

**Association of Alaska Community Health Aide Program Directors
Meeting Minutes – February 11-12, 2010
Anchorage, AK**

CHAIR	Tara Ferguson (EAT)
VICE-CHAIR	Sue Steward (Chugachmiut)
SECRETARY	Margene Andrus (KANA)
PAST-CHAIR/ADVISOR	Chrystal Stordahl (TCC)
RECORDER	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 Assoc.	E	Etta Ahkinga	Native Village of Diomedea	P
Marshall Van Scoyk	Bristol Bay Area Health Corp.	P	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Crystal Moon	Native Village of Tyonek	P
Jody Hatch	Chitina Trad. Village Council	A	Helena Bock	Ninilchik Traditional Council	P
Sue Steward	Chugachmiut	P	Grace Ng	North Slope Borough	A
Donna Hicks	Copper River Native Association	P	Shirley Thornton	Norton Sound Health Corp.	E
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
Margene Andrus	Kodiak Area Native Association	P	Josephine Grant	Tanana Tribal Council	A
Cindy Lincoln	Maniilaq Association	A	Leslie Jones	Yakutat Tlingit Tribe	A
Rita Foley	Metlakatla FMC/AISU	A	Bill Schreiner	Yukon Kuskokwim Health Corp.	P

Guest / Organization		Guest / Organization	
Torie Heart	ANTHC - Dir. CHAP/Rural Health	Grace Kirk	Maniilaq Association
Carol Odinzoff	ANTHC - Asst. Dir. CHAP/Rural Health	Shae Aliu	ANTHC - CHAP Statewide Services
Dr. Ken Glifort	AANHS-DD/CMO	Charles Fagerstrom	ANTHC - Health System Networking
Wendy Perrell	ANTHC – Dir. Learning & Employee Development		

8:37 AM	CALL TO ORDER, REVIEW OF AGENDA, MEMBER INTRODUCTIONS
DISCUSSION	
<ul style="list-style-type: none"> o Meeting called to order by Chair Tara Ferguson. Members introduced themselves. Dr. Ken Glifort introduced himself and briefly described his role as the Chair of the CHAP Certification Board. The Board is making an effort to meet with all the working committees that interact with health aides. 	
RESOLUTIONS	
<p>Marshall Van Scoyk moved to meet in executive session. 2nd by Sue Steward. Approved. Torie Heart, Carol Odinzoff and Wendy Perrell approved as guests.</p>	

1:42 PM	MEETING MINUTES	TARA FERGUSON
TOPICS		
<ul style="list-style-type: none"> o Sue Steward moved, Marshall Van Scoyk 2nd to end executive session. Approved. Group came out of executive session. o Minutes from the December 10-11, 2009 were reviewed. Edits were made. 		
RESOLUTIONS		
Motion by Crystal Stordahl to approve the edited December minutes, seconded by Margene Andrus. All in favor. Motion passed.		
FOLLOW-UP		
Minutes from December 10-11, 2009 AACHAPD Minutes will be posted on CHAP website, www.akchap.org .		

2:09 PM	RAC REPORT	MARGENE ANDRUS
TOPICS		
<ul style="list-style-type: none"> o RAC wants to increase the membership of RAC from 8 to 10. The proposed membership is 4 training center, 2 field, 2 CHAP Directors, 1 CHA from the CHAA, 1 AdHoc o Bill Schreiner is not going to continue membership on RAC. o Discussion of representation of training centers. The pros and cons of having representation from 2 or 4 training centers were discussed. o CHAP Directors proposed 10 RAC members: 1 from each of the training centers (4) and 6 appointed by CHAP Directors, made up of field staff, CHAPDs or others. 		
RESOLUTIONS		
<ul style="list-style-type: none"> o Motion was made by Bill Schreiner to approve 10 RAC members, 4 TC and 6 appointed by CHAPDs. Seconded by Marshall Van Scoyk. All in favor, approved. o Motion by Bill Schreiner to approve RAC report with the noted changes. Seconded by Sue Steward. All in favor, approved. 		
FOLLOW-UP		
RAC and CHAPDs will change their bylaws to reflect the changes.		

	CHAPCB	HELENA BOCK
TOPICS		
<ul style="list-style-type: none"> o Helena Bock, CHAP Directors' representative to the Board, submitted a written report of CHAPCB meeting held January 19-20, 2010. Report attached. 		
FOLLOW-UP		

EMS REPORT	JEAN ROUNDS-RILEY
TOPICS	
<ul style="list-style-type: none"> o Jean Rounds-Riley submitted a written report of EMS Training Committee meeting that was held January 13-15, 2010. Attached was December 2009 GAP Analysis of Alaska Training Regulations and the National Agenda for the Future. o State of Alaska is taking comments about how the proposed changes will impact emergency training and care. o Items discussed included time allotted for EMS training, cost and availability of EMS instructors, use of other EMS responder personnel in rural villages, specific skills at each level of certification and testing method/locations. 	
FOLLOW-UP	
<ul style="list-style-type: none"> o Considered at top priority for CHAP Director comment. Teleconference scheduled March 9, 2010, 9-11 am to discuss CHAP Directors' position. Toll free number will be provided. Each member should review GAP analysis and be prepared discuss local concerns. 	

