

## Association of Alaska Community Health Aide Program Directors Meeting Minutes – February 12-13, 2009 Anchorage, AK

<b>CHAIR</b>	Crystal Stordahl (TCC)				
<b>VICE-CHAIR</b>	George Drinkwater (MSTC)				
<b>SECRETARY</b>	Patrick Mahoney (BBAHC)				
<b>ADVISOR</b>	Steve Gage (SEARHC)				
<b>RECORDER</b>	Tamaree Kawagley (ANTHC)				
Member / Organization			Member / Organization		
George Peter	Akiachak Native Community	A	George Drinkwater	Mt. Sanford Tribal Consortium	P
Annette Siemens	Aleutian/Pribilof Islands Assoc.	E	Anne Marie Iyapana	Native Village of Diomedede	A
Patrick Mahoney	Bristol Bay Area Health Corp.	P	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Casandra Kroto	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
Crystal Best	Copper River Native Association	P	Vacant	Norton Sound Health Corp.	-
Lona Ibanitoru	Council/Athabascan Tribal Gov.	A	Dr. Martha Cotten	SouthCentral Foundation	E
Tara Carr	Eastern Aleutian Tribes	P	Steve Gage	SEARHC	P
Darla Duran	Hoonah Indian Association	A	Crystal Stordahl	Tanana Chiefs Conference	P
Alicia Lynn Reft	Karluk Tribal Council	A	Josephine Grant	Tanana Tribal Council	A
Margene Andrus	Kodiak Area Native Association	P	Leslie Jones	Yakutat Tlingit Tribe	A
Susan Beck	Maniilaq Association	E	Bill Schreiner	Yukon Kuskokwim Health Corp.	P
Jody Leisholmn	Metlakatla FMC/AISU	A			

Guest / Organization		Guest / Organization	
Torie Heart	ANTHC- Dir. CHAP/Rural Health	Sarah Stokes	SouthCentral Foundation
Carol Odinzoff	ANTHC- Asst. Dir. CHAP/Rural Health	Mike O'Neill	SouthCentral Foundation
Tamaree Kawagley	ANTHC- CHAP-Statewide Serv.	James Zink	Maniilaq Association
Linda Curda	UAF- CRCD	Pamela Keller	Aleutian/Pribilof Islands Association
Faith Allard	State of Alaska, DHSS	C. Nora David	Mt. Sanford Tribal Consortium
Nacole Heslep	ANTHC- General Counsel	Tania Smallemberg	ANTHC- Immunization Program

<b>8:30 AM</b>	<b>REVIEW OF AGENDA, MEMBER INTRODUCTIONS</b>
DISCUSSION	
<p>Members did an introduction. Requested at the December meeting that the time be extended to 2 PM on the Friday portion of the meetings. And to also have a working lunch.</p>	
RESOLUTIONS	
<p>Motion to accept the agenda by Steve Gage. Motion seconded by Faith Allard. All in favor. Motion passes, 8:56 AM 2/12/2009</p>	

MEDICAID- CHAP BILLABLE CODES	CHERYL SKIFFINGTON GWEN OBERMILLER
TOPICS	
<p>Cheryl Skiffington and Gwen Obermiller (ANTHC Business Resource Center)-</p> <ul style="list-style-type: none"> <li>• Need to have current CHAP billable codes integrated at every clinic. There are a huge number of denials and that's how one way the codes show up. None of the CHAP codes in the manual have been updated since 2005, but they are in the system. The state doesn't send an official notice, the manual comes out in October and codes are effective the following January.</li> <li>• A few more codes are up for discussion to be added, along with physician codes, since some training centers are teaching them to the CHA/Ps.</li> <li>• Need to create a workgroup that includes a handful of CHAP Directors, and a handful of coders to have dialog going. Can meet in November so that they can put together a presentation before the December meeting/publishing date. Can work with the State to get a list of what's being denied, review them, and see what additional codes should be added. Can also meet via teleconference, and include input from certified coders to avoid miscoding/misinformation.</li> <li>• The manual has already come out, but that doesn't mean that you can't request new codes to be added or that new codes weren't already added. They are submitted in a letter to the state, there are no deletions, but sometimes there are number changes.</li> <li>• There is no CPT code for telemedicine consults, it is a mode of delivery so there is a modifier. The CHA/P can bill their face-to-face appointment with the patient. If they are unable to figure it out, there is an AFHCAN representative with each organization that can work with them. It's also important to document to support history of present illness. If the document is not PEF form that the CHA/P fills out, can put a statement of illness and say that they are referring it. It's important on ANMC's end that they say that they're referring as a consult. Would also like this included in the CHAP Forum to teach the CHA/Ps this important detail.</li> </ul>	
RESOLUTIONS	
<p>Move to add CHAP billable codes 81001, 90649, 99000, 99173, 99408, 99409 (want more information on codes 81005 and 88150), by Steve Gage. Seconded by George Drinkwater. All in favor, motion passes, 9:30 AM 2/12/2009</p>	
FOLLOW-UP	
<p>A workgroup will be created to review CHAP Billable codes, any new ones and those that are no longer effective.</p> <p>Patrick Mahoney and Bill Schreiner volunteer to be on the workgroup. Would like someone from NSHC to be invited as well and meet before November. Cheryl Skiffington can send out an email with PowerPoint slides, talk to billing code people and set a date where key personnel can look at it. Also suggest that Carol Odinzoff work with the group. Bill, Carol and Patrick can meet Wednesday mornings during the week of the AACHAPD meetings.</p>	

