

Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – September 16-17, 2010  
Anchorage, AK

<b>CHAIR</b>	Tara Ferguson (EAT)
<b>VICE-CHAIR</b>	Sue Steward (Chugachmiut)
<b>SECRETARY</b>	Marshall Van Scoyk (BBAHC)
<b>PAST-CHAIR/ADVISOR</b>	Crystal Stordahl (TCC)
<b>RECORDER</b>	Shae Aliu (ANTHC)

Member/Organization			Member/Organization		
George Peter	Akiachak Native Community	A	Nora David	Mt. Sanford Tribal Consortium	P
Annette Siemens	Aleutian/Pribilof Islands Assn.	A	Etta Ahkinga	Native Village of Diomedede	E
Marshall Van Scoyk	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	E
Jody Hatch	Chitina Trad. Village Council	A	Helena Bock	Ninilchik Traditional Council	A
Sue Steward	Chugachmiut	P	Grace Ng	North Slope Borough	A
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	A
Tara Ferguson	Eastern Aleutian Tribes	P	Steve Gage	SEARHC	P
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
Joanne Ward	Kodiak Native Association	P	Vacant	Tanana Tribal Council	A
Sheila Gregg	Maniilaq Association	P	Rhoda Jensen, Acting	Yakutat Tlingit Tribe	A
Rita Foley	Metlakatla FMC/AISU	A	Bill Schreiner	Yukon Kuskokwim Health Corporation	P

A = Absent E = Excused P = Present

Guest/Organization		Guest/Organization	
Torie Heart	ANTHC	Brenda Bowie	BBAHC
Cheryl DeBose	ANTHC	Linda Curda	UAF – CRCD
Carol Odinzoff	ANTHC	Herman Geffe	NSB
John Pearson	KANA	Pamela Keller	APIA
Mike O'Neill	SCF		
Nora Herrera	SCF		

Thursday, September 16, 2010

<b>CALL TO ORDER, REVIEW OF AGENDA, MEMBER INTRODUCTIONS</b>		<b>Tara Ferguson</b>
<b>Discussion</b>		
Marshall Van Scoyk made a motion to approve the agenda and Donna Hicks 2 <sup>nd</sup> . Approved.		
<b>Follow-Up</b>		
<b>MEETING MINUTES</b>		<b>Tara Ferguson</b>
<b>Discussion</b>		
There was discussion over the May meeting minutes. There was a recommendation that we need to indicate whether or not things have been followed up on in the minutes.		
Donna Hicks moved to approve the May 2010 minutes with the changes and Steve Gage 2 <sup>nd</sup> . Approved		
<b>Follow-Up</b>		
<ul style="list-style-type: none"> <li>Finalize the minutes and post them on the <a href="http://www.akchap.org">www.akchap.org</a> website. <b>(completed 9/2010)</b></li> </ul>		
<b>ARC REPORT</b>		<b>Cheryl DeBose</b>
<b>Discussion</b>		
<p><b>Basic Training Curriculum –</b> The Basic Training Curriculum was completed in June 2010. It also has an electronic version and is being distributed through Statewide Services. Page 2 in the curriculum called Revision of the Community Health Aide Basic Training Curriculum, explains what has changed and outlines and describes the process of review and editing process.</p> <p><b>Basic Training Application –</b> There is a draft that includes all of the changes to the form. ARC is looking for approval for this form. There was suggestion on removing the shading on the form and also having it electronically.</p> <p><b>Basic Training Center Needs list –</b> 3 formats are currently available; word, excel and PDF. The current PDF format is not fillable, but Shae Aliu will work on making it so. The goal is to put all 3 versions on the website so that it can be submitted electronically to the training centers. This form is not required, but is intended as a tool for better communication between the field and the training centers. This form should be used as an example form since most THOs have their own methods of communication.</p> <p>Bill Schreiner made a motion to allow this form to be put on the website with changes Sheila Gregg 2<sup>nd</sup>. Approved.</p> <p><b>CE (preferred over CME) Guidelines –</b> ARC looked at new CE log that Sharon Peabody created and wants everyone to review the guidelines and log and submit changes by the December meeting.</p> <p><b>Re-Entry Guidelines –</b> The Re-Entry Guidelines are not clear to everyone who uses them and the plan is for ARC review them during the December meeting.</p> <p><b>CI/SI Orientation Project –</b> Still a work in progress. They found other documents that were out there in the past and they are working to gather all the information to continue to work towards a CI/SI Orientation Packet.</p> <p><b>CI/SI Orientation –</b> In the past there were requests for new mid-level CIs to visit the ANTHC Training Center and the NSHC Training Center for a week to be orientated to the role of the CHAs and the use of the CHAM. All the training centers are open to allow new mid-level CIs visit.</p> <p><b>Communication –</b> Would like to look for better ways for communication between ARC and the AACHAPD. In December the sub-committee chairs are invited to an executive team meeting.</p>		
<b>Follow-Up</b>		
<ul style="list-style-type: none"> <li>Cheryl will work with Carol to put the Basic Training Center Needs List on the website with some sort of directions or guide on how to use.</li> </ul>		