CHA-CLINICAL ASSISTANT	STEVE GAGE
TOPICS	
<ul style="list-style-type: none"> o Steve Gage presented a concept paper entitled Community Health Aide – Clinical Assistant, which proposes another level of health aide training. o SEARCH feels that this level of provider is necessary to help operate clinics in their region. o Several organizations agree that some type of trained clinical assistant is needed, but questioned whether it should fall under CHAP umbrella. 	
FOLLOW-UP	
<ul style="list-style-type: none"> o Individual organizations will review concept paper and be ready for discussion at May meeting. o Steve Gage requested that the concept paper be mentioned in a bullet in the CHAP Directors' report to the Tribal Health Directors. Note: 1/25/10 report to THDs updated 2/17/10 to include request. 	

February 12, 2010

CALL TO ORDER	SUE STEWARD
TOPICS	
<ul style="list-style-type: none"> o Tara Ferguson was unable to attend. Sue Steward, Vice Chair, chaired the meeting. 	
RESOLUTIONS	
Empty space for resolutions	

8:30 AM	MEDICAL SERVICES NETWORKING COMMITTEE	CHARLES FAGERSTROM
TOPICS		
<ul style="list-style-type: none"> ○ Charles Fagerstrom provided an update on what the MSNC is doing and how to coordinate with CHAP Directors. He suggested that CHAP could use the website meeting software to facilitate communications. 		
FOLLOW-UP		
<ul style="list-style-type: none"> ○ Carol Odinzoff will follow-up with Val Warzewick regarding use of website meeting software. 		

EXECUTIVE SESSION
TOPICS:
<ul style="list-style-type: none"> ○ Bill Schreiner moved to meet in executive session. 2nd by Donna Hicks. Approved. Torie Heart, Carol Odinzoff, Wendy Perrell approved as guests. ○ Marshall Van Scoyk moved to come of executive session. 2nd by Crystal Strodahl. Approved. ○ Summary of executive session: <ul style="list-style-type: none"> • R&R of AACHAPD • Ground rules for the future • Strategic planning calendar • Initiative to explore Learning Management System • AACHAP DLN Task list 2/11/10 Attached

ADJOURN:	Marshall Van Scoyk moved. 2 nd by Bill Schreiner. Approved
RESOURCE PERSONS:	
AGENDA ITEMS:	

Approved minutes will be posted on the CHAP website: www.akchap.org/library/CHAP_Directors. For more information contact the CHAP Statewide Services Office at Alaska Native Tribal Health Consortium at 907-729-4492.

AACHAPD Task List February 11, 2009

Task	Who	Deadline	Notes
Explore learning management content system: cost startup, cost maintenance-time/place, capacity, server, ownership of content, accessibility, tools, student record. Partnerships-other health stream users	M. Van Scyok	3/19/2010	email to executive committee. On 3/19 teleconference with exec and Marshall
Human Resources - content expert	C. Odinzoff, G. Kirk	3/19/2010	
Human Resources - program expert	C. Odinzoff, G. Kirk	3/19/2010	
Human Resources - system administration. Who is going to take care of the system	C. Odinzoff, G. Kirk	3/19/2010	
Human Resources - curricula development into online format. How long would it take, what it would cost	C. Odinzoff, G. Kirk	3/19/2010	
Explore ANTHC contracts. What do we get? what are the costs?	T. Heart	3/19/2010	ANTHC owns. Content housed on server. 1000 seats/year
Review THD directive to explore distance learning technology	T. Heart	3/19/2010	Review minutes-documentaion to demonstrate leadership directive
Standards and competencies.	T. Ferguson, S. Steward, M. Andrus, C. Stordahl, B. Schreiner	3/5/10, 3/19/10, 4/21/10	3/5-work group meets - initial review of compare RAC and certification board standards...what prevents us to provide distance delivered education
Best Practices			On Hold
Explore technology to link members - shared drive for AACHAPD.	D. Hicks, C. Odinzoff	3/19/2010	
Executive committee review summary/recommendations	T. Ferguson, S. Steward, M. Andrus, C. Stordahl	3/25/2010	
Distribute to AACHAPD-Review of task list assignments and information gathered to date.	AACHAPD	3/30/2010	Solicit questions concerns to M. Andrus by 4/9/10
Compile questions/concerns from aachapd re: task list, send to T. Ferguson for Agneda prep.	M. Andrus	4/16/2010	
May 13, Agenda to AACHAPD	T. Ferguson	4/28/2010	
Prepare EMS packet and questions for regionals to assess	T. Heart, C. Stordahl	3/2/2010	
March 9, Teleconference Agenda to AACHAPD	T. Ferguson	3/33/10	
draft - Compile EMS training concerns issues			
draft - Meet with state of AK to convey concerns			
draft - Prepare CHA/P radiology training/competency			
draft - Present CHA/P radiology training to clinical directors/legal if necessary			
draft - Finalize CHAM funding script			
draft - Convocation agenda			
draft - CHA/P workload data capture recommendation			
draft - Bylaws revision			
draft - GPRA data capture recommendation			
draft - CHAM-midlevel providers authorizing CHA/Ps to dispense controlled substances			

**Association of Alaska Community Health Aide Program Directors
Meeting Minutes – May 13-14, 2010
Anchorage, AK**

CHAIR		Tara Ferguson (EAT)			
VICE-CHAIR		Sue Steward (Chugachmiut)			
SECRETARY		Margene Andrus (KANA)			
PAST-CHAIR/ADVISOR		Chrystal Stordahl (TCC)			
RECORDER		Shae Aliu (ANTHC)			
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Marshall Van Scoyk	Bristol Bay Area Health Corp.	P	Fannie Hernandez	Native Village of Kwinhagak	A
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Sue Steward	Chugachmiut	P	Grace Ng	North Slope Borough	P
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Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
Margene Andrus	Kodiak Area Native Association	P	Vacant	Tanana Tribal Council	
Cindy Lincoln	Maniilaq Association	A	Leslie Jones	Yakutat Tlingit Tribe	A
Rita Foley	Metlakatla FMC/AISU	A	Bill Schreiner	Yukon Kuskokwim Health Corp.	P