STATEWIDE SERVICES REPORT	TORIE HEART
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>• Jeannie Greene- Several installments of payments were made and Jeannie is asking for direction from this group on a 5 minute video. She does have a couple of proposals (they are \$10-\$20k for the proposals). One is give a brief history of CHAP along with current events, have a guest come on her show and talk. Another would be to go to a village, following a CHA during training, and have an overview of accomplishments, programs, training and testimonies. The testimonies are very revealing on how tough and demanding the job is. AACHAPD needs to decide what direction to go, who wants to be interviewed, maybe have someone from the group narrate. Maybe create a sub-group to work with Jeannie and Torie. Funding-driven material is priority right now, and the video can be done in concert with the 2007 video. Steve Gage (SEARHC) can assist as a consultant, Bill Schreiner (YKHC) and Margene Andrus (KANA) also volunteer.</li> <li>• CHAP Forum 2009- Carol Odinzoff (ANTHC), Tara Carr (EAT), Sue Steward (Chugachmiut) and Yvonne Howard (TCC) are working on this together. Currently forming a schedule, agenda, reserving speakers. The state wants a schedule in advance so that they can pre-approve EMS CME.</li> <li>• Indirect Cost for CA Grant- Melany Cueva, EdD, is applying for a grant to develop her more as a researcher. Indirect cost is \$4,000. The grant provides travel for 20 stipends. The money will be used for purchasing trips to the town of the health aide, and they will tell their stories that are to be based on cancer. Melany would be applying for the grant, and will need a \$2,000 commitment.</li> <li>• Surveys- Big project currently working on is survey for collecting current data; the electronic survey will be quick and efficient. Data collected will be used for reports, need feedback on how you want the data presented back to you. Having the data, a person can formulate 2-3 questions, then go to HR or legal council with the data. Information collected on salary will be very useful. The survey does not address specific topics and can have multiple uses.</li> </ul>	
<b>RESOLUTIONS</b>	
<p>Indirect Cost for CA Grant- Motion to support Bill Schreiner, Seconded by Sue Steward, all in favor, motion passes 11:34 AM. \$2,000 for 2 years to come from Statewide Services account.</p>	
<b>FOLLOW-UP</b>	
<p>Jeannie Greene- Will need to come up with a dialog/goal for a video to be created. A workgroup will be created to work with Ms. Greene and Torie Heart. Oscar Kawagley can possibly narrate.</p> <p>2009 CHAP Forum- Carol Odinzoff will be directing this year's CHAP Forum. The RSC will also be presenting 2 "Shining Star" awards.</p> <p>Indirect Cost for CA Grant- A letter of support was sent on Feb. 19 to Melany Cueva.</p> <p>Surveys- A draft report will be done in May for the AACHAPD meeting.</p>	

CHAPCB REPORT	HELENA BOCK
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>• RAC Site Review of Final ANTHC-CHAP Training Center, Distance Delivery Section was discussed at length and the board accepted the letter for RAC with the recommendations. RAC recommends that another Distance Basic Training Session not be done without a prior RAC review, including approval of a complete schedule, site review notebook, and hard copy files describing how Basic Training Curriculum is being met. A letter will be drafted by a workgroup to THDs, AACHAPD, RAC Chair and ARC Chair, regarding the new Distance Education component of CHA/P training to be responsible and to be the focal point to come up with the process to develop the Distance Education component of CHA/P training.</li> <li>• Would like to reconsider the distance education process; still being worked on.</li> <li>• The October meeting location is still to be announced, will either be in Anchorage or Seward.</li> <li>• Evaluation process in need of review in general, especially when evaluating the distance delivered education. Sit down, write some evaluation standards and move forward. Just has to reflect what the curriculum has, what the assessment would be. When RAC review team went to Anchorage, the Certification Board had face-to-face standards which didn't fit with the Distance Delivered Session.</li> <li>• The motion was to have this reviewed again, don't understand how ANTHC just went through RAC review and passed, except that RAC stated that there weren't tools appropriate to the task to say if the Distance Delivered Session passes or fails. RAC made the statement that the program should continue without going through a review by RAC, someone needs to take on task on what review would be appropriate for the DE program. Clarification on reconsideration of the RAC recommendation, RAC wrote letter about reconsideration. Only thing before RAC at the time was review of the ANTHC TC, not the DE, and they did review ANTHC TC. What's on board now is letter to reconsider, also a draft of 2 page summary of what bill said with recommendation. Draft was approved, board asked for final, by January, which they approved of, starting process of communication with THDs, AACHAPDs, challenging how to write that in a way it's supportive without being told to approve.</li> <li>• Social Security Number (SSN) on the initial application for certification- the electronic applications will not have it on it. Crystal Stordahl will write a letter asking to have that removed. Also waiting on response from legal consultant.</li> <li>• Alberta Unok (ANTHC BHA Program Associate) gave an update on the BHA application process to date. General orientation requirement is in the completion stage, applicants can't apply until general orientation requirements is completed. Prerequisite courses and process for approval were discussed. The CHAPCB agreed to approve the BHA/P General Orientation Requirement through an electronic review.</li> <li>• Recommended amendments to CHAPCB Standards and Procedures for Consideration and Action. The changes to the SPs are recommended by the AACHAPD. They were approved by RAC on May 14, 2008, and AACHAPD on May 15, 2008. The CHAPCB is still working on these recommendations.</li> <li>• CHAPCB still needs an ASU representative.</li> <li>• Moment of silence for Sylvia Montero, dedication to the memory and support to CHA/Ps with cancer.</li> </ul>	
<b>RESOLUTIONS</b>	
<p>Regarding the certification application asking for Social Security Number, Crystal Stordahl will write a letter to have that removed. Will follow-up with legal consultant. Motion to have it removed by Patrick Mahoney. Motion seconded by Crystal Best. All in Favor. Motion passes 2/12/2009 10:28 AM.</p>	
<b>FOLLOW-UP</b>	

