

Association of Alaska Community Health Aide Program Directors' Meeting Minutes
BP Energy Center - Anchorage, AK
AACHAPD Approved 12/14/2009

DATE: September 18-19, 2008

CHAIR: Crystal Stordahl (TCC)

VICE-CHAIR: George Drinkwater (MSTC)

SECRETARY: Patrick Mahoney (BBAHC)

PAST-CHAIR/ADVISOR: Steve Gage (SEARHC)

RECORDER: Tamaree Kawagley (ANTHC)

Member / Organization			Member / Organization			Member / Organization		
George Peter	Akiachak Native Community	A	Vacant	Hoonah Indian Association	--	Helena Bock	Ninilchik Traditional Council	P
Annette Siemens	APIA	A	Alicia Lynn Reft	Karluk Tribal Council	A	Grace Ng	North Slope Borough	P
Patrick Mahoney	BBAHC	P	Margene Andrus	Kodiak Area Native Assoc.	P	Vacant	Norton Sound Health Corp.	--
Jane Martin	Chickaloon Village	A	Grace Kirk	Maniilaq Association	A	Dr. Donna Galbreath	SouthCentral Foundation	A
Melodye Gilbert	Chitina Traditional Village Cnc.	A	Jeanette Cawyer	Metlakatla FMC/AISU	A	Steve Gage	SEARHC	P
Angela "Jan" Larson	Chugachmiut	A	George Drinkwater	Mt. Sanford Tribal Consort.	P	Crystal Stordahl	Tanana Chiefs Conference	P
Crystal Best	Copper River Native Assoc.	A	Anne Marie Iyapana	Native Village of Diomedede	A	Josephine Grant	Tanana Tribal Council	A
Lona Ibanitoru	CATG	A	Fannie Hernandez	Native Village of Kwinhagak	A	Leslie Jones	Yakutat Tlingit Tribe	A
Tara Carr	Eastern Aleutian Tribes	P	Casandra Kroto	Native Village of Tyonek	P	Bill Schreiner	YKHC	P

Guests/Organization			
Torie Heart	ANTHC- Director of CHAP/Rural Health	Chris Devlin	Eastern Aleutian Tribes
Carol Odinzoff	ANTHC- Assistant Director of CHAP/Rural Health	David Aiken	Council of Athabaskan Tribal Government
Tamaree Kawagley	ANTHC- Office Assistant of CHAP Statewide Services	Jean Rounds-Riley	State of Alaska, EMS
Jud Brenteson	KANA- Safety & Compliance Officer	Mike O'Neill	SCF- Administration
Faith Allard	State of Alaska, Liaison to AACHAPD		
June Ballot	Maniilaq Association		

SUBJECT	DISCUSSION / RECOMMENDATION(S)	RESOLUTION(S)	FOLLOW-UP
Introduction	Crystal called the meeting to order, September 18, 2008- 8:33 AM Members did an introduction.		
Review of Agenda		Motion to accept the agenda by move by Steve Gage. Motion seconded by	

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<p>Review of Agenda</p>		<p>Bill Schreiner. All in Favor. Motion passes at 8:35 AM.</p>	
<p>RAC Report- Dan Thomas</p>	<p>RAC Membership-</p> <ul style="list-style-type: none"> ➤ There are a couple open slots in RAC membership. ➤ Helena Bock will be leaving her position with RAC. ➤ Thought of Sharon Peabody as a candidate, she is familiar with the training centers, curriculum, field and the CHAM. Dan Thomas suggested that she represent the Field Position, but have not talked to her as yet. Sharon is not a salaried person, the budget for her will need to be discussed. ➤ Steve favors a reappointment of Elsie. Elsie Dexter is enthusiastic about possibly being on RAC. <p>RAC Report-</p> <ul style="list-style-type: none"> ➤ Debate on how the clinical schedules should be written for students at the training centers, YKHC has different way then other training centers; it does make the scheduling difficult. RAC wants to come to a compromise so that RAC requirements are met. ➤ RAC will be bringing several documents for review and approval that will address an issue that concerns YKHC. RAC would like more time at the December AACHAPD meeting. ➤ A concern that Bill Schreiner and Rita Kalistook (YKHC) have is that they do not want to be held solely accountable on just oral tradition that YKHC does for reviewing the training center schedule. They would like written documents by AACHAPD. Would also like to see a central repository for documents, such as one on the CHAP website, so that there is a solid reference. There is a list of guidelines to make sure that the training center is meeting the Standards. ➤ Got package of the quarterly reports from the training centers. The reports are good because they give statistics on what was trained, how many had been trained, how many vacancies, etc. They try to have them 6 months in advance, and color coded so that they are easier to read and able to distribute them via email, or put on the website. Dan Thomas will tell the training centers that they need a little more time to project the calendars farther ahead in the year. ➤ Would like to remind that the RAC standards and program checklist need to be submitted by AACHAPD to CHAPCB. <p>Training Center Reports-</p> <p><u>ANTHC CHAP Training Center-</u></p> <p>In the time period from May 2008 until present, ANTHC CHAP has provided the following:</p> <ul style="list-style-type: none"> • May 2008- One Preceptorship • June 2008- 4 CHAs completed Session II, with 2 lost to attrition • July 2008- 6 CHAs completed Session II • August 2008- 6 CHAs completed Session III <p>Currently in week two of Session I. Began with 6 CHAs, but lost one to attrition this week. Presently fully staffed with 8 full-time instructors.</p> <p><u>SEARHC Community Health Aide Training Center-</u></p> <p>Continue to operate on a 9 sessions-per-year schedule. This year they have offered to-date:</p> <ul style="list-style-type: none"> • 3- Session I's • 2- Session II's 	<p>RAC Membership-</p> <p>Motion to approve Elsie Dexter to be reappointed as a member of RAC by Patrick Mahoney. Motion seconded by Jud Brenteson. All in favor. Motion passes at 8:45 AM.</p>	