A = Absent E = Excused P = Present

Guest / Organization		Guest / Organization	
Torie Heart	ANTHC - Dir. CHAP/Rural Health	Barbara Collins	NSHC
Grace Kirk	Maniilaq	Linda Curda	UAF – CRCD
Herman Geffe	NSB	Cheryl DeBose	ANTHC
Mike O'Neill	SCF	Karen O'Neill	NSHC
Carol Odinzoff	ANTHC	Leslie Fox-Leyva	ANTHC
Dorothy Hight	ANTHC	Jean Rounds-Riley	ANTHC

CALL TO ORDER, REVIEW OF AGENDA, MEMBER INTRODUCTIONS
DISCUSSION
Sue Steward is chairing the meeting in Tara Ferguson's absence.
RESOLUTIONS
Crystal Stordahl made a motion to approve the agenda and Steve Gage 2 nd the motion. Approved.

Meeting Minutes	Sue Steward
TOPICS	
Discussion of the February 2010 minutes.	
RESOLUTIONS	
FOLLOW-UP	
Steve Gage moved to approve the February 2010 minutes with changes and Crystal Stordahl 2 nd . All in favor, approved.	

8:49	ARC Report	Cheryl DeBose
TOPICS		
<ul style="list-style-type: none"> o EMS Scenarios EMS Scenario Workgroup was formed out of ARC and tasked with developing a template and creating scenarios for health aides to use in the field. Template was provided by Sue and it was decided that the template needs work. Rebecca Moore is going to work on it and bring back to September meeting. o Basic training form Proposed changes are adding a date, session, an email address for the supervisor and update the immunization section. o Basic Training Center Needs Summary It's a benefit to all of us to know which students are out there and Heather has revised a template that she uses to prioritize students. Torie and Cheryl are going to revise it and make it more user friendly. o Medical standing orders They were completed by Sharon Peabody. ARC would like them posted on the website, but would like to know how to handle the Keys to the tests. o Curriculum update – Linda Curda and training coordinators updated it and plan to roll it out in June. Plan is to get it out into the field so that every CI/SI has a copy, as well as each CHAP Director. o CHAM Revision Committee Committee needs to be reformed and will need funding. 2 years is a reasonable time to revise the CHAM. o ARC requested that the training centers be allowed to hold a Clinical Update instead of session training. 		
RESOLUTIONS		
<ul style="list-style-type: none"> • Crystal suggests to post Keys in a protected section of the website. • Bill would like to schedule a time to discuss the ARC's request to hold a Clinical Update. The agenda has been altered to discuss it tomorrow at 10:30. 		
FOLLOW-UP		
<p>Cheryl is going to follow-up with Carol to get the standing orders keys on a protected section of the www.akchap.org website.</p> <p>Status: Secure web location for current standing orders tests and keys has been developed (6/10). Contact Carol Odinzoff at codinzoff@anthc.org for access.</p>		
9:07	RAC Report	Margene Andrus
TOPICS		
<ul style="list-style-type: none"> o Margene transitioning out of RAC. That leaves 2 open positions; the Secretary for the AACHAPD and the RAC position that she holds. Later in the meeting, Crystal nominated Marshall Van Scoyk and Bill Schreiner 2nds. All in favor. Approved. Bill Schreiner nominated Rebecca Moore, Chugachmiut, for the RAC position, Steve 2nds. All in favor. Approved. o RAC is on board with the changes to membership. They said AACHAPD just needs to change their bylaws so that RAC can change their bylaws. o RAC wants an explanation on the Draft RAC Standard Changes. They want to know the priorities we have for DLN and the fact that we looked at the CHAPCB Standards and the changes that need to be made to adapt for distance learning. Dan drafted up a document about the gaps that he saw in distance learning that was passed around. o Marshall looked at tracking software and the need for DLN. We need to determine what content would be available, number of users and estimated costs. o EHR – some of the RAC members were not aware of the variety of programs statewide and their deployment status. o NSHC HAT Center passed their site review with a 100% - the document needs to be sent back to RAC for some revisions. 		

- o John Everson sent two letters about the Training Center Annual Self Evaluation to YKHC and ANTHC since they have not been completed.
- o RAC talked about how the certification standards are not matching up. The RAC committee is very precise on their language and they want to get the two documents and merge them to get them to match up.
- o It was recommended that the RAC review checklist include a more detailed narrative portion.

RESOLUTIONS

FOLLOW-UP

Bill moved to pass the NSHC RAC Review and Marshall 2nd. All in favor. Approved. Bill would like add a friendly amendment for RAC Committee to make the document changes and bring back to AACHAPD for final approval and Marshall 2nd. All in favor. Approved. (Completed)
 Helena Bock, CHAP Director rep to CHAPCB, will forward the report to the board with recommendation to approve at their June 2010 meeting.

9:45 **Recognition and Support Committee (RSC) Report** Sue Steward

TOPICS

We watched the slide shows (The Shining Star Awards and the In Memoriam Awards) that were presented during the 2010 CHAP Forum.