<b>MID-LEVEL AUTHORIZATION/CONTROLLED SUBSTANCES</b>	<b>NACOLE HESLEP</b>
<b>TOPICS</b>	
<ul style="list-style-type: none"><li>• Agreement between IHS and DEA many years ago saying that physicians can only dispense CIIs, at the time CHA/Ps can only dispense under direction of doctor, excluding PAs and other mid-levels like NPs.</li><li>• Executive team met with Nacole last week to discuss issues in preparation for meeting.</li><li>• You still will want to talk to your own organization’s attorneys. Talked with AACHAPD executive team about several possibilities to provide additional clarity on this. Pretty clear answer to provide legal guidance and then discuss it with your organizations attorney. Might include workgroup and work with THDs and CHAPCB, can also ask IHS. Can try to make a more specific agreement with DEA.</li><li>• Wondering how people are interpreting the CHAM, if they have a standing order, can they dispense medication? When it doesn’t say anything, what is okay?</li><li>• CHA/Ps can’t have standing orders for CIIs, but it doesn’t mean they can’t give with a specific physician order.</li><li>• What seems like the best practice that ensures patient safety? Does the CHAPCB look to CHAP Directors for recommendations? Or can CB decide what the best program rule is?</li><li>• In some conditions, having Midlevels is adequate for dispensing CIIs. CHA/Ps are not licensed providers, that is the big difference. Physicians, Nurse Practitioners, Physician Assistants are licensed providers. The NP Act prevents delegating to CHA/Ps. CHA/Ps must talk with a physician to get an order to give a controlled substance.</li></ul> <p><u>Contact Information-</u> Nacole Heslep, General Counsel- Legal and Intergovernmental Affairs/ANTHC Phone: (907) 729-1926 Fax: (907) 729-1901 Email: ndheslep@anthc.org Web: www.anthc.org 4000 Ambassador Drive, 5<sup>th</sup> Floor; Anchorage, AK 99508-5909</p>	
<b>RESOLUTIONS</b>	
<b>FOLLOW-UP</b>	

<b>ACADEMIC REVIEW COMMITTEE REPORT</b>	<b>LINDA CURDA</b>
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>• Immunization Update- Tania Smallenberg (ANTHC Immunization Program) did a very nice PowerPoint presentation that is clear and precise. Sent out through the ANTHC CHAP office, included a packet that was sent out with 2009 Immunizations that is green and laminated. Let Tania know if you want additional ones. New recommendations for pneumococcal pneumonia vaccine. One of the things confusing people is the State of Alaska doesn't have enough funds, coming under a federal program, HPV and pneumococcal will change due to that. Minor changes in schedule. Tania will facilitate getting the information out and to inform the health aides.</li> <li>• PEF Documentation Guidelines- It's how we want the PEFs documented, to have the same standards in the training centers and field offices. Also to ensure consistency. Would like a class in Convocation and Forum. If interested and like to be involved, Dan Thomas is primary contact and has current copy.</li> <li>• PEF Review Process- Some corporations do not do PEF reviews. Trying to help all corporations that are on the website and to assist people. The two packages will go together, bring it to the May meeting.</li> <li>• Emergency skills list- remind you that two meetings ago (May 2008), changed a column, "demonstrated peer practice" to "peer scenario practice". Basically means that in order to demonstrate skills, have to have a scenario be done with your peers. Thinking about having 24 scenarios linked to CHAM and emergency handbook, and would have 2 done a month and rotated throughout the year. Would like it on the website for easy accessibility. UAF may have some funds available to pay Sharon Peabody to come up with the scenarios. This would also standardize level of practice and evaluation.</li> <li>• CME Guidelines- Lot of discussion about standards, page 56 in guidelines, need amending both ways. Any questions on filling out CME logs. The January 2009 CHAPCB newsletter has a sample CME log and explains how to complete. Ask Ella Gonzalez or Dorothy Hight if you have questions.</li> <li>• Electronic Health Records- Torie did a nice summary, are statewide groups, three issues (one from Jim in Maniilaq), when did PEF for EHR, not just a tool, it's a process that should be done earlier. Maybe through AACHAPD have someone sit at IT table to give CHAP perspective? ANTHC/ANMC using Cerner, don't have to worry about software because they will be able to all talk to each other. AFHCAN wants the cart trained on and used as part of compliment tools available, and may require changing the curriculum. You have to learn certain aspects of the cart, and it may limit some of the CHAs. Would like it integrated into basic training and in the curriculum, and lesson plans and objectives. Need to resolve the redundancy of having to fill out two health records. If they could make it so that the CHAM is electronic, and have the AFHCAN cart have that software on there and be able to have multiple choices on it, it would make it more attractive to use in every CHAP clinic. Also have billing, exchange methods. Next CHAM would need to have in it encounter process. Find out what's going on in your region, do what you're doing, do need to start finding funds for the next edition of the CHAM, generate electronic health records and be electronic itself.</li> <li>• Pre-Session Skills Checklist- This is the checklist, with very few changes. Changes are mainly on the top, in the instructions. The supervisor sends it with the CHA when they get to Session I. Evaluation and communication tool. Would like a motion on this document. If it's marked that they need more practice, when they are sent home, the supervisor can have the CHA practice. It is not a requirement, it's an indication on what students should practice. "Comments on additional skill development". Or "Suggest practice before Session I". "If no checkmark, add comments". Pre-Session is not a requirement. Need to state on the document that Pre-Session is not required. Will do "If no checkmark, please add comments". Can also add disclaimer on bottom. Please give your comments and suggestions to Linda Curda.</li> <li>• Website- working on suggestions. The ANTHC website person has left the organization. Carol Odinzoff may be able to add items onto the site at a later date.</li> </ul>	
<b>RESOLUTIONS</b>	
<b>FOLLOW-UP</b>	

