

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – February 14-15, 2011  
Anchorage, AK**

<b>CHAIRPERSON</b>	Sue Steward (Chugachmiut)
<b>CHAIR-ELECT</b>	Marshall Van Scoyk (BBAHC)
<b>SECRETARY-TREASURER</b>	Donna Hicks (CRNA)
<b>PAST CHAIR/ADVISOR</b>	Crystal Stordahl (TCC)
<b>RECORDER</b>	Shae Aliu (ANTHC)

<b>Member/Organization</b>			<b>Member/Organization</b>		
George Peter	Akiachak Native Community	A	Nora David	Mt. Sanford Tribal Consortium	E
Annette Siemens	Aleutian/Pribilof Islands Assn.	E	Etta Ahkinga	Native Village of Diomedede	E
Marshall Van Scoyk	Bristol Bay Area Health Corporation	E	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Chrystal Moon	Native Village of Tyonek	A
Jody Hatch	Chitina Trad. Village Council	A	Helena Bock	Ninilchik Traditional Council	A
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/Athabascan Tribal Gov.	A	Dr. Martha Cotten	Southcentral Foundation	A
Susan Shoemaker	Eastern Aleutian Tribes	P	Steve Gage	SEARHC	P
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
John Pearson	Kodiak Area Native Association	P	Theresa Marks	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

<b>Guest/Organization</b>		<b>Guest/Organization</b>	
Torie Heart	ANTHC	Carol Odinzoff	ANTHC
Herman Geffe	NSB	Diana Redwood	ANTHC

Monday, February 14, 2011

<b>CALL TO ORDER, REVIEW OF AGENDA, MEMBER INTRODUCTIONS</b>		<b>Sue Steward</b>
<b>Discussion</b>		
<b>Agenda –</b>		
<i>Motion:</i> Bill Schreiner made a motion to approve the agenda with changes, 2 <sup>nd</sup> by Barbara Collins. Approved.		
<b>Follow-Up</b>		
<b>MEETING MINUTES</b>		<b>Sue Steward</b>
<b>Discussion</b>		
<i>Motion:</i> Donna Hicks made a motion to approve the December 2010 Minutes with changes, 2 <sup>nd</sup> by Grace Ng. Approved.		
<b>Follow-Up</b>		
Final December minutes will be placed on the <a href="http://www.akchap.org">www.akchap.org</a> website. <b>(completed 2/11)</b>		
<b>AACHAPD BYLAWS</b>		<b>Sue Steward</b>
<b>Discussion</b>		
18 votes out of 26 were received. With a vote of more than 2/3 the revised AACHAPD Bylaws were approved. Sue Steward signed the new Bylaws.		
<b>Follow-Up</b>		
The new Bylaws will be placed on the <a href="http://www.akchap.org">www.akchap.org</a> website.		
<b>RAC APPOINTMENTS</b>		<b>Sue Steward</b>
<b>Discussion</b>		
There are 10 slots for RAC currently the approved members are:		
Heather Koponen	Marshall Von Scoyk	
Donna Hicks	Dan Thomas	
John Everson	Nancy Reed	
Beverly Davis		
Other nominations are:		
Cheryl DeBose	Cindy Langmade	
Nora David	Susan Shoemaker	
<b>Follow-Up</b>		
Nora David was unable to participate in RAC, Susan Shoemaker offered to step in and a motion was made to approve on the morning of February 15, 2011.		
<b>CERTIFICATION BOARD STANDARDS AND PROCEDURES</b>		<b>Crystal Stordahl</b>
<b>Discussion</b>		
Before the September meeting a few people met via teleconference and started going over the CHAPCB Standards and Procedures word by word and didn't get very far. The CHAPCB Standards and Procedures need to be reassessed from the perspective of the Health Aide program.		
The document is not available electronically. It stays with an attorney in a software format that is no longer in use. It should be made available to the AACHAPD in an updated format.		
It would be helpful if the document was updated to include sections or a way to easily distinguish between CHA, DHA and BHA.		

<b>Follow-Up</b>	
Work Group teleconference to continue to review the CHAPCB Standards and Procedures on March 15, 9-11 am; March 29, 9-11 am. Carol Odinzoff will set this up via ConnectPro.	
<b>GRANT FUNDING AND HOW IT SUPPORTS CHA/P EDUCATION</b>	<b>Diana Redwood/Ellen Provost, ANTHC Epi Center</b>
<b>Discussion</b>	
<p>Alaska native people experience twice the new cases of colorectal cancer and twice the amount of death. Colorectal cancer is a cancer that you can screen for and prevent. Alaska Tribal Health System is doing better across the board for the rate of screening. In 2000 there was only 28.9% of people age appropriate screened and in 2010 it was 54.7%. The goal for 2014 is to have 80% of age appropriate people screened.</p> <p>The colorectal cancer grant was received and is a 5 year grant from CDC. Right now the Epi Center is in year 2 of the grant. The mission of the grant is to promote colorectal cancer screening across the Alaska Tribal Health System through provider education, patient education, public outreach and also trying to get more people screened.</p> <p>For more information about the Alaska Native Epidemiology Center please visit <a href="http://www.anthc.org/chs/epicenter">www.anthc.org/chs/epicenter</a> or email <a href="mailto:anepicenter@anthc.org">anepicenter@anthc.org</a>.</p>	
<b>Follow-Up</b>	
<b>CODING UPDATE</b>	<b>Cheryl Skiffington, ANTHC Business Resource Support Center</b>
<b>Discussion</b>	
Cheryl goes through the codes that the State of Alaska has approved for health aides to use.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>• Talk to your coders prior to the September meeting</li> </ul>	
<b>SHINING STAR NOMINTAIONS REVIEW</b>	<b>Group</b>
<b>Discussion</b>	
The applications are located on the <a href="http://www.akchap.org">www.akchap.org</a> website and should be turned in on March 25, 2011. On March 29, 2011 a CHAPCB Review Teleconference is scheduled; participants will stay on longer to go over Shining Star Nominations.	
<b>eCHAM UPDATE</b>	<b>Sue Steward</b>
<b>Discussion</b>	
On February 8, 2011 Sue Steward traveled to the Tribal Health Director's meeting and asked for a Tribal Health Director to sit on the steering committee. Cheri Hample is going to be on the steering committee and they are still recruiting for a Senior Project Manager.	
<b>STRATEGIC WORK 1 &amp; 3 YEAR TASKS – ASSIGNMENTS</b>	<b>Group</b>
<b>Discussion</b>	
Members voted on which were the most important topics. It was decided that Technology, Maximization of Communication in CHAP and AHS and Financial Stability were the key topics to discuss.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>• A follow up letter needs to be sent to the ANTHC Training Center regarding recurring funds and a letter that was sent in 2009 needs to be completed by 2/18/11.</li> <li>• A letter regarding distance pre-session courses</li> </ul>	
<b>Adjourn</b>	<i>Motion:</i> Bill moved to adjourn, Sheila 2 <sup>nd</sup> . Approved.