Shining Star Winners
 Rising Star – Elias Kvasnikoff, CHA II, Nanwalek, Chugachmiut
 Shining Star – Christopher Diaz, CHP, Adak, EAT
 Outstanding Accomplishment – Bruce Atkinson, CHP, Eagle, TCC

In Memoriam

- Geraldine Niksik, Stebbins, NSHC
- Jessie Williams, Venetie, TCC
- Mary Demientieff, Nenana, TCC
- Mary Etta Neglaska, Kaltag, TCC
- Katherine Kobuk, St. Michael, NSHC
- Veronica Loges

Torie also showed us where to find the award information on the www.akchap.org website.

RESOLUTIONS

FOLLOW-UP

If anyone would like to recognize someone please send it to Shae Aliu at saliu@anthc.org or Carol Odinzoff at codinzoff@anthc.org. Carol and Shae will update the Shining Star nomination materials for 2011 and post them on the website.

10:15	EMS Report	Jean Rounds-Riley
TOPICS		
<ul style="list-style-type: none"> o State EMS is now EPS – Emergency Program Services and includes: <ul style="list-style-type: none"> • Emergency Preparedness and Response • Emergency Medical Services • Trauma Registry o Sally Abbot, ANP, is the new EPS Section Chief o Injury Prevention is no longer under EPS o SEREMS is working with the University of Alaska Southeast on distance ETT. The goal is to be ready by June 2010. o Regulation changes are on hold for national EMS standards. o Last time Jean reported she encouraged AACHAPD to talk with their EMS providers. o Crystal suggests that the ETT language be looked at in the CHAPCB standards. o Discussion about training health aides as an ETT or EMT I. Most THOs cannot afford to train everyone as an EMT I. Bristol Bay is trying to get everyone trained as an EMT I. o Discussion about CHAP making the emergency training part of basic training. o Steve asked about the status of satellite radios. Jean suggested that he contact Shelley Owens at the SOA. 		
RESOLUTIONS		
FOLLOW-UP		
<p>The CHAP Dir. Have summarized their comments on this issue. Refer to 3/9/10 CHAP Directors' Teleconference on National EMS Agenda for the Future.</p> <p>Invite Sally Abbott to September meeting.</p>		

11:21	Radiology Discussion & Plan	Sue Steward
TOPICS		
<ul style="list-style-type: none"> o Radiology (taking x-rays) is not part of the health aides' scope of work. CME was not approved per the Certification Board. Health aides are not excluded from taking x-ray training if their THO determines that this is part of their job description above and beyond the health aide role. o It is recommended health aides be trained and that it be included in their job descriptions from each organization requiring health aides to take x-rays. o Steve feels right now that no action is the right action and that we are aware that some places use health aides in this capacity and that we expect that they be given the training they need and that they know that they cannot use it for CME. o It was recommended we send out a survey of how many places have radiology, how many anticipate having radiology, how many are using health aides to do it and what training they are getting. <ul style="list-style-type: none"> o Torie indicated that some of this information is in the handout provided. o Ron Deis is going to retire soon and the class may not be offered because he developed and offered the course. He wants people to get active to do alternative training or to keep the class going when he gone. 		
RESOLUTIONS		
<p>Steve moves that we draw up a letter of support to continue the class and maybe offer additional training, 2nd by Barbara Collins and all in favor. Approved.</p>		
FOLLOW-UP		
<p>Refer to handout "AACHAPD X-ray Discussion May 2010".</p> <p>Status: Letter of support was written and sent to Ron Deis in 9/10.</p>		

10:45

Statewide Services Report

Torie Heart

TOPICS

- o EHR – will have the update during the afternoon joint meeting.
- o Website – new material on the site, use it, comment on it. Let Carol know of anything that you would like anything added.
- o Convocation date was changed; it is now October 18 – 22, 2010.
- o Health aides do many things and it is hard for a person to get the huge amount of training and they don't always get the clinical support to use the skills. There is support for health aides to do better child exams and child development in general; some places are sending health aides to EPSDT training. This may be something the entire program should consider for consistency. It would force relationships for referral.
- o Dan did a comparison in what we do in Session III Well Child and what EPSDT requires and didn't find any conflicts. The main thing was the difference in timing, referrals and forms.
- o Steve wants to know what the needs and the priorities of the AACHAPD are and to possibly advocate for Statewide services and to help give some direction. He asked for an overview of statewide services staff project responsibilities.
 - o Tories' time is divided up with certification board, dental, federal consultant, and a training center
 - o Carols' main projects include maintaining the CHAM database. CHA Association, Medicaid task force, website, ANTHC DCHS BSC.
 - o Shae is mainly statewide services support and recently will be doing forms revision

RESOLUTIONS

FOLLOW-UP

**Meeting and Subcommittee Planning, Sue Steward
Timing**

TOPICS

- The AACHAPD is trying to make improvements in how we do business and want to make some changes in the flow of meetings. CHAP Directors Monday and Tuesday and executive meeting Wednesday morning and RAC and ARC the rest of the week. That way what comes out of this meeting can be provided to the other meetings.
 - RAC is concerned that they could not bring their issues and action items to CHAP Directors until next meetings.
 - Teleconferencing and other types of meeting could be done for any pending approvals after the face-to-face.
 - There was discussion regarding moving CHAP Directors meeting to 1 day and why the ARC meeting is 2.5 days and RAC only half day.
 - Discussion that CHAP Directors need to take a leadership role - more work to stay abreast on issues and be more proactive in doing things. This is why we need to be in the front end of the meeting week to give the other committees direction instead of just doing the approvals.
 - Ask ARC and RAC how we can better serve them. Provide meeting time for committee chairs and CHAP Exo to meet.
 - Maybe once a year have an overlap of meetings and have everyone in the same room.
 - Marshall thinks the CHAP Directors need to have a webpage where the objectives and things that we are currently working on for the Health Aides to see.
- Convocation – ARC is trying to plan it, but is getting mixed signals about where to go with it. AACHAPD should take a leadership role.