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<p>RAC Report-Continued</p>	<ul style="list-style-type: none"> • 1- Session III • 1- Session IV <p>Plan to offer an additional Session II and Session III to finish out the year.</p> <p>Their 2009 schedule will be similar in offering 9 Sessions, total with 3 Session I's and II's, 2 Session III's and 1 Session IV. This pattern has seemed to be successful at clearing the backlog of Session needs that they are aware of.</p> <p>It has been their observation that the increased session trainings offered by the various training centers have proven to be successful as far as making sessions available for CHAs who wish to attend, and eliminating the backlog of students who have not had an opportunity to attend. Currently they have CHAP programs who are declining offerings of training seats for their CHAs for a particular session, and are able to reschedule them for training seats at future sessions. SEARHC has cleared their backlog of students needing training who have not had an opportunity to attend.</p> <p><u>YKHC Community Health Aide Training Center-</u></p> <p>Patient Centered Excellence- PEF Review: three PEFs from each CHA/P were reviewed by Supervisor/Instructors with consultation of Basic Training Instructors to enhance CHAM usage and quality-of-care practices. The training center staff conducts a class for Supervisor Instructors on PEF documentation and areas for improvement on a quarterly basis.</p> <ul style="list-style-type: none"> • 2 of 7 staff members attended CME. Both site visitors in May and June accepted positions as Basic Training Instructors. One has already arrived and is in the process of orientation. The next one will arrive in late September. Active recruitment is ongoing. • April 21-May 23- 12 Session III students • June 9- July 25- 12 Session I students • 2 students received <p>Plan to offer an additional Session II and Session III to finish out the year.</p>		
<p>ARC Report-Linda Curda</p>	<p>Linda Curda is the current Chair for ARC.</p> <p>EMS Skills List Changes-</p> <ul style="list-style-type: none"> ➤ Changes to the EMS Skills List include a few grammatical ones, title to match EMS, and there is discussion of 2 key changes. Column 3 was called "Demonstrated Peer Practice" and it wasn't a supervised event that the CHA/Ps did. So the title was changed to provide a clearer section to record the practice of the EMS skills within clinic CHA/P staff. Also changed one title to "Peer Practice: Scenarios". ➤ Second major change for consideration is to strike out the "Required Yearly Training", it was on there historically, and it's documented somewhere else so it doesn't need to be on this particular document. ARC has approved the document, and is requesting AACHAPD action on it and that Torie Heart's team print and distribute the document. <p>Website-</p> <ul style="list-style-type: none"> ➤ Regarding the Library section of the CHAP website, the ARC sub-group looked at every entry and assessed the documents and identified the concerns: titles, categories the documents are in, etc. ➤ People are also requesting that there be a search feature for titles. A meeting is scheduled with Torie Heart next week, goal is to get it done ASAP, reformat the table of documents and put 	<p>EMS Skills List Changes-</p> <p>Motion to accept new EMS Skills List with changes made by Jud Brenteson. Motion seconded by Bill Schreiner. All in Favor. Motion passes at 9:17 AM.</p> <p>Move to approve the Pre-Session 5/2008 version of Course Guidelines and Syllabus. Motion seconded by Jud Brenteson. All in favor. Motion passes. Course Guidelines and Syllabus (5/2008) is approved. 9/18/2008 10:35 AM.</p>	