<b>UAF LIAISON REPORT</b>	<b>LINDA CURDA</b>
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>• Admin. Assistant- Mary Anne Katt and Val Warzewick have moved on. Positions are open, right now Linda is working on her own.</li> <li>• Teaching- teaching medical terminology, anatomy &amp; function. Very diverse group of students, it's specific for CHAs. For every university credit, they get a minimum of 15 hours of CME.</li> <li>• Feb 15- deadline for application for graduation. The university recognizes academic credit.</li> <li>• 200 level courses- CHP 293- promoting health and preventing chronic disease course. Teresa Hicks (ANTHC) feels they have enough funding to do this course, and it is now a permanent course with university. CHP 218 is the new number.</li> </ul>	
<b>RESOLUTIONS</b>	
<b>FOLLOW-UP</b>	

<b>TRAINING SURVEY NEEDS</b>	<b>CAROL ODINZOFF</b>
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>• AACHAPD came up the idea to have an online survey to determine the training needs, and information that questions referring to attrition, salary, vacancies. Underlying need we are asked by entities what our needs are statewide, and funding needs statewide. Crystal has gone though it a couple times, to get across that this is OUR survey for the whole state of Alaska- CHAP.</li> <li>• Take some time to look through the questions, give input back.</li> <li>• Page 1- Wording on the survey's title. Needs to say that you as the group say that this survey is important. "CHAP Directors are doing this survey to attain statewide information and assess needs."</li> <li>• Page 2- Will one person be filling the survey out? Crystal envisions that the CHAP Director and Training Center Director fill it out. "Health aide positions/how many clinics are you reporting on, how many have health aides?" #2- put in Field Supervisor rather than have all the titles. Different Org's use many different titles for the same position. Also list where they are located.</li> <li>• Page 3- Ask how many are itinerant, how many are field based. Added to number 3 or added as another question. Make it "Number of field based supervisors" and list slots of level of training and location? And another question saying "Number of itinerant supervisors" with same slots. #4- Change it to "Number of field supervisory positions".</li> </ul>	
<b>RESOLUTIONS</b>	
<b>FOLLOW-UP</b>	

RAC REPORT	BILL SCHREINER
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>• Bill Schreiner, RAC Chair, brought document "Requirements for Session Schedules" for CHAP Director approval.</li> <li>• Ability to track student through session to be sure all components are taught. Document felt to be a compromise in documenting curriculum pieces that have been scheduled and taught. This assumes students are not sick, or missing content in another area.</li> <li>• Felt that this would facilitate review other Training Centers.</li> <li>• Suggested that document be incorporated into RAC Standards.</li> <li>• Issue about training centers not all having consistent outcomes/standards for CHA students.</li> <li>• CHAPCB communicated that Board accepted RAC recommendation not to conduct additional session training without prior RAC review.</li> <li>• RAC supportive of getting a consultant to develop standards which would address distance education.</li> <li>• Consider distance education for pre-session or pre-session/ ETT, asynchronous.</li> <li>• All CHAP Programs share materials that were developed by Distance Session I.</li> <li>• Discussion that all training centers share all materials.</li> <li>• Specific RFP language for developing process for the review on distance. EXO team to work with ANTHC Training Center Coordinator (LFL) to determine SOW, dollar amount.</li> <li>• RAC recommendations to CHAPCB for standards change. In process. In person or via teleconference attend/be available for discussion. Nothing prevents this...Invite Dan Thomas and chair.</li> <li>• Facilitate students getting to session. Field expectations. Proactive planning for subsistence activities. Plea to CHAP Directors to help assure student success. Expectation. List, timeline, recommendations. Work as a team.</li> </ul>	
<b>RESOLUTIONS</b>	
<p>Moved by Steve Gage. Seconded by Sue Steward.                      Approve and accept RAC document "Requirements for Session Schedules" and retain in training center document replacing 9/06 and incorporate into appropriate section of RAC Standards. Motion approved.</p>	
<b>FOLLOW-UP</b>	
<b>NOTE</b>	Minutes from December 18-19, 2009 meeting not available for review. Will review at May 14-15, 2009 meeting.