RESOLUTIONS

Bill proposes that we have an overlapping meeting in December and that leadership from this committee meet with leadership from ARC and RAC and take input from all members so that we can have a robust set of topics that are agreed upon that we can address in the December meeting. Steve 2nds, all in favor. Approved.

FOLLOW-UP

Status: December meetings have been rearranged for the AACHAP to meet in the beginning of the week with ARC and RAC to meet at the end of the week.

Joint Session EHR Update

TOPICS

- CHAP Directors were invited to a networking lunch/Joint Session with the Clinical Directors and the Medical Services Networking Committee for an EHR update. The following topics were presented:
- CHAP EHR demo presented by Crystal Stordahl
 - RPMS Update
 - Cerner EHR update at ANMC
 - Health info exchange update

RESOLUTIONS

FOLLOW-UP

Program Needs Assessment Survey Carol Odinzoff

TOPICS

- o Survey from December. Training centers were trying to forecast how many health aides needed training in a 12 month period. On the back is salary information – received 6 responses.
- o Carol wants to send it out, if you are not going to fill it out then send it to someone who will fill it out. It might be easier to print it out and gather your data then go back and fill it out.
- o Discussion whether this survey would be able to meet the training centers' needs.
- o The survey was intended to collect data for CHAP Dir. use, as well as for the training centers.
- o This information is extremely important. We need to find a way to collect this data.
- o Grace says that if she is going to start reporting numbers then we need to see a report back on a regular basis.
- o Steve says we should add a question to survey if THOs have CHPs needing a clinical update.

RESOLUTIONS

FOLLOW-UP

Convocation Planning		Sue Steward
TOPICS		
<ul style="list-style-type: none"> ○ Steve has suggested that we schedule a time so that everyone can be together at Convocation. ○ Convocation is not the place to get medical CME; this is where you get the specialized training for field supervisors who do field instruction and for training center instructors. It's a great place to get feedback and to share ideas. ○ Convocation agenda ideas– <ol style="list-style-type: none"> 1. Bringing in Elders to discuss spirituality, humor and respect. How to recognize and thank health aides in a culturally appropriate manner. When is it appropriate to use religion in the workplace or clinic. Educate audience about cultural values. 2. Alaska Native dance group – Alaska Native Heritage Center 3. Bob Chaney on suicide prevention tool, how to deal with the aftermath of suicide in the village and how to deal the health aides who don't want to talk about it. 4. Role and limitations of the health aide when confronted with potential victims of suicide, dangerous situations, violent persons, acting as a mortician, drawing fluids from the eyes, heart, etc. 5. Blood draws from intoxicated persons, prime assailants. What to do if search warrant is done and who to contact. 6. Bucket Babies 7. Childhood obesity 8. Education medical staff on cultural do's and don'ts. 9. Men's screening – Honor the Hunter 10. Traditional Alaskan Medicine Southcentral Foundation and Maniilaq have healers 11. Relationship between community and the health aide 12. OB decrease activity levels of mom causing difficult labor 13. Remote supervision 14. PTSD of health aides 15. CHAP and university credits 16. EMS changes and scenarios ○ Convocation is supposed to be more about training and this is more of a Forum. ○ Curriculum and distance learning were the top two requested training items. ○ We should have training on how to teach English limited students. ○ We would like to see Convocation to return to its original intent which was a place for training centers and field staff to focus on the needs of the students. 		
RESOLUTIONS		
FOLLOW-UP		
<p>Discussion will be continued tomorrow.</p> <p>Items are: more training for clinical instructors, planning and advance training curriculum, clinical updates – how to put one on and MSO revision.</p>		

Round Table & General Management Discussion

TOPICS

- o Members went around the table and gave updates of their regional program issues and concerns.
- o Medicaid Advisory Committee
 - Carol sat in with the CFOs as they talked about the need for cost reporting. If the CHAP program ends up going national and there is an opportunity for greater funding for a cost based reimbursement rate. They need cost based reporting. Carol went back after the meeting and emailed everyone, but no one responded. There was an extensive list of what they want reported.

FOLLOW-UP

Talk to your CFO about cost based reporting with your organization for your health aide clinics.

MAY 14, 2010

8:35	Call to Order	Sue Steward
TOPICS		
<ul style="list-style-type: none"> o Convocation – <ul style="list-style-type: none"> • Look for someone to teach basic information o Grace Kirk has completed her bachelors degree in rural development o How the health care reform bill is going to affect CHAP <ul style="list-style-type: none"> • We need to be proactive and anticipate requests for information. • Torie needs to be present at meetings. Our program is going to be scrutinized and we need to ensure program integrity. 		
RESOLUTIONS		