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<p>ARC Report- Continued</p>	<p>them in sequential order. Bill Schreiner has a new-hire that may be able to contribute some of her time for the website.</p> <ul style="list-style-type: none">➤ Another issue is that someone needs to "own" the site. When the documents are submitted to be added, there needs to be a better process, especially some guidelines on how they would be titled. <p>How to Determine Statewide Basic CHA Training Needs-</p> <ul style="list-style-type: none">➤ To meet AACHAPD request for an annual session schedule that better reflects statewide training needs and fill the class sessions with "priority" students, the training needs need to be determined.➤ The training centers are working on a draft tool, and need to identify who would own it. It needs the functionality and participation.➤ To get information that would help figure what needs to be done, can use a survey-monkey. Goal is to have optimum scheduling with maximum competency/learning for the students.➤ There is a website that flashes what sessions are open and where. When they click on it, it registers them to the main one and the secondary one.➤ Will need quarterly updates, be able to adjust and monitor often. Need to also have online registration for training, which would help identify needs and help mold the scheduling. If everyone used online registering, there would be the ability to monitor and download the data, and be much easier to modify the schedule.➤ Currently would like a six-month rolling schedule, and a paper survey that would transition onto an online survey. <p>➤ Convocation-</p> <ul style="list-style-type: none">➤ Right now there are 25 people registered. There is a pre-convocation CHAP orientation that is very educational.➤ Next teleconference is scheduled on next Tuesday at 11AM. Please call Linda for the teleconference numbers if you would like to join. All CHAP Directors are welcome. <p>PEF Review Process Guideline and Review Tool-</p> <ul style="list-style-type: none">➤ New people are asking what tool do they use. Need to create a guideline and sample review form. There is an old one that is unsophisticated from 1993. Some organizations are doing their own differently, and would like to create one with using a bit from each of them to integrate the ideas.➤ Need to look at the standard, know that staffing is a major issue but need to also recommend a better process. Many have gone to a point system so that the person can see their results in a percentage and to identify their needs. Each level is in terms of numbers.➤ The field group is pulling those together and will come back with a tool and guidelines in the upcoming AACHAPD meetings. <p>Documentation on PEF Guidelines-</p> <ul style="list-style-type: none">➤ What are our documentation expectations? Need consistent ways of evaluating them. Goal is to get the training centers to teach documentation. They are trying to come up with standardized charting documentation recommendations to be used to help the training centers teach consistently and also be used in field when doing PEF reviews. Also to include legal charting tips and the "Do not use abbreviation list".➤ A draft will be shared with the training center faculty, plus at the upcoming Convocation for feedback before finalizing. One issue in Nome is that they have new forms for specific types of		
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<p>ARC Report- Continued</p>	<p>patients, and try to have the students use the forms they will use at their home-village clinic. The forms are going to change all the time. If you look at the basic information and instruct on those basic elements, the student will be able to identify those key elements.</p> <ul style="list-style-type: none"> ➤ There may be a discussion on who has the responsibility of the regional forms, to have it be the burden of the organization and not of the training center. <p>Pre-Session-</p> <ul style="list-style-type: none"> ➤ Would like to thank AACHAPD for monetary support and hiring Sharon Peabody for her help. ➤ Have a copy of the course guideline, syllabus, instructor manual, sample job description that they can use after Pre-Session. It was used in BBAHC recently and got good feedback. ➤ In teaching the course, there were no recommended changes to the guideline. Everyone seems satisfied with it right now, and the goal is to get it out there and that Sharon Peabody will finish the materials by the end of September so that it will be on the website and distributed. ➤ One suggestion was on the comfort-level of teaching. Some are uncomfortable teaching and Sharon is writing guidelines on how to teach and scenarios to practice teaching. Also will have scenarios for pre-test and post-test. ➤ Can this be distance-delivered? Talking about changing the terms so that it may be used for distance-delivered education, such as home-based learning, self-taught, etc. ➤ Linda brought the guidelines and syllabus to the meeting. It will be on the website for everyone to look at. Requesting approval. ➤ The training centers that used it suggested that sections using students for demo should use patients instead. ➤ Math Skills Assessment- this will be part of the Pre-Session. Recommend that it be part of the Pre-Session materials and sent to the student beforehand and be done before class begins. Also to set up remediation, this is the field and tribal health organization's responsibility. There is a list of adult education centers that is on the website and easy to locate. ➤ People may contact Sharon Peabody at (907) 345-6819 if they have any questions. <p>Tracking Documents-</p> <ul style="list-style-type: none"> ➤ ARC will be working with Torie Heart on tracking documents, stating where they came from, dates they were created, edited, drafted and approved. 		
<p>UAF Report- Linda Curda</p>	<ul style="list-style-type: none"> ➤ Linda is available for personal advising. ➤ A written report was given to the CHAP Directors in their meeting packets. 		
<p>RSC Report- Jud Brenteson</p>	<ul style="list-style-type: none"> ➤ The Shining Star awards ceremony at the CHAP Forum went very well. ➤ One thing that we found was that when they started talking about people in memoriam, people would come up to the microphone and talk about CHA/Ps that have passed on. ➤ One suggestion to the committee is have a way to acknowledge their services. Another suggestion was to put a list or article with their names in the newsletter, or a certificate that could be put in their home or village clinic. ➤ The RSC does need more membership. Jud will soon be in a different position at KANA, but can remain on as a member. ➤ To save costs, thought about having the "In Memoriam" award be done as a certificate with a nice frame. More of these awards are given each year, and the trophies cost about \$60-\$70 with the added expense of engraving. Can have a note on the bottom of the nomination form 	<p>June agrees to be a member of the RSC. Bill will talk with Martha Atti.</p>	

