There were a lot of changes.</p> <ul style="list-style-type: none"> <li>• Mt. Sanford – Did not apply.</li> <li>• SEARHC – Steve Gage did that grant and John is now the administrator of it. There was problem finding documentation from that far back.</li> <li>• EAT –</li> <li>• BBAHC – Did better this year. Was an interesting experience. Wrote the grant in 2.5 days. Coming up with the historical documents was a challenge.</li> <li>• KANA – Joanne did the work on the grant. Had problems finding records and took a cut from previous years.</li> <li>• NSB – NA</li> <li>• Native Village of Diomedea – Didn't apply</li> <li>• Ninilchik – Didn't apply</li> <li>• NSHC – First question asked was why the records needed to go back to 1984. Had problems getting numbers from that time. Did take a cut in funds from previous years because of it.</li> <li>• YKHC – Still working on it.</li> <li>• Maniilaq – Hardest part was finding the documentation from 1984. Sheila did the budget and it was sent to the grant writer. Received more money this year. The only thing they ended up doing was getting a detailed email about what needed to be changed.</li> <li>• Chugachmiut – Received more money, but did not have documentation for all villages, but received.</li> </ul> <p>Communication was terrible for the whole process. The SOA should to be invited to our December meeting to communicate all the expectations and changes for the future.</p>	
<b>PRIORITY SETTING/STRATEGIC PLAN</b>	<b>Group</b>
<b>Discussion</b>	
The Strategic Plan was displayed on the projector and was discussed.	
<b>Recess 4:30</b>	

Tuesday, September 13, 2011

<b>CALL TO ORDER, ANNOUNCEMENTS</b>	
<b>Discussion</b>	
There are two vacant positions on RAC with the recent resignations. Herman Geffe was nominated to fill one of the vacant spots. Be prepared to vote in the December meeting.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>Think of others in your organization that would be a good fit in RAC.</li> </ul>	
<b>WORKLOAD ACTIVITY</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
Carol has been collecting data from the SOA and was told that it was going to be a onetime deal. Have been contacting individual organizations to request copies of CHAT Grants reports. Information collected is the number of health aides, number of CI/SIs and the number of patient encounters. So far still waiting on two organizations to respond.	
<b>PREPARATION FOR EXECUTIVE TEAM/ARC/RAC MEETING</b>	<b>Group</b>
<b>Discussion</b>	
The written report from AACHAPD May 2011 meeting to the ARC and RAC chairs were passed around for discussion and review. Document was also displayed on the projector and edits were made.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li></li> </ul>	
<b>PRIORITY SETTING/STRATEGIC PLAN (CONTINUED)</b>	<b>Group</b>
<b>Discussion</b>	
The Strategic Plan document was displayed on the projector, ongoing discussion.	
<b>DEPLOYMENT OF PRIORITIES FROM STRATEGIC PLANNING (NEXT STEPS)</b>	<b>Group</b>
<b>Discussion</b>	
The group established the main priorities and voted on order of importance. The list in order is as follows: <ul style="list-style-type: none"> <li>Subject Matter Expert (recurring funding for position to manage future CHAM/Curriculum revisions)</li> <li>eCHAM</li> <li>Dollars and data (up to date information and funding needs for program advocacy)</li> <li>ARC/RAC Priorities (managing workgroups)</li> <li>Ideas/requests to CHAP Directors (process communication)</li> </ul>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>Go home and think about things that need to be added to the overall plan or some ideas on how to address priorities for the December meeting.</li> </ul>	
<b>ROUND TABLE: MANAGEMENT ISSUES</b>	<b>Group</b>
<b>Discussion</b>	
SCF – We are in-servicing docs about CHAP and giving them copies of CHA/P standing orders. They are consultants in the field and not primary providers.	
YKHC – Contacted 5 or 6 triage lines and talked about the possibility to moving on-call to a triage line. The triage line would be able to assess the situation and contact the local health aide if it is an emergency or email the clinic to set up an appointment.	
Native Village of Diomedea – There was a big turn over, staff is down to 3 from 6. Very short staffed and hard for coverage. Hard to get people hired.	

CRNA – Health department has been working on developing the village clinics. Midlevel is adjusting. Been working with architect on the new building. Trying to get funding from the SOA. There is a floating administrative assistant that follows the nurse practitioner’s schedule. Visited Chugachmiut to look at their building and layout.

ANTHC Training Center – Paul is transitioning to his new job, hired 2 new instructors. There is one more position still available. Tried to hold some preceptorships, had cancellations and students who were not prepared. Not going to meet the mandate for preceptorships. Going to try with Chrystal Moon from Tyonek to do preceptorship in increments. If that works out then we will try to offer that in the future. Trying to blend more of the telemedicine cart into the training. It is not part of the curriculum, but if the health aides see us using it then they become more comfortable using it.

NSB –

KANA – Recruitment

BBAHC – Purposed looking at a triage system. Need to gather more formal data. Looking to hold down on the non-urgent house calls especially in the middle of the night. Down four itinerants right now. Four villages left for the new EHR. Recruiting for a field coordinator. Loosing nurse practitioner on Oct.12 in Togiak. Have a half time nurse practitioner opening in Chignek Bay. Received a grant for suicide prevention training.

EAT – Have 3 CHA vacancies. Probably going to loose Whittier clinic. Have a tobacco cessation counselor in Sand Point. Because of the new EHR there has been better documentation.

SEARHC – John is transitioning to CHAP Director and will still be doing the training center as well.

Mt. Sanford – Working with health aides to get their continuing education.

Chugachmiut – have all sites trained in EHR. Helpful to have weekly provider meeting. The clinical applications coordinator needs to go out to the sites one more time for extra training.

<b>WRAP-UP SESSION – CLOSING THE LOOP</b>	<b>Carol Odinzoff</b>
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<b>Discussion</b>
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ANTHC Division of Community Health Services is surveying their customers twice a year. The CHAP survey is next and we will be sending electronic surveys soon. Please respond.

<b>PREPARE DECEMBER 2011 AGENDA</b>
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<b>Discussion</b>
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<b>ADJOURN</b>
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*Motion: There was no motion to adjourn*