9:15	Distance Technology Follow-up/Discussion	Crystal and Marshall Guests: Leslie and Dorothy
TOPICS		
<ul style="list-style-type: none"> o Human Resources – content expert, program expert and curricula development into online format o Standards and competencies – o RAC Standards – o How to stay in touch between meetings – need a shared place to unite a document so there aren't multiple versions of it. o We need to formalize our position with EMS and invite Shelley Owens to our next meeting. <p>Learning Management system (LMS) – software that is for administration, documentation, tracking and reporting of training programs, classroom and online events; e-learning programs and training content.</p> <ul style="list-style-type: none"> o Need more definition before we can get prices. <p>Grace Kirk moved to create a subcommittee or a task force to look at DLN cost, funding sources, competencies, standards, staff and anything else they think appropriate. 2nd by Crystal Stordahl. Approved</p> <ul style="list-style-type: none"> o Steve doesn't know if we have the resources to do this and do the CHAM at the same time. Steve nominates the training centers to be the head of this. o Grace envisions that Maniilaq can come up with some type of clinical and didactic. <p>AACHAPD Statewide Assessment</p> <ul style="list-style-type: none"> o Crystal is going to forward the strategic plan to everyone 		
RESOLUTIONS		
A DLN steering committee is going to be created and the executive committee will be in charge.		
FOLLOW-UP		

Old Business	
TOPICS	
<ul style="list-style-type: none"> ○ Revised site visit for Norton Sound – the changes have been reflected in the documents ○ Adding Clinical updates into training centers – <ul style="list-style-type: none"> • Need more information on the definition on what a clinical update is. A clinical update guideline packet needs to be created. Are a refresher and a clinical update the same thing? • The option of sending students out to other clinics instead of just doing it in the training center. <p>Steve would like to see schedules from the training centers at least a year in advance.</p> <p>Bill moved to extend the meeting by 30 minutes and 2nd by Marshall. All in favor.</p> <p>As requested Torie gave more detail about Statewide Services staff roles, responsibilities and projects.</p> <ul style="list-style-type: none"> ○ CHAM Revision <ul style="list-style-type: none"> • Need a budget and a business plan. Cost of 2006 revision estimated at \$1.2 million. \$350K is the amount that has been requested as annual recurring monies to support the project long term. 	
RESOLUTIONS	
Torie and Carol are going to volunteer to define the terms clinical update, reentry, and refresher.	
FOLLOW-UP	
<ul style="list-style-type: none"> • Torie will send out an outline of Statewide Services to everyone. • Torie and Carol are going to work on a business plan for the CHAM Revision. <ul style="list-style-type: none"> • Status: Plan submitted to the executive committee in 8/10 	

ADJOURN:	Marshall moved to adjourn, 2 nd by Barbara. All in favor, approved.
RESOURCE PERSONS:	
AGENDA ITEMS:	

Approved minutes will be posted on the CHAP website:
www.akchap.org/library/CHAP_Directors. For more information contact the CHAP Statewide Services Office at Alaska Native Tribal Health Consortium at 907-729-4492.

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

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

Member/Organization			Member/Organization		
George Peter	Akiachak Native Community	A	Nora David	Mt. Sanford Tribal Consortium	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

CALL TO ORDER, REVIEW OF AGENDA, MEMBER INTRODUCTIONS		Tara Ferguson
Discussion		
Marshall Van Scoyk made a motion to approve the agenda and Donna Hicks 2 nd . Approved.		
Follow-Up		
MEETING MINUTES		Tara Ferguson
Discussion		
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 nd . Approved		
Follow-Up		
<ul style="list-style-type: none"> Finalize the minutes and post them on the www.akchap.org website. (completed 9/2010) 		
ARC REPORT		Cheryl DeBose
Discussion		
<p>Basic Training Curriculum – 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>Basic Training Application – 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>Basic Training Center Needs list – 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 2nd. Approved.</p> <p>CE (preferred over CME) Guidelines – 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>Re-Entry Guidelines – 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>CI/SI Orientation Project – 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>CI/SI Orientation – 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>Communication – 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>		
Follow-Up		
<ul style="list-style-type: none"> 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. 		

RAC REPORT		Marshall Van Scoyk
Discussion		
<p>YKHC Site Review – Date was selected for April 4, 2011 for the YKHC site review.</p> <p>Membership – 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 2nd. Approved.</p>		
Follow-Up		
EXECUTIVE SESSION		
<p>Steve moved to go into executive session. Marshall 2nd. Approved.</p> <p>Motion needed to come out of executive session?</p>		
MEDICAID UPDATE/PROGRAM NEEDS ASSESSMENT SURVEY		Carol Odinzoff
Discussion		
<p>Medicaid Task Force – 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 3rd 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>Program Needs Assessment Survey – 1st survey in December only received 5 responses. 2nd 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>		
Follow-Up		
IMMUNIZATION TOPICS		Tania Smalenberg
Discussion		
<p>Flu Vaccine – 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>Immunizations and CHAP – 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>		
Follow-Up		

CONVOCATION PLANNING	Linda Curda
Discussion	
<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>	
Follow-Up	
ELECTRONIC HEALTH RECORD STATUS IN THE ALASKA TRIBAL HEALTH SYSTEM	Crystal Stordahl
Discussion	
<p>RPMS EHR – 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>	
Follow-Up	
CHAM REPORT	Linda Curda
Discussion	
<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>	
Follow-Up	
<ul style="list-style-type: none"> The committee should not meet until the December meeting when we can talk more about scope and direction of the revision. 	
EXECUTIVE SESSION	

Friday, September 17, 2010

CALL BACK TO ORDER, ANNOUNCEMENTS	Sue Steward
Discussion	
Follow-Up	
DISTANCE TECHNOLOGY FOLLOW UP/DISCUSSION	
Discussion	
Draft RAC Standards Changes – 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. 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 nd . Approved.	
Follow-Up	
<ul style="list-style-type: none">• All CHAP Directors need to review the Certification Board Standards.• 10/15 – Connect Pro to go over the RAC Standards and proposed changes.• Statewide services will get in touch with a competency based consultant• 12/8 – meet with ARC, RAC and CHAM Chairs to propose new direction and focus	
OLD BUSINESS	Sally Abbott
Discussion	
State of Alaska EMS Update – Sally Abbott Staff – Down 3 people in the office and with Shelley Owens leaving we'll be down 4 positions. Budget challenges – 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. Certifications – 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. Data – Data is important because when submitting it to the government they can give us extra funding. Trauma Registry – The Trauma Registry was shut down for a while because the data were corrupt, but we are working on cleaning it up.	
Follow-Up	
EXECUTIVE SESSION	
Marshall moved to go into executive session. Crystal 2 nd . Approved.	