<b>RAC REPORT</b>	<b>Marshall Van Scoyk</b>
<b>Discussion</b>	
<p><b>YKHC Site Review –</b> Date was selected for April 4, 2011 for the YKHC site review.</p> <p><b>Membership –</b> 3 seats are opening in December: Marshall's, Debra's and Elsie's. Marshall is willing to continue which leaves 2 seats open. CHAP Directors need to pick replacements. Elsie is still thinking of whether or not she will continue. Steve Gage moved to have Tara Ferguson, Marshall Van Scoyk and Donna Hicks fill the seats. Bill Schreiner 2<sup>nd</sup>. Approved.</p>	
<b>Follow-Up</b>	
<b>EXECUTIVE SESSION</b>	
<p>Steve moved to go into executive session. Marshall 2<sup>nd</sup>. Approved.</p> <p>Motion needed to come out of executive session?</p>	
<b>MEDICAID UPDATE/PROGRAM NEEDS ASSESSMENT SURVEY</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
<p><b>Medicaid Task Force –</b> Medicaid would like to know how much it costs to run the Community Health Aide Program. It is possible that the Community Health Aide Program can be used in other states. If that happens then they would be more creative billing other 3<sup>rd</sup> party insurances. Right now Medicaid is the only one that legally pays for health aide visits. We need to be able to set a good encounter rate to determine how much it costs to run the program. Cheryl Skiffington (ANTHC Business Resource Center) says she will work with anyone on how to properly bill for health aide encounters.</p> <p><b>Program Needs Assessment Survey –</b> 1<sup>st</sup> survey in December only received 5 responses. 2<sup>nd</sup> survey only received 6. Right now Carol sends the surveys to CHAP Directors; if they need to go to someone else please forward the survey to the correct person. Carol will continue to send out the surveys and the CHAP Directors will bring them to the next meeting.</p>	
<b>Follow-Up</b>	
<b>IMMUNIZATION TOPICS</b>	<b>Tania Smalberg</b>
<b>Discussion</b>	
<p><b>Flu Vaccine –</b> Hospitalization for the Alaska Native population was 5 times higher then the white population. Everyone 6 months or older should be vaccinated. If you have a child who is under 9 years of age who did not get any doses of H1N1 vaccine last year they will get two doses of this year's seasonal flu vaccine. Breaking the barriers and getting everyone vaccinated is very important.</p> <p><b>Immunizations and CHAP –</b> There were questions last year how CHA/Ps can give vaccines. The way the CHAM is written immunizations are tied to well baby visit so there cannot be an immunization only visit. There are 2 regions that have a PEF for immunizations only and are able to have their CHA have an immunization only visit. Should revise the CHAM so that immunization only visits are supported. We also have the option to create standing orders not written in the CHAM so that a child not due for a well baby checkup can still get immunized.</p>	
<b>Follow-Up</b>	

<b>CONVOCAATION PLANNING</b>	<b>Linda Curda</b>
<b>Discussion</b>	
<p>Convocation started in 1984. Many of the topics that were discussed in the May meeting have been included. Reminder that the date has been changed to October 18-22, 2010. Linda went over the agenda and some of the topics.</p> <p>The theme of the convocation is "<i>Learning and Teaching from the Curriculum-TC and Field: Teamwork in Teaching for CHA/P Success</i>". There will be a pre-Convocation workshop -CHAP Orientation, which is optional. The Convocation will start with an Indigenous Worldview and Native Dance.</p> <p>There is now an option to pay for registration using credit card.</p> <p>Nomination forms for recognition of TC and Field staff were handed out and need to be returned by 9/20/10.</p>	
<b>Follow-Up</b>	
<b>ELECTRONIC HEALTH RECORD STATUS IN THE ALASKA TRIBAL HEALTH SYSTEM</b>	<b>Crystal Stordahl</b>
<b>Discussion</b>	
<p><b>RPMS EHR –</b> Crystal did a demonstration of the RPMS CHAP EHR. Eight THOs representing about 40% of all CHA/Ps plan to use this EHR.</p> <p>Medicare and Medicaid will start docking reimbursement in 2016 if you are not using electronic health records to some level. The National Indian Health Board is making a movement to have health aides included as eligible providers for payment.</p>	
<b>Follow-Up</b>	
<b>CHAM REPORT</b>	<b>Linda Curda</b>
<b>Discussion</b>	
<p>The committee is trying to find members. There is also some difficulty trying to find a meeting time in the quarterly week of CHAP meetings.</p>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>The committee should not meet until the December meeting when we can talk more about scope and direction of the revision.</li> </ul>	
<b>EXECUTIVE SESSION</b>	