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<p>RSC Report- Continued</p>	<p>that if you know someone you would like to see get the "In Memoriam" award, to contact someone in particular and put it on the CHAP website. Maybe allow them to send a picture so that it can be posted on the site as well.</p> <ul style="list-style-type: none"> ➤ To encourage nominations, can do a mail-out to all the clinics asking for nominations. There are substantially less nominations being turned in compared to the first year the awards came out. ➤ Membership- Jud Brenteson recommends June Ballot; Linda Curda recommends Lillian Amaktoolik (BBAHC), and Bill Schreiner has someone in mind that may be good to have on the committee. 		
<p>Life Alaska Donor Services- Michael French</p>	<ul style="list-style-type: none"> ➤ Rural Alaska is one of the most under-served areas for organ and tissue donation, and would like to see if the CHA/Ps can possibly approach and educate their patients about donation. There are materials available and have a list that can direct you to the proper people who can help. ➤ Life Alaska Donor Services is the only tissue donation agency in Alaska. They provide support and information to families who have suffered the death of a loved one. They also educate individuals so that they can make an informed decision about donating. ➤ 99,000 Americans are waiting for an organ transplant, and that number grows by 1 person every 18 minutes. If there is a death, people can call (800) 719-5433. Then they will contact the coordinator on-call that will gather the information about the person who died, and see if they are potentially tissue-donation viable. ➤ Referrals can be made by: police, EMS personnel, hospice staff, chaplains, and would like CHA/Ps on the list of those who can make referrals. They would be able to notify the donation agency if there is an opportunity to. Would also like CHAP members follow-up and call Life Alaska when potential donors become available. There is a database in Juneau that is the registry, and right now only two people can look at it. ➤ If you have any questions, here is the contact information: Phone: (907) 562-5433 or Toll-free (800) 719-5433 Website: www.alaskadonorregistry.org 		
<p>CHA/Ps Dispensing Medications</p>	<ul style="list-style-type: none"> ➤ The 2006 Edition of the CHAM put in writing the conditions for CHA/Ps to give medications including controlled substances. 	<p>Steve Gage motions that AACHAPD go into executive session to discuss mid-level providers dispensing medications. Seconded by Tara Carr.</p> <p>Steve Gage revoked motion and now out of executive session.</p>	
<p>CHAP Statewide Services Report- Torie Heart</p>	<ul style="list-style-type: none"> ➤ Written report given to meeting members in their packets. ➤ Pre-Session is coming up in October. It's a free course, travel, lodging, and meals are the responsibility of the attending CHA's tribal health organization. ➤ Coast International Inn questioned Torie if we want to book the 2010 dates now. We have a 5-year contract with them, and they can shuttle people from the airport to the hotel. Easter in 2010 is on April 4th. Can do the CHAP Forum on the week of April 12th, the hotel has an event booked on the week of April 19th. Can also consider doing it on the week of April 26th 	<p>The group agreed to have the Forum on April 26-30, 2010.</p>	

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<p>CHAP Statewide Services Report- Continued</p>	<p>Budget-</p> <ul style="list-style-type: none"> ➤ ANTHC will not allow increases for the recurring accounts, including Statewide Services. This account pays for Tamaree, Carol and Dabney's salaries, in addition to CHAP Directors' operational expenses. ➤ Have \$129,000 in the CHAM Sales account. Idea is that the money go into the new CHAM. The CHAM Orientation DVD will be paid out of the Statewide Services account, and will cost around \$9k. CHAM revisions cost about \$8k-\$9k, and also came out of the Statewide Services account. ➤ AACHAPD will need to vote to spend the CHAM Sales monies. ➤ There is also \$29k in the CHAP website account, Cindy Fyfe is interested in being a person to update the site. 		
<p>CHAP Certification Board- Helena Bock</p>	<ul style="list-style-type: none"> ➤ Written report given to meeting members in their packets. 		
<p>AACHAPD Bylaws Revision- Crystal Stordahl</p>	<ul style="list-style-type: none"> ➤ Document given to meeting members in their packets. ➤ George Drinkwater and Crystal worked on them Wednesday, and suggest that Crystal write a letter of introduction about the changes and deletions/additions, and then either convene as a teleconference or table this until the December AACHAPD meeting. 		
<p>Funding/Program Description Script for Jeannie Greene</p>	<ul style="list-style-type: none"> ➤ Written report given to meeting members in their packets. ➤ A script is being developed for video by Jeannie Greene. ➤ Jeannie was paid for project planning. She will still have some left over and needs a script for the DVD. She's going to give some speaking points/ideas, wants some direction and will be forthcoming soon. Also need to decide where to fund her from if additional money needed. ➤ Jeannie is also willing to come to events to do filming, and has a 9PM slot on Sunday on local channel. ➤ One suggestion by Phyllis Farrell and Elsie Dexter is to get an updated introduction and history of CHAP. ➤ A 20-minute video that can be used for informational/recruitment would be useful. There's also the possibility of playing it on the AK Magazine show, for example. Need to clarify how the CHAPCB and CHA/Ps, BHAs, and DHAs work together. Carol has a video on the DHA that is very informative. ➤ Now have an in-house person that can put together a video and use one of the CHAP Directors to do a monologue, rather than having Jeannie do the speaking. Best to have someone that is in the program, who is familiar with CHAP and be more effective for the goal of the video. ➤ Would like more of an orientation slant than a funding one for the video. Especially to recruit more mid-level providers. ➤ Can initially duplicate videos at the ANTHC office, there is the person on staff that can do it and now have the equipment, so it is more cost-effective and has a quick turn-around time. ➤ Footage of the other video was taken in 2003, and clinic content was file-footage and a bit dated. 		
<p>Review Draft May Meeting Minutes</p>	<ul style="list-style-type: none"> ➤ Minutes were reviewed and approved as-is. 	<p>Moved to Steve Gage, Second by Tara Carr to approve May minutes. Motion passes.</p>	