Tuesday, February 15, 2011

<b>CALL BACK TO ORDER, ANNOUNCEMENTS</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<i>Motion:</i> Crystal made a motion to appoint Marshall Van Scoyk, Donna Hicks, Cheryl DeBose, Cindy Langmade and Susan Shoemaker to the vacant RAC positions. Grace 2 <sup>nd</sup> . Approved.	
<b>Follow-Up</b>	
<b>PRIORITY REVIEW AND PLANNING</b>	
<b>Discussion</b>	
<p><b>Forum</b> – working with LifeMed again. Melany Cueva and Cancer group on campus is doing cancer prevention and education. Blind and visually impaired group is doing a limited walkthrough of their facility. Diabetes and Diabetes Education group is going to speak. Cheri Hample is going to speak about assertive communications, EMS Competition, AFHCAN. There will be a photo contest like last year. Please go back to your organizations and find stuff to donate for the door prizes.</p> <p><b>Convocation</b> – Convocation should be returned to the CHAP Directors for planning. Content should include management skills, cross cultural and adult education, teaching methodologies, competency based assessments.</p> <p>A convocation work group will be made to include the Executive team, a couple of other CHAP Directors (Herman Geffe, Barbara Collins, John Pearson, Bill Schreiner), ARC and RAC Chairs.</p>	
<b>STRATEGIC WORK ASSIGNMENTS</b>	
<b>Group</b>	
Discussion from the previous day on key topics continued.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>Refer to the AACHAPD Statewide Program Assessment Objectives.</li> </ul>	
<b>ROUND TABLE: MANAGEMENT ISSUES</b>	
<b>Group</b>	
<b>Discussion</b>	
<p><b>SEARHC</b> – Have approximately 12 health aides, 25 midlevel providers and 9 village clinics. HR dictates a lot of what a health aide is. Try to make workloads manageable by staffing. The biggest complaint besides salary is workloads. New facilities in most of the locations, trying to get a new facility in Hoonah. Looking at accrediting all the clinics in AAAHC by 2012. Trying to have health aides do more then look at a sore throat and be more pro active in patients care. Most vacancies are closed, currently looking for one midlevel provider for Hoonah.</p> <p><b>CRNA</b> – Have 5 villages that are served. All 5 villages are staffed with a health aide; one decided that she wanted to be on call so that she may spend time with her family. Donna is also the Deputy Health Administrator for Community Health Services, has other programs that she oversees. Really trying to have the Health Aide program be more supportive to other community outreach programs. Building a model where health aides are treating the whole person and not just a symptom. Hope to have applications to the CHAPCB for 3 health aides in June. Did hire a new midlevel and will be coming on in May.</p> <p><b>TCC</b> – EHR, IPC3. Trying to manage the changing scope of practice the health aides. Will be moving to mandatory certification at the advice of legal council. Discuss potential of a career ladder with financial aid for health aides; had on CHP move to a PA-C. Building a 95,000 sq. ft. clinic in Fairbanks as a JV project with IHS. Going to start providing services in Tok.</p> <p><b>EAT</b> – Trying to get JCAHO Certification. Hired a few new health aides and still have several vacancies. Have an EMT class going on right now; health aides' instruction EMT classes for the region. Doing IPC3 as well.</p> <p><b>NSB</b> – Moving to a new building. Herman is now the instructor/trainer. Had 2 students just finish PreSession, 2 waiting on Session II, and 5 waiting on Session IV. Sent 4 CHA/Ps to the last cancer education training. Also sending 2 to the EMT recertification in the last week of March. This year is election year.</p> <p><b>NSHC</b> – A new hospital is being built and will open in November 2012. Currently have 15 village in the service area; Diomedede handles all their own health aides. Been working with health aides to become more compliant with CLIA. Trying to become JCAHO compliant. Been working with behavioral health to assist with debriefing. Planning for a health aide retreat this year. End of March the SIs will be going to management training in Las Vegas. Every month there is a polycom meeting with the SIs and their particular villages; that is the time where health aides can tell them</p>	

whatever problems they are having. One of the issues was safety; they had the chief of police, mayors, city councils included in the meetings to let health aides know the policy and procedures they should follow. Self defense training is being offered for the nursing staff and health aides. Hired 2 midlevels, still need one more. Hired a consultant to assist with EHR.

**Maniilaq** – 4 Vacancies in the office and 6 in the regional clinics. Kathy a new CI came in October. Have a lot of people who are still in need of training. The office of the president did a salary survey.

**YKHC** – Our documentation has exceeded the standard in the lower 48.

**Follow-Up**

**PREPARE MAY 2011 AGENDA**

**Discussion**

The May 2011 agenda was displayed on the projector and decisions were made about what topics to include.