Friday, September 17, 2010

<b>CALL BACK TO ORDER, ANNOUNCEMENTS</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<b>Follow-Up</b>	
<b>DISTANCE TECHNOLOGY FOLLOW UP/DISCUSSION</b>	
<b>Discussion</b>	
<p><b>Draft RAC Standards Changes –</b>            The goal was to try and find language that would make it possible to administer the curriculum content through distance learning technology. We also tried to insert language that would put some clarity and definition as to what is expected when a health corporation wants to engage in that type of training for a health aide.</p> <p>Bill moved that the CHAPD Executive Team investigate the possibility of finding an expert on competency based evaluation and have them preview some of the materials and join us for the December meeting. _____ 2<sup>nd</sup>.            Approved.</p>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>• All CHAP Directors need to review the Certification Board Standards.</li> <li>• 10/15 – Connect Pro to go over the RAC Standards and proposed changes.</li> <li>• Statewide services will get in touch with a competency based consultant</li> <li>• 12/8 – meet with ARC, RAC and CHAM Chairs to propose new direction and focus</li> </ul>	
<b>OLD BUSINESS</b>	<b>Sally Abbott</b>
<b>Discussion</b>	
<p><b>State of Alaska EMS Update – Sally Abbott</b>  <b>Staff –</b>            Down 3 people in the office and with Shelley Owens leaving we'll be down 4 positions.</p> <p><b>Budget challenges –</b>            The Injury Prevention EMS unit has been over budget every year and is projected to be \$1.2 million over budget. We ended up getting it down to less then \$50k over.</p> <p><b>Certifications –</b>            Dave Hull formed a workgroup to look at the certification process. The group consists of people from the EMS office as well as key partners. Right now we are waiting for their report.</p> <p><b>Data –</b>            Data is important because when submitting it to the government they can give us extra funding.</p> <p><b>Trauma Registry –</b>            The Trauma Registry was shut down for a while because the data were corrupt, but we are working on cleaning it up.</p>	
<b>Follow-Up</b>	
<b>EXECUTIVE SESSION</b>	
Marshall moved to go into executive session. Crystal 2 <sup>nd</sup> . Approved.	

<b>eCHAM – TELECONFERENCE</b>	<b>Dr. Theresa Cullen, IHS, CIO and Dr. Stewart Ferguson, ANTHC IT Director (acting)</b>
<b>Discussion</b>	
<p>There might be a funding opportunity to create a stand alone electronic Community Health Aide Manual that can not only be used on a PC and possibly other platforms, but also be integrated with the RPMS EHR.</p> <p>An eCHAM, if designed properly, gives you the ability to automate the delivery of updates and corrections. If you decided to do an eCHAM it wouldn't be a one time deal. It would be a commitment that you would be releasing all future editions in the same format.</p> <p><b>Funding –</b> Funding may be available through ARRA (American Recovery and Reinvestment Act) funding provided by the IHS to ANTHC.</p> <p><b>Intellectual Property –</b> If the eCHAM is developed with ARRA funding then it would be an open source product and easily shareable. The eCHAM would be distributed to users who purchase the CHAM for free.</p> <p><b>Discussion –</b> Steve moved that we continue dialog regarding the eCHAM with IHS if the funding is available. If the funding is not available then we end for now. Marshall 2<sup>nd</sup>. Approved.</p>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>• ANTHC received approximately \$1.47m from IHS-OIT to create an "electronic Community Health Aide Manual" (or eCHAM). This project, recently approved by the CHAP Directors, is being coordinated through ANTHC-HIT and the Community Health Aide Program. The concept of an eCHAM has been discussed for many years, but ARRA funding only recently became available through the efforts of IHS-OIT with the support of the IHS CIO, Dr. Theresa Cullen. The project will provide both a standalone eCHAM product and an integrated eCHAM within the RPMS Electronic Health Record. Existing CHAM content will provide the basis for the eCHAM, and the design will support upgrades, enhancements, and future versions of the CHAM and other Health Aide manuals and training materials.</li> </ul>	
<b>CHAM FUNDING/REVISION PLANNING</b>	
<b>Discussion</b>	
<p>Bill motioned to have Monday morning executive team meets with CHAP Directors, Monday afternoon CHAP Directors begins. Wednesday morning mega meeting with ARC, RAC and CHAPD. RAC meets Wed. afternoon, ARC meets Thurs. and half of Fri. Donna 2<sup>nd</sup>. Approved.</p> <p>Committee chairs would like to meet with AACHAPD on October 8, 2010 to discuss focus and direction of where CHAP Directors would like to see them move in the future. <b>(scheduled, postponed-meeting has not occurred)</b></p> <p>Steve moves that we meet with ARC and other committees to review our goals and objectives as well as discussing the feasibility and process for creating a competency based curriculum. Marshall 2<sup>nd</sup>. Approved.</p> <p>In the May meeting we asked Torie and her team to begin to look at a business plan for the CHAM revision. A four year cycle of getting a book out using some of the technologies available. Curriculum, Standards and CHAM need to be aligned. -15:00-</p>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>• Shae will send out letters to the committee chairs to invite them to an October 8 meeting via Connect Pro.</li> <li>• Torie is going to edit the proposal and resubmit it to the executive committee and have it by the October 15<sup>th</sup> meeting. <b>(awaiting info regarding eCHAM governance)</b></li> </ul>	
<b>ADJOURN</b>	
<p>Bill moved to adjourn. 2<sup>nd</sup> by Barbara. Approved.</p>	