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Assignments, Planning for the December AACHAPD Meeting	➤ Computer Skills/Electronic Health Records will be put on Dec. meeting's agenda.		
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Listed below are documents distributed at the meeting; those with an "*" are included as a permanent part of these minutes as attachments:

- AACHAPD 9/18-19/09 Meeting Agenda*
- ARC Report to AACHAPD 9/18/09*
- CHAP Directors' report to THD 6/5/08*
- CHAPCB Report on 6/17-19/08 meeting*
- CHAA Association Report 9/11/08*
- Chronic Care Model (Care Model)

These documents noted with a "*" are available along with the CHAP Resource List and CHAP Events Calendar.

Please contact Tamaree Kawagley (Office Assistant, CHAP Statewide Services) if you need copies.

Phone: (907) 729-4492

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Association of Alaska Community Health Aide Program Directors' Meeting Minutes
December 18-19, 2008
Anchorage, AK

AACHAPD Approved 5/14/2009

DATE: Dec. 18-19, 2008
CHAIR: Crystal Stordahl (TCC)
VICE-CHAIR: George Drinkwater (MSTC)
SECRETARY: Patrick Mahoney (BBAHC)
ADVISOR: Steve Gage (SEARHC)
RECORDER: Tamaree Kawagley (ANTHC)

Member / Organization			Member / Organization			Member / Organization		
George Peter	Akiachak Native Community	A	Vacant	Hoonah Indian Association	A	Helena Bock	Ninilchik Traditional Cnc.	P
Annette Siemens	APIA	A	Alicia Lynn Reft	Karluk Tribal Council	A	Grace Ng	North Slope Borough	P
Patrick Mahoney	BBAHC	P	Margene Andrus	Kodiak Area Native Assoc.	P	Vacant	Norton Sound Health Corp.	A
Lisa Wade	Chickaloon Village	A	Susan Schaeffer-Beck	Maniilaq Association	A	Dr. Martha Cotten	SouthCentral Foundation	E
Jody Hatch	Chitina Traditional Village Cnc.	A	Jody Leisholmn	Metlakatla FMC/AISU	A	Steve Gage	SEARHC	P
Sue Steward	Chugachmiut	P	George Drinkwater	Mt. Sanford Tribal Consort.	P	Crystal Stordahl	Tanana Chiefs Conference	P
Crystal Best	Copper River Native Assoc.	P	Anne Marie Iyapana	Native Village of Diomede	A	Josephine Grant	Tanana Tribal Council	A
Lona Ibanitoru	CATG	A	Fannie Hernandez	Native Village of Kwinhagak	A	Leslie Jones	Yakutat Tlingit Tribe	A
Tara Carr	Eastern Aleutian Tribes	E	Casandra Kroto	Native Village of Tyonek	A	Bill Schreiner	YKHC	P

Guests/Organization

Torie Heart	ANTHC- Director of CHAP/Rural Health	Pamela Keller	Aleutian/Pribilof Islands Association
Carol Odinzoff	ANTHC- Assistant Director of CHAP/Rural Health	Grace Kirk	Maniilaq Association
Tamaree Kawagley	ANTHC- Office Assistant of CHAP Statewide Services	Dan Thomas	Norton Sound Health Corporation
Linda Curda	UAF- CRCD	William Kost	Eastern Aleutian Tribes
Mike O'Neill	SouthCentral Foundation		

Review of Agenda, Member Introductions

- Members did an introduction.
 William Kost will be attending in place of Tara Carr (EAT). Mike O'Neill will be attending in place of Dr. Cotten (SCF). Pamela Keller will be attending in place of Annette Siemens (APIA). Grace Kirk will be attending in place of Susan Schaeffer-Beck (Maniilaq Association).