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – May 9-10, 2011  
Anchorage, AK**

<b>CHAIRPERSON</b>		Sue Steward (Chugachmiut)			
<b>CHAIR-ELECT</b>		John Pearson (KANA)			
<b>SECRETARY-TREASURER</b>		Donna Hicks (CRNA)			
<b>PAST CHAIR/ADVISOR</b>		Crystal Stordahl (TCC)			
<b>RECORDER</b>		Shae Aliu (ANTHC)			
<b>Member/Organization</b>			<b>Member/Organization</b>		
George Peter	Akiachak Native Community	A	Nora David	Mt. Sanford Tribal Consortium	E
Annette Siemens	Aleutian/Pribilof Islands Assn.	P	Etta Ahkinga	Native Village of Diomedede	A
Brenda Bowie, Actg	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
Susan Shoemaker	Eastern Aleutian Tribes	P	Steve Gage	SEARHC	E
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
John Pearson	Kodiak Area Native Association	P	Theresa Marks	Tanana Tribal Council	A
Sheila Gregg	Maniilaq Association	A	Rhoda Jensen, Actg	Yakutat Tlingit Tribe	A
Michelle Cain, Actg	Metlakatla FMC/AISU	A	Bill Schreiner	Yukon Kuskokwim Health Corporation	E
A = Absent E = Excused P = Present					
<b>Guest/Organization</b>			<b>Guest/Organization</b>		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	
Linda Curda	UAF		Herman Geffe	NSB	
Mike O'Neill	SCF		Beth Fleischer	ANTHC	

Monday, May 9, 2011

<b>CALL TO ORDER</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<b>Introductions</b>	
<b>Agenda –</b>	
<i>Motion:</i>	
<b>MEETING MINUTES</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<i>Motion:</i> Donna moved to approve the February 2011 minutes with corrections, additions and deletions, Barbara 2 <sup>nd</sup> . Approved.	
<b>Follow-Up</b>	
Final February minutes will be placed on the <a href="http://www.akchap.org">www.akchap.org</a> website.	
<b>APPOINTMENT OF CHAIR-ELECT</b>	<b>Sue Steward</b>
<b>Discussion</b>	
John Pearson has been appointed as the new Chair-Elect and has accepted.	
<i>Motion:</i> Donna moved to accept John as Chair –Elect until December 2012, Susan 2 <sup>nd</sup> . Approved.	
<b>CONVOCATION</b>	<b>Group</b>
<b>Discussion</b>	
There was a workgroup formed to discuss location. Carol put out an RFP to which several hotels responded. Cost would be about \$350 per person for the site.	
Convocation still needs to be better defined. There is some concern regarding the date this year. Two training centers will be without directors and ANMC will have CERNER go-live date Oct. 1. There was discussion about having Convocation every other year vs. every year. It is not required to be yearly and can change depending on what the needs of the program are. There was also discussion using Convocation time this year as a working meeting-topics TBD.	
<i>Motion:</i> Helena moved to hold October 10-14 <sup>th</sup> as a working meeting time. Donna 2 <sup>nd</sup> . Approved.	
<b>Follow-Up</b>	
<b>AFHCAN</b>	<b>Sue Steward</b>
<b>Discussion</b>	
AFHCAN has asked that CHAP Directors get more information about their program. If the group wants more information about AFHCAN, Mandi Constantine has offered to come and do a presentation.	
Do all the programs use AFHCAN and do they want an update to what is available?	
There are super user trainings by AFCHAN and monthly update teleconferences. Contact Mandi Constantine.	
<b>Follow-Up</b>	
Contact Mandi Constantine at 729-4708. AFCHAN will be invited to the September 2011 meeting.	
Cheryl Skiffington is the specialist on Telemed visit billing and other billing. She can be reached at 729-2902.	
<b>ORIENTATION</b>	<b>Sue Steward</b>
<b>Discussion</b>	
The office of Statewide Services does orientation to anyone who asks and that orientation to the program is tailored to the audience. Susan Shoemaker, John Pearson and Sue Steward would all like to be involved.	

<b>Follow-Up</b>	
Carol will meet with Sue and Crystal on June 1, 2011 @ 11 to come up with a standardized asynchronous orientation that can be posted on the <a href="http://www.akchap.org">www.akchap.org</a> website.	
<b>WORKLOAD ACTIVITY</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
Carol has been sending out emails requesting workload information. Only two organizations have responded.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>Information from all organizations would have a the greatest impact. If you have questions, please contact Carol Odinzoff at <a href="mailto:codinzoff@anthc.org">codinzoff@anthc.org</a>.</li> </ul>	
<b>HIT</b>	<b>Richard Hall</b>
<b>Discussion</b>	
<p>Meaningful Use Summit. 3 days talking about meaningful use of health information technology. The goal nationally is that every provider will have the capability of having electronic health records for their patients. If a patient moves from facility to facility the goal is to be able to track that patient. The Summit has four topics in it this week: Electronic Health Record (EHR), Center for Medicaid and Medicare Services (CMS), Health Information Exchange (HIE), Regional Extension Center (REC).</p> <p>EHR – Many organizations are still undecided as to what EHR they will be using. RPMS has become certified and the new version will be installed with the organizations that use it.</p> <p>Currently working on a grant proposal for the Rural Anchorage Service Unit organizations to create an EHR system that will meet their needs that they can afford when grant money goes away. The primary option for that is RPMS where all of them will be put on one database with separate divisions so that it will be easily manageable.</p> <p>Regional Extension Center is for health information technology. Is an independent set of funds designed to assist all health organizations around the country to install EHR and meet the meaningful use requirements. There is funding available for your organizations. You have to complete the 3 milestones:</p> <ol style="list-style-type: none"> <li>1. Organization needs to sign up with the name and identity of all providers</li> <li>2. A certified EHR installed</li> <li>3. When you meet the meaningful measures or requirements.</li> </ol> <p>After each milestone you will receive a payment of \$1100 per provider; in the end a total of \$3300 per provider. CHA/Ps are recognized as primary care providers for the purposes of the REC.</p> <p>Health Information Exchange – We are in the process of building a Health Information Exchange. It will have the ability to track and exchange patient information statewide regardless of what EHR you use. There are pilot organizations that are participating right now (TCC and BBAHC).</p>	
<b>eCHAM UPDATE</b>	<b>Crystal Stordahl/Beth Fleischer</b>
<b>Discussion</b>	
<p>Beth started on 4/11 as the Sr. Project Manager and is trying to get up to speed. She is drafting a Project Charter for the Steering Committee for their approval. The first order of business will be to make the CHAM in a format that is easy to maintain. Another piece that has been discussed is the need for a system to store all the versions of documents and to keep the content up to date and in a format that different people can access it and also push it out to the eCHAM website.</p> <p>During the week of June 13<sup>th</sup> TCC will be hosting an RPMS CHAP EHR Work Session for those organizations that have chosen RPMS EHR. Last year there were 2 week-long sessions to try match EHR with the flow of the CHAM. We are trying to revisit to see if we can make it better. Beth has been invited to become more familiar with the CHAP and CHAM process.</p>	
<b>STATUS FOR RFP FOR RAC STANDARDS REVISION</b>	
<b>Discussion</b>	
Distance Learning - There is progress, the contract has gone out and the review of the CHAPCB Standards has begun. They plan on having the first report to the CHAP Directors in June, then to the CHAPCB. The Contractor also has the RAC Standards and is reviewing. The timeline to complete may have to be pushed back.	