eCHAM – TELECONFERENCE	Dr. Theresa Cullen, IHS, CIO and Dr. Stewart Ferguson, ANTHC IT Director (acting)
Discussion	
<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>Funding – Funding may be available through ARRA (American Recovery and Reinvestment Act) funding provided by the IHS to ANTHC.</p> <p>Intellectual Property – 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>Discussion – 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 2nd. Approved.</p>	
Follow-Up	
<ul style="list-style-type: none"> • 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. 	
CHAM FUNDING/REVISION PLANNING	
Discussion	
<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 2nd. 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. (scheduled, postponed-meeting has not occurred)</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 2nd. 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>	
Follow-Up	
<ul style="list-style-type: none"> • Shae will send out letters to the committee chairs to invite them to an October 8 meeting via Connect Pro. • Torie is going to edit the proposal and resubmit it to the executive committee and have it by the October 15th meeting. (awaiting info regarding eCHAM governance) 	
ADJOURN	
<p>Bill moved to adjourn. 2nd by Barbara. Approved.</p>	

Association of Alaska Community Health Aide Program Directors
Meeting Minutes – December 6-8, 2010
Anchorage, AK

CHAIR						Sue Steward (Chugachmiut)					
VICE-CHAIR						Marshall Van Scoyk (BBAHC)					
SECRETARY						Donna Hicks (CRNA)					
PAST-CHAIR/ADVISOR						Crystal Stordahl (TCC)					
RECORDER						Shae Aliu (ANTHC)					
Member/Organization						Member/Organization					
George Peter	Akiachak Native Community	A	Nora David	Mt. Sanford Tribal Consortium	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	P						
Jody Hatch	Chitina Trad. Village Council	A	Helena Bock	Ninilchik Traditional Council	P						
Sue Steward	Chugachmiut	P	Grace Ng	North Slope Borough	P						
Donna Hicks	Copper River Native Association	P	Barbara Collins	Norton Sound Health Corporation	P						
Lona Ibanitoru	Council/Athabaskan Tribal Gov.	A	Dr. Martha Cotten	Southcentral Foundation	P						
Tara Ferguson	Eastern Aleutian Tribes	E	Steve Gage	SEARHC	P						
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P						
John Pearson	Kodiak Area 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		Dave Zetterman	Chugachmiut							
William Kost	EAT		Michael O'Niell	SCF							
Linda Curda	UAF		Herman Geffe	NSB							
Chris Bragg	SCF		Stewart Ferguson	ANTHC							

Monday, December 6, 2010

CALL TO ORDER, REVIEW OF AGENDA, MEMBER INTRODUCTIONS	Sue Steward
Discussion	
Executive Team Changes– Tara Ferguson has resigned as Chair. Sue Steward is now Chair. Marshall Van Scoyk has been appointed Vice-Chair Tomorrow morning 12/7 the vacant Secretary position will be filled.	
Agenda – <i>Motion:</i> Donna made a motion to approve the agenda with additions, Marshall 2 nd . Approved.	
Follow-Up	
MEETING MINUTES	Sue Steward
Discussion	
<i>Motion:</i> Marshall made a motion to approve the September 2010 minutes with the changes, Sheila 2 nd . Approved.	
Follow-Up	
<ul style="list-style-type: none">Finalize the September 2010 minutes and post them on the www.akchap.org website. (completed 12/2010)	
AACHAPD Bylaws	Crystal Stordahl
Discussion	
The 2006 Association of Alaska Community Health Aide Program Directors Bylaws draft was displayed on a projector screen and the group reviewed and added more edits. <i>Motion:</i> Bill made a motion to accept the edited bylaws, Marshall 2 nd . Approved.	
Follow-Up	
<ul style="list-style-type: none">Review the ARC guidelines and come back to the February meeting with any suggestions or changes. (Draft Bylaws were mailed to all voting members on December 20, 2010 with a vote emailed out January 24, 2011. Results will be provided in the February 2011 meeting.)Review the RAC bylaws and come back to the February meeting with any suggestions or changes.	
CHAPCB STANDARDS AND PROCEDURES REVIEW	
Discussion	
In September a workgroup met and started going word by word on the federal Certification Board Standards and Procedures as it relates to CHA/Ps. We made it about half way through and we suggest two more teleconferences between now and February to complete.	
Follow-Up	
<ul style="list-style-type: none">Follow up teleconference will be on January 5th and 26th from 10-12 to make changes to the Certification Board Standards so that they are congruent with the AACHAPD Bylaws. (not completed)	
STRATEGIC PLAN OVERVIEW	Crystal Stordahl
Discussion	
Crystal has tried to combine some of the plans from the last couple of years. We need to have a way to create a measure and see our progress. The 6 major goals are: Workforce Development; Communication (internal and external); Legal and Legislative; Quality Health Outcomes; Financial Sustainability and; Health Information Technology.	