RESOLUTION(S)

Motion to accept the agenda by Patrick Mahoney. Seconded by Bill Schriener. All in Favor. Motion Passes. 8:35 AM, 12/18/2008

FOLLOW-UP

RAC Report- Dan Thomas

CHA Training Center Annual Self-Evaluation Checklist-

- Each training center gets the list, although some of the items don't apply to each of the training centers. Other elements of it apply to all training centers. What RAC did was take a 2-page document, trimmed out the excess, added the option of additional items if they are required. It is a checklist for what to include in the package, and what to provide. Can make a database that has tabs with the checkmarks that are on the list. If there is a question, especially with the high rate of turnover, the item isn't going to be missed and someone can check the database rather than going through a physical file. It can be securely stored for RAC.
- Another thing about this document is to make sure that all the person's credentials are current, though some people are reluctant to provide copies due to identity theft. Requirement is that the instructor's medical advisor has the credentials on file with their organization, and it is checked periodically. The organization is responsible to have the papers, and often the person in question has to have them to be hired to begin with. Besides the licensing issue, the standards make it so not just anyone can be an instructor or coordinator.
- RAC had no problem with any abbreviations done to the document. If there are any significant changes, Dan Thomas will have to go to the committee to discuss any that AACHAPD want to include.

Basic Training Patient Encounter Reporting Form-

- The smaller version is what's being used. Have broken down some of the components of it. When someone looks at the schedule, they can find the RAC requirements on that particular schedule. Some training centers will be different, for example YKHC is more open and the schedule doesn't break down into blocks.
- Another subject is, do you have all the patient types, along with the hours, and did all the students attend the clinic or did any miss it for any reason?
- Final question is did the student see all of the patient types that they were supposed to see? Under supervision of the field trainer, the CHA/P can see the specific patient in another location. There are a certain number of patients required for this session (Session IV), and want to know if all of them achieve the required numbers.
- At the end of the year, the training center will fill out this form and it keeps track of each schedule, each session, what type of patient was seen, how many patients, etc. This document keeps RAC knowing what's been done by giving a summary for the whole class. There is a separate form for the attrition report, which states how many people dropped out, that is provided annually. Would like AACHAPD approval on this document.

RAC Orientation for New Training Center Coordinators and RAC Members-

- The document was created as an orientation for people that are new and coming into RAC. It states the requirements for RAC, basic outline of meetings, reporting requirements, reporting stuff that needs to be approved by AACHAPD.
- On the top of the document, the "Training Center Coordinators" section lists RAC reporting requirements. Number 3 (an annual session attrition report, submitted to AACHAPD) is relatively new, and asking that AACHAPD approve the addition of number 3 to this checklist. Number three is the only item not mentioned anywhere else and is not duplicated information, other than it being on the standards.

RAC Membership-

- Would like to clarify that the AACHAPD Chair will no longer be a member of RAC. This was discussed with Crystal Stordahl and was asked if the member has to be a CHAP Director or not. It would be good if it were filled with a CHAP director, then there would be two slots for CHAP directors, including the AACHAPD Vice-Chair position. Then it would also mean the RAC Bylaws would have to be changed.
- Helena Bock's term is expiring; she is unable to continue and will need to fill her position.
- Sharon Peabody has agreed to fill in Helena's position. Sharon has great experience for the RAC Field Member position, and NSB agreed to pay the salary. RAC would like to propose having Sharon Peabody be the RAC Field Member.
- Another person interested is Crystal Best, she said she could fill in any vacant slots on RAC. Since Crystal is a full-time person, and Sharon is intermittent, feel that Crystal should be the first person to consider for the Field Member, and have Sharon as the back-up person.
- Michelle Hall can also be a member, and ANTHC will pay for her time for doing RAC activities since she is an intermittent employee.
- In order for RAC to be able to have more members, the bylaws would need to be changed. Members are dedicated to going to the site visits and reviews, since 4 out of 5 of the group are needed to do them.

Current Events-

- The 5-year review of SEARHC's training center will be May 16-18, 2009, the week following the AACHAPD meeting. Bill Schreiner will lead the review, along with 4 others.
- YKHC's annual review is done. All concerns that were raised have been worked out. There are three to look at currently.

RESOLUTION(S)