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

1. AACHAPD Meeting Agenda 2/12-13/09\*
2. EMS Training Committee Report 1/13-15/09\*
3. CHAP Certification Board Report 1/15-16/09\*
4. AACHAPD Report to Tribal Health Directors 2/17/09\*

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.  
 Phone: (907) 729-4492      Fax: (907) 729-3629      Email: [tdkawagley@anthc.org](mailto:tdkawagley@anthc.org)



**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – May 14-15, 2009  
Anchorage, AK**

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<b>VICE-CHAIR</b>			George Drinkwater (MSTC)		
<b>SECRETARY</b>			Patrick Mahoney (BBAHC)		
<b>PAST-CHAIR/ADVISOR</b>			Steve Gage (SEARHC)		
<b>RECORDER</b>			Tamaree Kawagley (ANTHC)		
<b>Member / Organization</b>			<b>Member / Organization</b>		
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Tamaree Kawagley	ANTHC- CHAP-Statewide Serv.	Wilson Justin	Mt. Sanford Tribal Consortium
Linda Curda	UAF- CRCD		
Faith Allard	State of Alaska, DHSS		

<b>8:30 AM</b>	<b>REVIEW OF AGENDA, MEMBER INTRODUCTIONS</b>
<b>DISCUSSION</b>	
George Drinkwater will be the Tribal Health Director for MSTC and will be unable to be CHAP Director. 9-9:30 time-slot open; Nacole Heslop will be unable to attend.	
<b>RESOLUTIONS</b>	
Motion by Steve Gage to accept the agenda. Seconded by Patrick Mahoney. All in Favor. Motion passes, 8:47 AM.	

**AACHAPD Approved 9/17/09**

<b>8:45</b>	<b>MEETING MINUTES</b>	<b>CRYSTAL STORDAHL</b>
<b>TOPICS</b>		
<b>RESOLUTIONS</b>		
<p>Motion to approve December AACHAPD meeting minutes by George Drinkwater. Seconded by Tara Carr, All in Favor. Motion passes. 5/14/2009 8:55 AM.</p> <p>Motion to approve February AACHAPD meeting minutes as amended, pending RAC report to be resubmitted for review later by Steve Gage. Seconded by Patrick Mahoney. All in Favor. Motion passes. 5/14/2009 9:13 AM.</p>		
<b>FOLLOW-UP</b>		
<p>December 2008 &amp; February 2009 AACHAPD meeting minutes were edited, given to Carol Odinzoff to post on CHAP Website, 5/20/2009.</p>		

<b>9:15AM</b>	<b>VICE-CHAIR VACANCY</b>	<b>CRYSTAL STORDAHL</b>
<b>TOPICS</b>		
<ul style="list-style-type: none"> <li>o George Drinkwater will be leaving position as AACHAPD Vice-Chair, since he will be the Tribal Health Director for MSTC.</li> <li>o Patrick Mahoney is currently Secretary, however will step-aside from transitioning to Vice-Chair position.</li> <li>o The Vice-Chair would only have Sept. and Dec. meeting before they transition to Chair position in the next year's meeting in February.</li> </ul>		
<b>RESOLUTIONS</b>		
<p>Nominate Tara Carr for Vice-Chair. Tara accepted the nomination to be Vice-Chair. Move to close nomination and elect by acclamation, 9: 25 AM.</p>		
<b>FOLLOW-UP</b>		
<p> </p>		