The Strategic Plan was displayed on the projector to make sure all of the priorities were present and to make decisions about what the priorities will be in the next one to two years.	
Follow-Up	
BEHAVIORAL HEALTH GRANT	Dr. Cotten
Discussion	
<p>Behavioral Health Grant –</p> <p>Behavioral health in Tribal Health Organizations (THOs) in the Rural Anchorage Service Unit have had a long struggle with behavioral health issues as it pertains to drug and alcohol counseling in the field. A lot of the barriers to getting treatment include, seeing relatives and confidentiality issues. The THOs gave a list of priorities which include getting access to same day behavioral health similar to the model that is employed on the ANMC campus. They would see a behavioral health specialist by video conferencing and if their issues are primarily drug and alcohol related then they would see the drug and alcohol counselor. There is also a voucher program for people in the field that do not have to resources to be seen. This will start in January and one of the requirements of the grant is that we have a 98% Screening Brief Intervention Referral Treatment (SBIRT) screening rate in the field and that is probably one of the biggest barriers because of data entry issues. Nora Herrera, RN Case Manager is the person of contact for more information.</p> <p>Screening Brief Intervention Referral Treatment –</p> <p>SBIRT screening requires some common sense attached to it. If you see the screening is negative then you wouldn't ask the follow up questions. If the screening is high then you would ask some more follow up questions to try to sort things out. There was some discussion on how to incorporate the SBIRT training into the CHA/Ps scope of work.</p> <p>Pharmacy –</p> <p>In the Anchorage Service Unit there are cases where people are changing medications and they are not being documented. There was some experimentation where we placed a couple of pharmacist with a clinical team and they oversaw medication dispenses for the villages that they were assigned to. This is the model that we are trying to implement. In Bethel they have made all med refills the patients' responsibility.</p> <p>EHR –</p> <p>ANTHC has chosen to go with Cerner and will still have access to RPMS. There is a big site/small site issue with RPMS. SCF purchased a primary care packet up front from Cerner.</p>	
Follow-Up	
CHAP DATA WORKGROUP	Chris Bragg, SCF
Discussion	
<p>Tribal Health Finance taskforce is a subcommittee of the Tribal Health Directors has been charged with pursuing an encounter rate for health aide services. A CHAP data workgroup is meeting to qualify a standard data set for CHAP workload, one component for establishing an encounter rate MOA between IHS and HCFA (now CMS) to pay Medicare and Medicaid claims for hospital outpatient services at the standard encounter rate for physicians and mid level providers. Community Health Aide/Practitioner visits are not included in encounter rate and not reimbursed by Medicare. In 2006-08 there was the Medicaid Reform Initiative. There was a workgroup established to address collection of CHA/P visit data.</p> <p>The CHAP Program has been collecting visit data for many years. There is no consistent system present, although there is a lot of data available. There are two sets of numbers, RPMS and a self reported number. Each program in the workgroup believes that the self reported numbers are more accurate.</p> <p>In order to propose a CHA/P encounter rate we need to propose how information will be collected and provided. Whatever we propose needs to be something that we can both do and do well. Having learned about other data collection needs, it makes sense to consider these needs as well.</p>	
Follow-Up	
<ul style="list-style-type: none"> • Work group which has AAHCHAPD representation will continue to meet every 2 weeks to establish a list of data points that will need to be collected. 	

eCHAM DISCUSSION	Stewart Ferguson, CIO ANTHC
Discussion	
<p>The award was larger than expected – \$1.474 million. Within HIT there is a project management office which is run by Cheryl Moon. Need to work on implementing project quickly. Proposed is the hiring of a project manager and a Steering Committee which consists of the project sponsor (suggested Stewart) and key stakeholders. CHAP Statewide Services, CHA/P, AACHAPD, and Certification Board Project manager will not be a part of the Steering Committee, but will report progress to the Steering Committee. The goal of the Steering Committee is to make sure they stay focused.</p> <p><i>Motion:</i> William made a motion that we approve the hiring of a project manager, Steve 2nd. Approved.</p> <p><i>Motion:</i> Bill moved that Stewart Ferguson, CIO be the project sponsor, William 2nd. Approved.</p>	
Follow-Up	
<ul style="list-style-type: none"> • Further discussion on representation to eCHAM steering committee resolved to addition Tribal Health Director representation and requesting presentation at February Mega Meeting. Draft letter to THD chair requesting appointed representation and space on agenda for presentation. (Completed 12/17/2010) • Also, Steering Committee does not need representation from CHAP Certification Board but does warrant representation from Area Chief Medical Officer. 	

Tuesday, December 7, 2010

CALL BACK TO ORDER, ANNOUNCEMENTS	Sue Steward
Discussion	
Torie invited everyone to take handouts and information located on a table in the meeting room.	
Follow-Up	
ELECTION FOR SECRETARY	
Discussion	
The floor was opened up for nominations. Sheila nominated Donna and Donna accepted. Approved.	
EXECUTIVE SESSION	
<i>Motion:</i> Sheila moved to go into executive session, Marshall 2 nd . Approved	
2011 CALENDAR	
Discussion	
The dates for the AACHAPD 2011 have been set for the following weeks: <ul style="list-style-type: none">• February 14-18• May 9-13• September 12-16• December 12-16	
Follow-Up	
AGENDA	
Discussion	
There was discussion on the February 2011 Agenda and a draft was completed.	
STRATEGIC PLAN OVERVIEW, CONTINUED	
Discussion	
There were some discussions regarding funding. <i>Motion:</i> Bill made a motion that the executive committee redraft the letter based on the discussions of today and that something be ready to go to the Mega Meeting in February. Donna 2 nd . Approved.	