<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>Respond to Dorothy and ask that the report come to AACHPD before going to the CHAPCB.</li> </ul>	
<b>FORUM REPORT</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
<p>We had 47 Health Aides register for this year's Forum and about 10 more that registered at the door. There were good reviews about the Continuing Education presentations. The CHA Association conducted business meetings throughout the week. The photo contest went well and we sold a lot of logo wear. Final budget to follow.</p> <p>On Wednesday April 20 there was an Awards Luncheon. <b>Shining Star</b> awards were presented to the following:</p> <ol style="list-style-type: none"> <li><b>Rising Star:</b> Charlemagne McMullen, CHP, Chugachmiut</li> <li><b>Shining Star:</b> Sherri Thomas, CHP, BBAHC</li> <li><b>Outstanding Accomplishment:</b> Sophia Ahmaogak, CHP; Stella Arasogak, CHP; and Dianne George, CHP, nominated together- NSB</li> <li><b>In Memoriam:</b> Julie Jones, CHA, TCC; Kathleen Mark, CHP; TCC; Adela Okitkun, CHA, YKHC; Ella Willie, CHA; YKHC; and Mattie Yatchmeneff, CHP, EAT</li> </ol> <p>We have looked at options for other venues for the 2012 Forum. We decided to stay with the Coast International Inn for another year. Next CHAP Forum dates are April 23-27, 2012.</p>	
<b>CURRICULUM AND CHAM STRATEGIC PLAN FOR ARC</b>	<b>Group</b>
<b>Discussion</b>	
<p>There was discussion to provide clarity to ARC regarding curriculum and CHAM. The A3 Process Improvement was displayed on the projector.</p> <p>The CHAM Revision Committee and the Recognition and Support Committees have been dissolved. RSC activities will now become the responsibility of the CHAP Directors and CHAM Revision activities will be in ARC with direction and support of CHAP Directors with additional resources as determined by project needs.</p> <p>CHAP Directors received a letter from Dr. Karen O'Neill. There was some concern that the University of Alaska would not be involved in the next CHAM revision. A response to Dr. O'Neill will explain that there is currently no plan or funding regarding the CHAM revision. All interested parties will all be kept up to date as a plan develops.</p>	
<b>Follow- Up</b>	
<ul style="list-style-type: none"> <li>A follow up letter will be written to Dr. O'Neill <b>(Completed 5/11/11)</b></li> </ul>	
<b>Recess 4:15</b>	

Tuesday, May 10, 2011

<b>CALL TO ORDER</b>	
<b>Discussion</b>	
December Meeting Dates – concern from the training staff that they might not be able to attend with the dates as they are. Meeting dates are going to be discussed at the Wednesday morning meeting with Committee Chairs.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"><li>Meeting dates have been moved up to the week of December 5-9, to accommodate already scheduled training sessions. CHAP Directors will meet December 5-6; Executive Team/Committee Chairs (am) and RAC (pm) meet December 7; ARC meets December 8-9.</li></ul>	
<b>CURRICULUM AND CHAM STRATEGIC PLAN FOR ARC</b>	<b>Group</b>
<b>Discussion</b>	
Need to talk to THDs regarding recurring money for CHAM revision. Need to try and get that into the budget. Would like to have \$350k as recurring monies. It's always good to keep the lines of communication open between you and the THDs that live in your area.	
We are still in the plan/development process for ARC and how the Curriculum and CHAM consistency procedure is going to happen. We have the beginning of a document that can be used to develop a procedure.	
The A3 Process Improvement was displayed on the projector and the discussion from the previous day continued.	
<b>DEPLOYMENT OF PRIORITIES FROM STRATEGIC PLANNING</b>	
<b>Discussion</b>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"><li>Refer to the AACHAPD Statewide Program Assessment Objectives.</li></ul>	
<b>RAC MEMBERSHIP</b>	
<b>Discussion</b>	
John Pearson and Brenda Bowie have volunteered to join RAC.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"><li>An electronic vote will be sent out (<b>completed 5/19/2011-both candidates approved</b>)</li></ul>	
<b>STATEWIDE SERVICES REPORT</b>	
<b>Discussion</b>	
Budget – CHAM Sales account has \$158,000. Forum account TBD after 2011 Forum expenses and revenue reconciled. There is \$27,000 in CHAP Directors' Website account available for maintaining the site.	
2011 recurring base for the original statewide services which started at 203k is 220k now and we have been told that we may revert to FY10 funding so that would set us back to probably \$212,000. The staffing package consists of FT Assistant Director, .5 Senior Office Specialist and not to exceed a .25 mid level instructor provider.	
eCHAM – no additional information from what Beth shared yesterday.	
CHAM – Immunizations Chapter has been worked on. It has two content experts, Dr. Ros Singleton and Tania Smallerberg. They write the content and then they have 3 great reviewers. They also need to make some changes to the Tdap section. Update packets will also be sent to everyone who owns a CHAM.	
State of Alaska CHATS Grants – Get in your CHATS (Community Health Aide Training and Supervision) Grants application. Contact the Grants Administrator, Donna Jones, 907-465-2836, if you have any questions.	
CHA/P Scope of work – there are areas where people are asking CHA/Ps to do jobs that are outside their scope of work. Some programs have the expectation for them to do this work without extra training.	
Send information to field staff. The orientation that Carol provides will be made available in other formats and be kept	