<b>STATEWIDE SERVICES REPORT</b>	<b>TORIE HEART</b>
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>○ A packet is sent to those who are unable to attend in person.</li> <li>○ Statewide Services Account is a result of 2005 federal funding received.</li> <li>○ CHAM- asked people to give an estimate of the hours they worked on the CHAM resulting in estimated cost for the CHAM. Comments for revision are in a database. Two revisions packets have been released to date. Sally Smith had offered to help advocate for funding for the next CHAM. Someone has to coordinate the project, consulting professionals on content. See Jeanie Greene (CHAM script).</li> <li>○ CHAP Forum- restricted account, can carry over year-to-year.</li> <li>○ Website- Kelly Services staff Dabney Van Liere is helping review content.</li> <li>○ Statewide Services- recurring accounts. Currently funds State EMS representative and some Professional Services, i.e.: pays for Sharon Peabody to teach the Pre-Session course twice per year. Indirect cost is going up next year.</li> <li>○ ANTHC Leadership Training- Torie Heart and Leslie Fox-Leyva are committed to training, budgeting, leadership- mandatory training for leadership group in the organization. Part of the Studer Leadership Development Institute.</li> <li>○ Brochures- CHA/P and DHA/T brochures are available. Also have bumper stickers, heart-shaped stickers (say, "We ♥ Our Health Aides!"). If anyone needs materials, please contact us at ANTHC-CHAP. (907) 729-4492, Email: <a href="mailto:tdkawagley@anthc.org">tdkawagley@anthc.org</a> or Fax (907) 729-3629.</li> <li>○ There were additional funds available at the end of FY 08. Torie emailed the Training Centers and was able to purchase some needed supplies such as mannequin-arms that are used for practicing IV/stitching.</li> <li>○ Anchorage TC gives out a patch to the CHAs when they graduate from SIV. There is interest in purchasing additional patches. Carol will bring it up with the CHAA and determine interest in the patch and other CHAP logo items.</li> <li>○ The Alaska Business Monthly magazine has a "Thank You" to the CHA/Ps that was done for ½ price-\$800. The April 2009 edition is during CHA/CHP/DHA week and has wide circulation on all Alaska Airlines flights.</li> <li>○ Lexi-Comps. 35% discount with a bulk order. Ordered with Statewide Services money and organizations invoiced for copies they purchased. They are being printed in June, will probably arrive in July.</li> <li>○ CHAP Forum- went well this year. Very aggressive on CME, many of CHA/Ps averaged 27 hours, max of 29 available. UAF is much more targeted so that only people needing the academic credit enroll and pay for it. Linda Curda determined student status ahead of time and was able to provide academic advising during the Forum.</li> <li>○ Rita Buck, CHP, White Mountain, won the drawing to have the framed Governor's Proclamation for CHA/CHP/DHA/BHA week hang in her clinic. Kendra Shugak is a DHA from SCF and will receive the other framed Proclamation. (Note: KS no longer works for SCF).</li> <li>○ Carol is working with Emergency Preparedness staff regarding the Swine Flu.</li> </ul>	
<b>RESOLUTIONS</b>	
<p>Do we want to buy the drug books and immunization books? Crystal suggested no on Immunization book- Patrick Mahoney moves to forgo the immunization book, purchase the Lexicomp drug book -order 400 copies, put numbers on sign-in sheet and Torie will bill those at a later date. Steve Gage seconds motion. All in Favor. Motion passes, 10:09 AM.</p> <p>Leslie doesn't currently have enough patches to give to graduates, would like the CHAP Directors to make a decision whether to order more. Can possibly order – would like it standardized on how the patch is given. Steve- ask the CHAA if they want a new one designed, a CHP patch, will defer the question to the CHAA. Will also defer to CHAA the question of the CHP pin. Leslie can send a letter to the CHAA.</p>	
<b>FOLLOW-UP</b>	

**AACHAPD Approved 9/17/09**

<b>10:45 AM</b>	<b>JEANNIE GREENE</b>	<b>TORIE HEART</b>
<b>TOPICS</b>		
<ul style="list-style-type: none"> <li>○ Need a point person to work with Jeannie and decide what the content should be for the video.</li> <li>○ Funding priority would be a manual, what we want for the manual. Do we want one that is totally electronic? Will still have a printed book, but would be handy to have electronic copy. Request funding to revise the manual.</li> <li>○ Using Jeannie to facilitate publicity and communication for CHAP, maybe have a video for-the-ready, play at AFN, statewide news, etc.</li> <li>○ Can Jeannie put something on CD that the AACHAPD can own and be able to reproduce? This is going to be a very limited time event; do we want to use the \$3k on it?</li> <li>○ If you have a good video presentation, it can be given to various advocacy groups.</li> <li>○ One suggestion, use it to attract providers to the state.</li> <li>○ Make sure she says, "Alaska's First People" or "Alaska Native People" include it so that it acknowledges that we are humans and people. – Mike O'Neill.</li> <li>○ Need to establish a workgroup because of funding, question on content, and as a group prepare what Jeannie needs. Need to act now if this will be used for funding.</li> </ul>		
<b>RESOLUTIONS</b>		
<p>Funding for CHAM group wants to use \$3k for Jeannie Greene-</p> <p>Motion to fund JG Productions 3K to campaign with THD, ANHB, etc, to help advocate for the finances needed to revision of the CHAM. Would like product completed by the next THD meeting. Sue Steward seconds. Motion passes.</p> <p>IHS mission is to make the CHAM electronic with search capability, should we create a sub-group for this. Motion is tabled until it is clear on JG's schedule.</p>		
<b>FOLLOW-UP</b>		

<b>RSC</b>	<b>CRYSTAL STORDAHL</b>
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>○ Guidelines- Employed at the time the service is being recognized.</li> <li>○ At the Forum, have all the names read in memoriam, and possibly nominations.</li> <li>○ Take out certified; say, "employed at the time the service is being recognized for."</li> <li>○ Itinerants- possibly change to "service area" instead of "community".</li> <li>○ It is the responsibility of the corporation's CHAP Director, RSC will notify the CHAP Director of the nomination.</li> <li>○ Supervisor rather than "CHAP Director", or CHA Program Supervisor.</li> <li>○ #2 of the Guidelines. "Nominations are not restricted to any particular person"- Nominations may be from, for example, family, friends, employer, etc.</li> </ul>	
<b>RESOLUTIONS</b>	
<p>Tabled until tomorrow's lunch.</p>	
<b>FOLLOW-UP</b>	
<p>Bring draft language to September meeting for 2010 award criteria.</p>	