FOLLOW-UP

<p>CHA Training Center Annual Self-Evaluation Checklist- Motion to approve the document, pending editing per committee, by Steve Gage. Seconded by William Kost. All in favor. Motion passes. 9:03 AM 12/18/2008</p> <p>Basic Training Patient Encounter Reporting Form- Motion to approve the document by Steve Gage. Seconded by Bill Schreiner. All in favor. Motion passes. 9:15 AM 12/18/2008</p> <p>RAC Orientation for New Training Center Coordinators and RAC Members- Motion for approval of document, with the addition of #3, by Steve Gage. Seconded by Margene Andrus. All in favor. Motion passes. 9:20 AM 12/18/2008</p> <p>RAC Membership- Motion by Steve Gage to appoint Patrick Mahoney and Crystal Best (pending approval of her employer). Patrick Mahoney seconded. All in favor. Motion passes. 9:32 AM 12/18/2008</p>	
2008 CHAP Instructor Convocation- Linda Curda	
<ul style="list-style-type: none"> • Was held October 13-17, 2008 with 55 participants that were both Field and Training Center Instructors. Out of 55 attendees, 25 of them were field instructors. • The statewide office helps with the event, and it was the first time that it had a schedule with 5 full days. • It began with the CHAP Orientation (given by Carol Odinzoff) and feel that this should be given annually. • This year they had celebrated the 40th anniversary of CHAP, and had a panel of CHAP Elders and a slide show that had 50 years of historical CHAP photographs. This will be on a CD that is available from Linda. • It came up during the ARC meeting that the purpose of this event is not the same as the CHAP Forum. The Forum is for the CHA/Ps to attain CME. The Convocation is for the instructors to convene, share new materials, network and have teamwork between the field and training center personnel. • Sharon Peabody developed new materials and evaluation tools. Some were passed out. Adult learning theories were discussed, how the field instructors and training center people communicate to each other- during, post, and pre, Sessions. • 18 hours of CME was available for the attendees. The continuing education wasn't the same as it would be for a conference; these were CHAP specific topics. Also created CME outlines for CHA/Ps. • The evaluations were very positive. They were able to have sessions on E-Live. It allows audio conferences, with a visual aspect at the same time. It helped them get an idea how they can do distance education with E-Live. • YKHC did a presentation, "CHA/P Legal Issues and Documentation". Showed how to improve documenting PEFs in the program. Dan Winkleman is an attorney for YKHC. He gave an excellent PowerPoint presentation on CHAP legal issues and documentation. This will be available on the CD that will be given out at today's meeting. Page 4 in it is very good; it says how to prevent medical malpractice claim/lawsuit. It can be good for people new to the program, or as a refresher. Presentation he gave can be copied. • Since 1984, the working team has been out of ARC. Oct. 12-16, 2009 are the dates for the next Convocation. The registration fee includes 5 breakfasts. It has been discussed that if the fee was raised, can it be held at a nicer hotel, however 55-60 people is a difficult amount of people for hotels to fit the logistics. At the Coast International Inn, there is no additional fee for the event room to go along with the fee for reservations. However they are looking at the BP Energy Building, the new APIA building in Anchorage; not sure if they will be big enough for this event however. • Melany Cueva, EdD was a co-coordinator this year, however she will be stepping down from being coordinator for Convocation due to the new grant she has. Joanne Ward, KANA, will join, along with Grace Kirk from Maniilaq Association. They are open to anyone who wants to join the team. • If you are traveling, please scout out speakers and topics that can relate to CHAP. That's how they get speakers for this event, and always looking for great new content. 	
RESOLUTION(S)	FOLLOW-UP
None to report at this time.	None to report at this time.
ARC Report- Linda Curda	

CHAP Website Library-

- A lot of comments how to make it more streamlined. Possibly elect a librarian to maintain and keep integrity of the forms.
- Would like to add a section for the following: history, training tools, curriculum, learning activities, CME units, whatever anyone else can think of to help people navigate the site better.

Proposal to AACHAPD for Clinical Update Training-

- Since adding additional Sessions to the statewide CHAP Basic Training schedule in recent years, short waiting lists and occasional difficulty filling Sessions in Anchorage, Sitka, and Nome, indicates that the training needs are being met for CHAP outside the YKHC region.
- There is a need to refresh/maintain the Basic Training skills of long-term CHPs. In the past this need was met in part by offering Clinical Update workshops, which was a 2-week review of Basic Training knowledge, had hands-on skills, and clinical rotations. This was provided by the training centers and by some of the field programs for CHPs needing a refresher for recertifying Preceptorship.
- The training centers request that AACHAPD approve their proposal to have the option to substitute a Clinical Update workshop(s) for one Basic Training Session in their respective annual training schedules.
- The past Clinical Updates were an approved UAF course that was 3 weeks long. It reviewed Basic Training and demonstrated use of the CHAM.
- Should have it in the document that specifically states that due to funds given to increase Basic Training in the past, the Clinical Updates took place. State why it would be valuable, re-group and bring it up with the tribal health directors. The group may be asked specifically why this is needed and why it should be done.
- Also need to point out that it's not that there isn't Basic Training being done, it's that the space can't be filled and the time could be used to do the Clinical Update.
- The data that shows the need for Clinical Update should be centralized and given to one of the training centers that already meet their student training needs. Also need data on this concept in a training report and can make it part of ARC with all the training centers and list what exactly is needed.
- Need a coordinated look at the training issues. What is the best way to capture the resource? Write the questions down and give them to George Drinkwater (MSTC). Linda will then get the list, take it to the training centers, and report the information back.