current.

A couple of people have asked for site visits. We will accommodate as funds allow.

### Follow-Up

## ROUND ROBIN

### Discussion

KANA – 5 villages -short in Ozinkie and Larson Bay. EHR is up and running. Clinical reminders will be starting in the villages. Took 9 months to get a health aide into Session I training.

NSB – 2 health aides attending session IV. 4 attended Forum.

NTC – Hired midlevel, hired a THD. Still trying to decide on an EHR. Site visit.

SCF – Completed site visits. Have 5 health aides and a couple more coming on board in the next 2 months.

NSHC – 15 villages, 64 health aides. No EHR yet. In planning stages for the Health Aide Retreat. Hired 3 midlevels. Several clinics are under renovation.

NV of Tyonek – Sister completed Session I, trying to get a health director in the end of summer. Issues of housing may influence getting another health aide. Need to contact AFHCAN, IT isn't working.

BBAHC – In the midst of budget compression. Marshall resigned, Gina Carpenter is gone due to layoffs, and Brenda is Acting CHAP Director. Have 3 openings, 2 villages without any health aides. EHR rollout is in progress with test pilot village starting this week.

SOA – Reviewing reports that have been coming in.

TCC – EHR live in all villages. There have been 8 week-long trainings and doing another round this summer for Health Aides in EHR. Will have 4 or 5 consultants from IHS available in June to fine tune. Health Aides love it. Active in IPC, rural services is working with a micro system to figure out how to get the doc that will be doing daily medical traffic the information about the charts that are going to be talked about.

EAT – 8 villages, 9 midlevels, 12 permanent CHA/Ps, 5 itinerants, 4 behavioral health clinicians, 3 BHA/Ps, 2 DHATs, 1 dentist, 1 hygienist, 1 tobacco cessation counselor, trying to hire a psych nurse. 2 health aides going to Session II. 1 waiting to Session IV, 1 health aide waiting 7 months and 2 waiting on preceptorship. All health aides are using EHR. There are 4 vacant health aide positions.

Chugachmiut – have been using Allscripts EHR for about a year. It was supposed to be deployed to the villages much sooner, but there have been some snags. Will go online to 2 villages then 2 more next month. Had a new PA on board for 5 months. Had a challenge to pull from EHR charts and do reviews on them. 10 health aides at the Forum. Spring and fall events are being worked on.

CRNA – 5 villages, 5 health aides. Amy George is a CHA I and accepted an EHR position and will be floating to each of the clinics for data entry. Want to get 2 health aides in Session IV and Session III.

## PREPARE SEPTEMBER 2011 AGENDA

### Discussion

There was discussion on topics to include in the September 2011 agenda.

## ADJOURN - 4:12 pm

*Motion:* Motion to adjourn by Dr. Cotten and 2<sup>nd</sup> by Barb. Approved.

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

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

Monday, September 12, 2011

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

organizations that were not received.

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

#### Follow-Up

#### eCHAM UPDATE

Beth Fleischer

#### Discussion

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

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

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

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

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

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

#### Follow-Up

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

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

Group

#### Discussion

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

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

#### Follow-Up

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

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

Tuesday, September 13, 2011

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



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

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

NSB –

KANA – Recruitment

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

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

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

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

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

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

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

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – December 5-6, 2011  
Anchorage, AK**

<b>CHAIRPERSON</b>		Sue Steward (Chugachmiut)			
<b>CHAIR-ELECT</b>		John Pearson (KANA)			
<b>SECRETARY-TREASURER</b>		Donna Hicks (CRNA)			
<b>PAST CHAIR/ADVISOR</b>		Crystal Stordahl (TCC)			
<b>RECORDER</b>		Shae Aliu (ANTHC)			
<b>Member/Organization</b>			<b>Member/Organization</b>		
George Peter	Akiachak Native Community	A	Mariah Craig	Mt. Sanford Tribal Consortium	P
Annette Siemens	Aleutian/Pribilof Islands Assn.	E	Etta Ahkinga	Native Village of Diomedede	E
Brenda Bowie	Bristol Bay Area Health Corporation	P	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Chrystal Moon	Native Village of Tyonek	A
Jody Hatch	Chitina Trad. Village Council	A	Helena Bock	Ninilchik Traditional Council	P
Sue Steward	Chugachmiut	P	Grace Ng	North Slope Borough	E
Donna Hicks	Copper River Native Association	P	Barbara Collins	Norton Sound Health Corporation	P
Rene Frasher	Council/Athabaskan Tribal Gov.	P	Dr. Martha Cotten	Southcentral Foundation	A
Susan Shoemaker	Eastern Aleutian Tribes	P	John Everson	SouthEast Regional Health Consortium	P
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
John Pearson	Kodiak Area Native Association	P	Theresa Marks	Tanana Tribal Council	A
Sheila Stein	Maniilaq Association	P	Rhoda Jensen, Actg	Yakutat Tlingit Tribe	A
Freida Eng	Metlakatla FMC/AISU	A	Bill Schreiner	Yukon Kuskokwim Health Corporation	P
A = Absent E = Excused P = Present					
<b>Guest/Organization</b>			<b>Guest/Organization</b>		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	
Beth Fleischer	ANTHC		Kristina Walters	SOA	
Paul Hager	ANTHC		Therese Brown	SCF	
Nat Hall	CRNA		Nora Herrera	SCF	
Triptaa Surve (Teleconference)	SOA		Donna Jones (Teleconference)	SOA	
Pat Carr (Teleconference)	SOA				