<b>ARC REPORT</b>	<b>LINDA CURDA</b>
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>○ Need a person that will keep working on the Library. Let Torie or Linda know if there are any documents missing.</li> <li>○ Medicaid Advisory Committee- ARC created a document, "Medical Concerns and Suggestions". There is a Medicaid Task Force that meets quarterly. Linda will give this document to Carol to present at the next meeting.</li> </ul> <p>Roundtable-</p> <ul style="list-style-type: none"> <li>• Flu outbreak has been challenging.</li> <li>• Cost of heating for the new larger clinics is high.</li> </ul> <ul style="list-style-type: none"> <li>○ Convocation- Oct 12-16, 2009- at Crown Plaza at "C" and International. Planning committee meetings by teleconference.</li> <li>○ Credentialing Packet- basic training and forward, put together in 1995, revised a little in early 2000s. Hope to bring to you by the December meeting.</li> <li>○ CHAM- Sharon was primary author of the CHAM- several projects were linked at the same time, MSO test is being revised- updating for example the immunization changes.</li> <li>○ Credentialing exam- being revised.</li> <li>○ Writing a second math test- to be taken a ½ day later or around then as needed.</li> <li>○ Pre-Session Skills Checklist- created a pre-session packet about a year ago. The instructions have been changed.</li> <li>○ Unit 10- curriculum not on the website, find the current/proofed copies; move forward with the content, and about to have the report from Dr. Golnick. Earlier curriculum was in WordPerfect, the lines and leveling were put in, and the content changes in the CHAM. One issue identified is that Field staff need an orientation to the curriculum.</li> <li>○ Collection of forensic evidence is not in the CHAM and not part of CHA/P scope of practice.</li> <li>○ Need to discuss the role of the sub-committees. Are we going to hire a midlevel provider for up to two weeks for this revision? UAF may find funding through the university to get it done, can't move forward in the curriculum without this done</li> <li>○ PEF review process- program recommended process, collective program recommendation, on back are the instructions, bottom of the page is stated that it's a draft for preliminary review with the goal to approve next meeting.</li> </ul>	
<b>RESOLUTIONS</b>	
<p>Will be changing the application for Session I due to the Pre-session Skills Checklist- Motion by Joanne Ward to approve the revision of the pre-session skills check list. All in favor, Motion passes 1:45 PM.</p> <p>Linda will meet with Torie on curriculum work: research status of project, estimate work needed to review/revise. Goal is to have a dated, final CD of curriculum. Content expertise needed for some of the work.</p> <ol style="list-style-type: none"> <li>1- Proofread.</li> <li>2- Add performance level numbers.</li> <li>3- Update content to the new CHAM and books.</li> <li>4- Timeline of Aug. 15 with CD, and available to the state by website.</li> </ol>	
<b>FOLLOW-UP</b>	

**AACHAPD Approved 9/17/09**

<b>AFHCAN</b>	<b>JENEVRA FOISY LISA JAMIESON SUE CLANCY</b>
<b>TOPICS</b>	
<ul style="list-style-type: none"> <li>○ Jenevra, Lisa, and Sue are Telemedicine Instructors. They provided contact information and some information about distance delivered CE through their department.</li> </ul>	

<b>3:30 PM</b>	<b>RAC REVIEW</b>	<b>BILL SCHREINER</b>
<b>TOPICS</b>		
<ul style="list-style-type: none"> <li>○ Consider having RAC meet the preceding week, or earlier so that they may work on items that need CHAP Directors' approval.</li> </ul> <p>Bill Schreiner, RAC Chair, reviewed February report since it had been inadvertently deleted from the minutes.</p> <ol style="list-style-type: none"> <li>1. "Requirements for Session Schedules" had been approved in February. Reviewed again. Suggested title now "Session Schedule Guidelines". This is one of the RAC tools that facilitates review of a training schedule to determine if it meets the curriculum requirements. Gives the ability to track student through session to be sure all components are taught. Felt to be a compromise in documenting curriculum pieces that have been scheduled and taught. This assumes students are not sick, or missing content in another area. Felt that this would facilitate review of other Training Centers. Suggested that all RAC tools be pulled into a "RAC Tools Workbook".</li> <li>2. Discussed CHAP hiring a consultant to review ways to review CHAP Distance Education training.</li> <li>3. Annual Self-evaluations in process. NSHC in final write-up. Anticipate ANTHC and YKHC reviews will be completed by September.</li> <li>4. Five-year site review scheduled for SEARHC in Sitka May 18-20. Bill Schreiner (YKHC) will lead. Other team members are Cheryl DeBose (ANTHC), Debbie Reed (TCC), Dan Thomas (NSHC), and Elsie Dexter (Maniilaq).</li> <li>5. Discussed moving to competency-based evaluation of CHAs. SEARHC and YKHC are ready to consider this.</li> <li>6. Need to be sure RAC documents go through appropriate process for review and approval and that this be done in an efficient and timely manner.</li> <li>7. RAC Review process should be positive, proactive, educational versus unsupportive and adversarial which has been reported in some past reviews.</li> <li>8. RAC will work on mission and vision statements in September. Training Centers will bring their mission and vision statements as a starting place. RAC bylaws will also be consulted.</li> <li>9. Dan will send Torie documents to post on the website (specify).</li> <li>10. RAC will take a closer look at how their standards relate to the CHAPCB standards.</li> <li>11. RAC will consider meeting using distance technologies like VTC and Polycom.</li> </ol>		
<b>RESOLUTIONS</b>		
<p>Motion: Recommend approval of document "Session Schedule Guidelines" which will facilitate review of session schedules. To be used as a RAC tool. Facilitates meeting RAC Standard VI-d-4. Moved by Tara Carr, Second by Sue Steward. Motion passes.</p>		
<b>FOLLOW-UP</b>		