Alaska CHAP Retention Guidelines for CHA/P Forms and Records-

- ARC recommends taking this document, adapting it for your organization, and using it to help clarify issues regarding forms and record keeping.
- Check with your organization's medical records department for their "rules". Most organizations do have their own record keeping guidelines.
- The list on this document is alphabetized. These are national standards and datelines used in this document.
- Would like the sentence, "Feel free to use these recommended guidelines to incorporate into your tribal health organization's policies and procedures."
- Purpose of this document is to make sure people are aware of certain restrictions. Will also put an asterisk next to the items that are federal laws, versus optional.
- ARC would like it posted on the CHAP website as well.

Statewide Training Needs List-

- Discussed about reinstating a process that is a short electronic query to find out how many total CHA/P positions there are, combined, with some of their information.
- Requesting that AACHAPD approve the concept and work with Torie Heart's office.
- Would like this to be a tool and a process as to how many CHA/P positions there are, why there were any demotions, why the person was hired, are they prepared for Session I? Etc. Would like to add to it and put the information in a single, master database.
- Ella Gonzalez will send out an email soon in preparation for the January CHAPCB meeting, she will ask for the information from the CHAP Directors, per usual practice.
- First they will work on a list of questions to ask the training centers, then on the data collecting and creating a master data repository.

Ongoing Projects-

- Doing the quarterly review of Basic Training schedules, and would like to add Clinical Update courses when opening a schedule.
- Planning of the 2009 CHAP Field and Training Center Instructor Convocation.
- Networking of the CHAP Field and Training Center personnel across the state.
- Approval of materials for Continuing Medical Education hours.
- Highly recommend increasing the distribution of the Emergency PEF form, and that the CHA/Ps know to utilize it.
- Clarified with ANMC's Pharmacy Director regarding a CHA/Ps role in filling Medisets; it is **legal** for CHA/Ps to fill Medisets. This information will be updated in the next CHAM revision. Recommend teaching patients and family members how to fill them so that the CHA/Ps are not overwhelmed with tasks.
- Reviewing and reorganizing the documents on the CHAP website with assistance from Torie Heart's office and Theresa Cooper (ANTHC).

Projects for 2009-

- Create guidelines for PEF documenting, along with examples.
- Create emergency scenarios for CHA/Ps to use for monthly practice in their clinic setting, and record on the Emergency Skills Checklist.
- Develop a review schedule for ARC documents, organize and maintain them on the CHAP website.
- Review standing orders and session tests. Also need to create a standing order for adult immunization Tdap and add that to the CHAM or in the next CHAM revision. Need to consider making a standing order for nebulizer treatments, though NSHC currently has one.
- Review and update credentialing guidelines, using E-Live work sessions.
- Review and update re-credentialing guidelines, using E-Live work sessions.
- Would like to create an On-Call Phone Triage guide for CHA/Ps to use. This would lessen their workload if they can do telephone-triage, also better prepare them for situations.
- Work with AFHCAN on developing CHAM PEF forms and an interface with EHR systems.
- Complete Pre-Session student evaluation form for training centers.
- Do a survey on TABE use statewide, perhaps rewrite the guidelines for it and explore the availability of TABE electronic testing.
- Review regional tools that are used to evaluate clinic competencies and age-specific competencies.
- Explore how the CHAM and training addresses domestic violence, and the role of the CHA/Ps in those situations.

RESOLUTION(S)	FOLLOW-UP
<p>Alaska CHAP Retention Guidelines for CHA/P Forms and Records- Motion to approve document as amended by Patrick Mahoney. Seconded by Helena Bock. All in favor. Motion passes. 2:50 PM 12/18/2008</p>	

UAF Academic Liaison Report- Linda Curda
<ul style="list-style-type: none"> • Linda will send the forms electronically, so that the CHAP Directors may send them to the CHA/Ps via email.

RESOLUTION(S)	FOLLOW-UP

AACHAPD September Meeting Minutes	
<ul style="list-style-type: none"> • Minutes from September 18-19, 2009 reviewed. 	
RESOLUTION(S)	FOLLOW-UP
<p>Motion to approve September minutes by Patrick Mahoney. Seconded by Bill Schreiner. All in Favor. Motion Passes.</p>	

Documents distributed at the meeting include the following (items with "*" are permanent attachments with the meeting minutes):

1. Meeting Agenda*
2. AACHAPD September 18-19, 2008 Meeting Minutes (Draft 12/1/2008)
3. EMS Training Committee Report 10/14-16/2008*
4. Certification Board Report 11/21-22/2008*
5. AACHAPD Report to Tribal Health Directors 11/4/2008*
6. AACHAPD Bylaws (with proposed revisions)
7. ARC Goals for 2009*
8. Statewide Services Report 12/08*
9. CHAP Resource List (12/15/2008)
10. AACHAPD 2009 "Shining Star" Award Nomination Form
11. CHAP 2009 Calendar, CHAP Events Calendar

These documents are available along with the CHAP Resource List and CHAP Events Calendar. Please contact Tamaree Kawagley (Office Assistant, CHAP Statewide Services) if you need copies-

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