Monday, December 5, 2011

<b>CALL TO ORDER</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<ul style="list-style-type: none"><li>• Introductions were made around the table.</li><li>• Agenda was reviewed by the group.</li></ul> <p><i>Motion:</i> Motion to approve the Agenda by Crystal Stordahl, 2<sup>nd</sup> by Susan Shoemaker. Passed.</p>	
<b>REVIEW/APPROVE SEPTEMBER 2011 MINUTES</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<p><i>Motion:</i> Motion to approve the September 2011 minutes with changes by Donna Hicks, 2<sup>nd</sup> by Sheila Stein. Passed.</p>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"><li>• Changes will be made and final September 2011 minutes will be placed on the <a href="http://www.akchap.org">www.akchap.org</a> website. (completed 12/7/11)</li></ul>	
<b>REVIEW WRITTEN REPORTS – ANY FOLLOW-UP</b>	<b>Group</b>
<b>Discussion</b>	
<p>We asked to receive written reports instead of face to face time. The reason for this is to cut down on time. There has been some concern that at times face to face time is needed. If that is the case then the chair should be contacted to add them to the agenda ahead of time.</p> <p>Reports Received:</p> <p><i>Motion:</i> Donna Hicks moved to accept the EMS report, THD Report and the Statewide Services report. John Everson 2<sup>nd</sup>. Passed.</p>	
<b>STATEWIDE SERVICES REPORT</b>	<b>Torie Heart</b>
<b>Discussion</b>	
<ul style="list-style-type: none"><li>• Budget- The CHAM Sales money is the only money dedicated to CHAM Revision. Cheri Hample spoke to the THDs on behalf of the AACHAPD regarding CHAM Revision and how it is funded. The THDs would like a budget to be presented.  The Forum is a restricted account.  Website money is to maintain <a href="http://www.akchap.org">www.akchap.org</a> website.  Statewide services account pays for Carol Odinzoff, Shae Aliu and other program needs.</li><li>• Activities- Carol and Torie attended the Nation Indian Health Board Meeting. Invited to have an information booth about CHAP at the meeting.  Internal changes- Paul Hager the new ANTHC CHAP Training Manager.  Distance Learning, Carol is the manager, Dorothy Hight is the content expert, Saeng Yabut is the Program Administrator and Colleen Kelly has been hired as temporary technical writer.</li><li>• Website Carol is still continuing to update CHAP website. (New site launched 1/6/2012)</li><li>• eCHAM Beth will give an update on the eCHAM later on today.</li></ul>	
<b>Follow Up</b>	
<p>See the ANTHC CHAP Statewide Services Report to the AACHAPD (December 5, 2011) for more information.</p>	

<b>RAC CHAP DIRECTORS SELECTION (3 SEATS)</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<p>John E. gave a brief overview of RAC activities.</p> <p><i>Motion:</i> Susan Shoemaker motioned to have Herman Geffe and Sheila Stein fill 2 of the vacant seats. John Pearson 2<sup>nd</sup>. Passed.</p> <p><i>Motion:</i> Susan Shoemaker motioned to have Stephannie Christian fill the 3<sup>rd</sup> seat on RAC. John E. 2<sup>nd</sup>. Passed.</p>	
<b>CURRICULUM-CHAM ALIGNMENT UPDATE</b>	<b>PPT</b>
<b>Discussion</b>	
<p>In October 20-21, 2011, a group met at the Aligning CHAM with Curriculum Development Kaizen meeting. The group examined the necessity of aligning the CHAM and CHAP Curriculum Development and determined a way to get it done. A PowerPoint presentation was presented giving details on the problems and solutions.</p>	
<b>eCHAM UPDATE</b>	<b>Beth Fleischer</b>
<b>Discussion</b>	
<p>We started working with the contractor (Dakota Systems) on converting the CHAM Data from InDesign to XML format. They came to Anchorage on November 7-9 and met with Beth, the Steering Board and to do a site visit. Cheryl Moon, Torie, Beth and the contractor visited Naknek to see how the CHA/Ps are using the CHAM. There is a contract for someone to do graphic design.</p> <p>eCHAM Content Coordinator job has been posted on the ANTHC website.</p> <p>Starting to work on how the eCHAM website itself might work. User stories are being used to help develop the usability of the eCHAM. A teleconference will be held on December 15 for CHAM users to give input. For individuals who would like to participate, but are unable please contact Beth directly (bfleischer@anthc.org).</p>	
<b>WORKING LUNCH – COVOCAION PLANNING</b>	<b>Group</b>
<b>Discussion</b>	
<p>Convocation is going to be located on the ANTHC Campus in the COB Conference Rooms 1 and 2 on the week of October 15-19, 2012.</p> <p>Topic Ideas for convocation:</p> <ul style="list-style-type: none"> <li>• Wellness and prevention.</li> <li>• What a health aide can legally do and what they can't do.</li> <li>• Chronic and elder care.</li> </ul>	
<b>FORUM</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
<p>Forum on April 23-27, 2012 will be located at the Coast International Inn. Other venues were considered, but had a significant increase in price. There was discussion about where the future forums will be located. Suggestion for forum to be held on the ANTHC campus with catering provided.</p> <p>Ideas for topics to include in the forum:</p> <ul style="list-style-type: none"> <li>• Preventative Health.</li> <li>• eCHAM Update.</li> </ul>	
<b>SET AACHAPD MEETING DATES FOR 2012</b>	
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• March 5-6, 2012 – Face to face (<b>Dates changed to February 27-28, 2012</b>)</li> <li>• June 4-5, 2012 – Via Polycom</li> <li>• September 17-18, 2012 – Face to face</li> <li>• December 3-4, 2012 – Face to face</li> </ul> <p>June meeting will be held 8:30-12:30 on first day and second day 8:30-11. Need visual stimulation, breaks built in and would like a survey at the end of the meeting. A dry run of the meeting will be on January 23, 2012, 10-11 am.</p>	