**Adjourned for the Day, 4:22 PM, May 14, 2009**

**May 15, 2009, Call Back to Order**

<b>8:45 AM</b>	<b>PROGRAM NEEDS ASSESSMENT SURVEY</b>	<b>CAROL ODINZOFF</b>
<b>TOPICS</b>		
<ul style="list-style-type: none"> <li>○ Has helped get information on attrition, a major concern is the CHA/Ps getting after-hours calls.</li> <li>○ May be helpful to invite the Training Centers to meet to talk about attendance, before the Sept. meeting.</li> <li>○ Data is extremely useful and valuable.</li> <li>○ Personnel need to be proactive and fill out the forms completely and appropriately. When they aren't, the student may be unable to attend a session.</li> <li>○ Will add some items for yearly survey, consider adding temporary itinerant data- they are important but because they don't have permanent hours they are not captured in the survey.</li> </ul>		
<b>RESOLUTIONS</b>		
Carol Odinzoff will work with ARC Chair and Training Center Directors and SOA to determine the best way to capture CHA training needs from THOs.		
<b>FOLLOW-UP</b>		

<b>9:00 AM</b>	<b>NOVEL INFLUENZA H1N1 (SWINE FLU) TRIBAL RESOURCES</b>	<b>CAROL ODINZOFF</b>
<b>TOPICS</b>		
<ul style="list-style-type: none"> <li>○ H1N1 (Swine Flu) update- Crisis command center has been set up. We're meeting everyday around 11AM, if we get an outbreak, will be having those meetings with health rep's around the state. Had questions about what should the CHA/Ps do. They should do exactly what they're doing, follow their standing orders and communicate with their referral physician. As crisis has come down, the hysteria has gone down.</li> <li>○ Thousands were worrying over people with colds. Hundreds of swabs submitted, false alarm. National stockpile got here two weeks ago on Friday. On site it talks about where it is stored and how it will be deployed. Sent out to 7 big THOs, TCC didn't get it, it went to the hospital rather than TCC.</li> <li>○ There were around 160,000 courses of Tamiflu; 2 pills for ten days is a course of the medication.</li> <li>○ Epicenter decides how it's to be deployed (Tamiflu). CHA/Ps follow chain of command. Clinical consultation numbers are available.</li> <li>○ Adverse reactions are listed.</li> <li>○ If there is an outbreak, patients should be sent to alternate clinic site so that exposure is limited for the patients that are not infected.</li> <li>○ Plan is available, has list of information on what procedures are, items/concerns to consider.</li> <li>○ Mike Bradley and Carol Odinzoff are resources.</li> <li>○ TCC decided that CHA/Ps are top priority to receive Tamiflu courses, as they are the primary caregivers for their community, and the fact that they are most likely to be infected.</li> <li>○ Mike Bradley has slide show that he may send to others that is very informative and has many contacts regarding this pandemic.</li> </ul>		
<b>RESOLUTIONS</b>		
<b>FOLLOW-UP</b>		
See updates on <a href="http://www.akchap.org">www.akchap.org</a> .		

<b>11:00 AM</b>	<b>ROUNDTABLE</b>
<b>TOPICS</b>	
<b>Maniilaq-</b>	
<ul style="list-style-type: none"> <li>○ There is an advanced women’s health course available through the university, may contact Linda Curda for more information regarding this course, and other preventative care courses offered.</li> <li>○ Quinlive care labs- Sitka internally put on a super-user class that goes over documentation and classes.</li> <li>○ The CHA/Ps time in training must be protected from tasks that are not related to their training time (i.e. - personnel asking a CHA/P to fax documents to a certain number, doing housekeeping duties at the clinic, etc.). It is the role of their CHAP Director to protect the time that must be utilized for their training.</li> </ul>	
<b>Tyonek-</b>	
<ul style="list-style-type: none"> <li>○ May have to shut down the clinic if they can’t get an itinerant.</li> <li>○ All CHA/Ps have been AFHCAN trained.</li> <li>○ End of the month will end the RPMS training.</li> <li>○ Will receive the tele-pharmacy units in August.</li> </ul>	
<b>EAT-</b>	
<ul style="list-style-type: none"> <li>○ ETT instructor course available to all their CHA/Ps.</li> <li>○ Southern Region can deliver the didactic piece, pursuing it.</li> <li>○ Have EHR rollout coming.</li> <li>○ Several new staff are CAC- Clinical Application Coordinator- trained, including Tara Carr.</li> <li>○ Now have ISTATS at all of their sites. Mid-level in Akutan has been using it.</li> <li>○ Rhoda Baines is contact for the training.</li> </ul>	

ADJOURN	Motion to Adjourn by George Drinkwater. Seconded by Tara Carr. All in favor. Motion passes, 2:05 PM, 5/15/2009.
AGENDA ITEMS FOR NEXT MEETING	State Licensing Board Rep; invite one to address recruiting issues.

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

**1. Meeting Agenda**

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.  
 Phone: (907) 729-4492      Fax: (907) 729-3629      Email: tdkawagley@anmc.org