<b>SOA CHATS GRANT APPLICATION PROCESS FY 2013</b>	<b>Triptaa Surve/Donna Jones/Pat Carr</b>
<b>Discussion</b>	
<p>Approval is for a 1 year extension; FY 13 will be a continuation year. A letter will be sent from grants and contracts in 2 weeks regarding the extension. Donna is working on the letters and will be sending them out soon. Won't be able to start the continuation process until spring. The letter will be just a notification that there is approval for the extension.</p>	
<b>REVIEW OF BYLAWS ALIGNMENT</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<p>RAC presented their revised bylaws for approval. AACHAPD reviewed bylaws and also made recommendations to align with AACHAPD bylaws.</p> <p>AACHAPD has requested to make minor changes to their own current bylaws.</p> <p><i>Motion:</i> Motion to change the AACHAPD Bylaws to allow telephonic/VTC meetings by Bill S. 2<sup>nd</sup> by John P. Approved. Bill S. amended to also add other electronic means. 2<sup>nd</sup> by John P. Passed.</p> <p><i>Motion:</i> John E. motioned to change AACHAPD Bylaws to state ARC Bylaws instead of ARC Committee Operating Guidelines. 2<sup>nd</sup> by Brenda B. Passed.</p> <p>ARC bylaws will be reviewed tomorrow Tuesday, December 6, 2011.</p>	
<b>Follow Up</b>	
<p>Notification to change AACHAPD Bylaws has been sent to all CHAP Directors December 9, 2011. The electronic vote will be sent out on January 9, 2012. <b>(Electronic vote passed 1/13/12)</b></p>	
<b>RECESS</b>	

Tuesday, December 6, 2011

<b>CALL TO ORDER, ANNOUNCEMENTS</b>	
<b>Discussion</b>	
None	
<b>RECOGNITION AND SUPPORT COMMITTEE</b>	<b>Group</b>
<b>Discussion</b>	
<p>There was discussion of professionalism. Dress codes, cell phones and social media networking sites and how they impact the work environment. NSHC offers professionalism courses in their retreats to CHAs. It has been suggested that there be some kind of CE available on professionalism. A Facebook page for the CHAP should be created to allow CHAs to post on it and to keep others informed about what is going on in the program.</p> <p>There was discussion on how to get more CHA participation in the CHA Association. The CHA Association needs a purpose and clear goals to get CHAs motivated. Meeting teleconference times are located on the CHAP Calendar and on the website. They can contact Carol for the phone number to dial in.</p>	
<b>STATE OF ALASKA MEDICAID UPDATE</b>	<b>Kristina Walters</b>
<b>Discussion</b>	
<p>Accepting enrollment now. There have not been a whole lot of applications right now, but need to ensure that you turn in proper documentation. Kristina answered questions regarding AACHAPD specific applications. Contact Kristina Walters if you need a status update on any applications that have been submitted. <a href="mailto:kristina.walters@alaska.gov">kristina.walters@alaska.gov</a></p>	
<b>REVIEW OF BYLAWS ALIGNMENT CONTINUED</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<p>ARC will take their bylaws back to their table. Shae A. will reformat and return to ARC for their next meeting. ARC will review and edit their bylaws to align with the AACHAPD Bylaws and resubmit to the AACHAPD for approval.</p> <p>Recommended changes to the RAC Bylaws were made and were resubmitted for approval.</p> <p><i>Motion:</i> Motion to approve amended RAC Bylaws by John P. 2<sup>nd</sup> by Barbra C. Passed.</p>	
<b>OFFICER ELECTIONS</b>	
<b>Discussion</b>	
<p>Donna Hicks accepted a new position at CRNA. She will no longer be CHAP Director/Secretary.</p> <p><i>Motion:</i> Donna H. moved to open nominations for Secretary. 2<sup>nd</sup> by Sheila S. Passed.</p> <p>John Everson has been nominated.</p> <p><i>Motion:</i> Donna H. moved to close nominations. 2<sup>nd</sup> by Sheila S. Passed.</p> <p><i>Motion:</i> Bill S. moved to accept John Everson as Secretary. 2<sup>nd</sup> by Donna H. Passed.</p>	
<b>CERTIFICATION BOARD CHAP DIRECTORS SELECTION</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<p>Helena Bock has resigned from the CHAPCB after 5 years of service. The AACHAPD needs to select a new representative.</p> <p>Bill S. nominated both Crystal Stordahl and Sheila Stein.</p> <p><i>Motion:</i> Donna H. moved to close nominations. Susan Shoemaker 2<sup>nd</sup>. Passed.</p> <p>There was discussion regarding the nominees.</p> <p>An anonymous vote was taken and Sheila has been selected as the AACHAPD representative to the CHAPCB.</p>	
<b>Follow Up</b>	
<ul style="list-style-type: none"><li>A letter will be drafted and sent to the CHAPCB recommending Sheila as the AACHAPD representative. <b>(Completed 12/14/11 and Sheila was accepted onto the CHAPCB on 1/4/12)</b></li></ul>	

<b>ARC DOCUMENTS</b>	
<b>Discussion</b>	
<p>The Facts on TABE Testing was presented to the AACHAPDs and displayed on the projector. CHAP Directors discussed the TABE Testing document and it was decided that Bill S. and Brenda B. would work together to edit the document.</p> <p>Credentialing Packet Rev. 12/11 was also presented and was decided that this document be edited at a later date via a Connect Pro meeting.</p>	
<b>REVIEW PLAN FOR AACHAPD, ARC, RAC EXECUTIVE COMMITTEE PLANNING AND REVIEW</b>	
<b>Discussion</b>	
<p>The contractor's comments regarding the ability to provide distance learning as it applies to the RAC standards and the Certification Board Standards will be reviewed.</p> <p>All reports should go through to Shae A. to be dispersed at quarterly meetings. Reports should be submitted one week prior to the meeting.</p>	
<b>PRIORITY SETTING/STRATEGIC PLAN</b>	
<b>Discussion</b>	
<p>Tabled until the February meeting.</p>	
<b>ROUND TABLE: MANAGEMENT ISSUES</b>	<b>Group</b>
<b>Discussion</b>	
<p>ANTHC Training Center</p> <ul style="list-style-type: none"> <li>• ANTHC requires that anyone coming in to training at the ANTHC Training Center be drug tested. As part of the application all health aides coming in the training center, two boxes need to be checked: a background has been completed and a drug test has been performed. You have the option to test at home or have them tested when they arrive at the training center, but if it is positive they will be sent home. And when applications come in the applicants who have already have been drug tested will have preference over the ones who do not. Contact Rachel Trekell at ANTHC Human Resources for specific testing requirements at 729-1324.</li> <li>• Have had issues of trainees not wanting to do a specific part of the session because they do it different back at their home clinics. If a health aide is not cooperating during a training session please call their CHAP Director sooner rather than later so that they can manage that health aide.</li> <li>• Mental health emergency plan. There needs to be a better hand off from the CHA to the BHA written in the CHAM.</li> <li>• There have been requests at times to give students standing orders tests. A majority or the AACHAPD do not think it is helpful to include that as part of session training. If it is requested again should let them know that it needs to be handled at home.</li> </ul> <p>CRNA</p> <ul style="list-style-type: none"> <li>• Donna will be working with the architect to improve operation flow of the new building. Clinic will be breaking ground May 2012 and the building should be erected October 2013.</li> <li>• Nat Hall is the new CHAP Director.</li> </ul> <p>YHKC</p> <ul style="list-style-type: none"> <li>• Bill is the Village Operations Administrator for YKHC now. Rahniah Parker will be the new CHAP Director. Bill will attend the next meeting with Rahniah.</li> <li>• Christopher Silva is the new Training Center Coordinator.</li> <li>• Opened up the Mountain Village Clinic. There are 8 exam rooms.</li> <li>• Signed with CERNER for EHR.</li> <li>• Had a coping skills seminar 6 months ago and have yet to lose one person who completed that seminar. Getting ready for the 2<sup>nd</sup> seminar.</li> </ul> <p>BBAHC</p> <ul style="list-style-type: none"> <li>• Herman Geffe will be starting next week. He will be based in Igiugig.</li> <li>• Almost done with phase 1 with EHR roll out. Phase 2 is planned.</li> <li>• Received SAMSHA Grant. Community Health Services put together Health Fair and got kids caught up on immunizations, behavioral health did presentations on feelings through the schools. There was a walking health fair that focused on exercise, tobacco cessation and wellness.</li> </ul>	

- David Milligan is the instructor for the UAF Pilot Project for teaching CPR via distance and the health aides will be recertifying by distance. He has also been accepted with UAS as the ETT instructor.

Maniilaq

- EHR will be starting soon.
- Hoping to send 1 trainee to Sitka in Jan.
- 7 vacancies, 2 mid levels starting soon.

MTHC

- In the process of starting the EHR.
- Working on doing more outreach.

Chugachmiut

- About and year and half ago started doing health events. Every 6 months events include getting labs done, workgroups on nutrition, physical fitness, immunizations updated.
- One health aide starting Session I in SEARHC in Jan.

NSHC

- In process of selecting an EHR.
- Going to hire another VSI. Hired two preventive health case managers. A new Vaccine Coordinator. Lost the Assistant Director position.
- Health aide retreat was in October and it was a success.

TCC

- Trying to get in compliance with regulatory requirements.
- Trying to get clinics to be viewed as primary care clinics instead of urgent care clinics.

CATG

- Trying to do more team work with behavioral health.

SEARHC

- CEO has resigned. New COO on board.
- Trying to find a better EHR system.

KANA

- Still trying to adjust to seeing non-beneficiaries.
- Have a couple of new health aide candidates in some hard to fill villages.
- EHR is going well.
- Going to be doing a lot more screening for gonorrhea and chlamydia.

**WRAP –UP SESSION – CLOSING THE LOOP**

**Group**

**Discussion**

Meeting Issues

- There are issues of people leaving meetings before the meeting is over. Let people know that it is expected that they stay at the meeting until the end.

Task List

- Update Resource List - Shae
- 2012 Calendar - Shae
- RAC List
- Distance meeting dry run on Jan. 23, 2012- Carol
- Letter regarding Sheila CB Rep - Shae
- Updating Training schedule - Carol
- Final Sept Minutes with edit and to website – Shae/Carol
- CHAM reading level – given to Beth
- RAC Bylaws signatures and post on website – Shae/Carol
- ARC Bylaws reformat - Shae
- Bylaws Vote in 30 days - Shae
- Review and trend RAC data regarding training centers. - Carol
- Billing manual link to CHAP Directors. - Shae



- Budget for CHAM Revision. - Torie
- Official CHAP Facebook page – Carol
- Define the purpose of the CHA Association

## **PREPARE FEBRUARY 2012 AGENDA**

### **Discussion**

Suggestions for the February Agenda

- Department of Labor
- Post Session Learning Needs (PSLN)
- Medical Traffic
- Labs
- Restructure meeting to allow Strategic Planning in the morning.

### **ADJOURN**

*Motion:* Sheila motioned to adjourn. Barbara 2<sup>nd</sup>. Passed.