

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – February 27- 28, 2012  
Anchorage, AK**

<b>CHAIRPERSON</b>		Sue Steward (Chugachmiut)			
<b>CHAIR-ELECT</b>		John Pearson (KANA)			
<b>SECRETARY-TREASURER</b>		John Everson (SEARHC)			
<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.	T	Etta Ahkinga	Native Village of Diomedede	T
Brenda Bowie	Bristol Bay Area Health Corporation	E	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Donna Bartels	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	A
Nat Hall	Copper River Native Association	T	Louis Murphy	Norton Sound Health Corporation	A
Rene Frasher	Council/Athabaskan Tribal Gov.	P	Dr. Martha Cotten	Southcentral Foundation	P
Susan Shoemaker	Eastern Aleutian Tribes	T	John Everson	SouthEast Regional Health Consortium	T
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	Rahnia Boyer	Yukon Kuskokwim Health Corporation	P
A = Absent E = Excused P = Present T = Teleconference					
<b>Guest/Organization</b>			<b>Guest/Organization</b>		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	
Triptaa Surve (Teleconference)	SOA		Patti Lillie	NSHC	
Therese Brown	SCF		Paul Hager	ANTHC	
Beth Fleischer	ANTHC		Nora Herrera	SCF	
Linda Curda	UAF		Aina Lenda	SOA	
Andy McLaughlin	Chugachmiut		Kristina Walters	SOA	

Monday, February 27, 2012

<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> Sheila S. motioned to approve the Agenda. Crystal S. 2<sup>nd</sup>. Passed</p>	
<b>REVIEW/APPROVE DECEMBER 2011 MINUTES</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<p><i>Motion:</i> Crystal S. motioned to accept the December 2011 minutes. Rene F. 2<sup>nd</sup>. Passed.</p>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"><li>• Changes will be made and final December 2011 minutes will be placed on the <a href="http://www.akchap.org">www.akchap.org</a> website. <b>(completed 2/27/12)</b></li></ul>	
<b>REVIEW WRITTEN REPORTS – ANY FOLLOW-UP</b>	<b>Group</b>
<b>Discussion</b>	
Reports Received: Statewide Services, ARC, EMS Report, AACHAPD to the THD Report	
Discussion:	
<b>ARC Report –</b>	
<ul style="list-style-type: none"><li>• Documents are still pending from ARC. Sheila, Crystal, and Sue will work on the Credentialing Packet/Preceptorship Guidelines and Critical Skills List documents.</li><li>• An email will be sent to Bill S. and Brenda B. regarding the TABE Testing document.</li></ul>	
<p><i>Motion:</i> Sheila S. motioned to approve the written reports. John P. 2<sup>nd</sup>. Passed.</p>	
<b>Follow - Up</b>	
<b>ARC Report -</b>	
<ul style="list-style-type: none"><li>• Sheila, Crystal and Sue will meet on 3/26 via ConnectPro to work on the Credentialing Packet/Preceptorship Guidelines and Critical Skills Checklist.</li><li>• Torie will send email to Bill and Brenda regarding status of TABE Testing document.</li></ul>	
<b>STATEWIDE SERVICES REPORT</b>	<b>Torie Heart</b>
<b>Discussion</b>	
<b>Budgets-</b>	
<ul style="list-style-type: none"><li>• CHAM Sales - \$167,512</li><li>• CHAP Forum - \$12,301</li><li>• Website - \$8,733</li><li>• Recurring funds for Statewide Services - \$202,656</li></ul>	
<b>Activities-</b>	
Cheri Hample presented the “CHAP: CHAM/Document Revision Budget Proposal” to the THDs. The proposal will move forward to the Tribal Shares Methodology Workgroup on March 19, 2012.	
Torie attended the RPMS EHR Training at Maniilaq	
<b>Website-</b>	
The <a href="http://www.akchap.org">www.akchap.org</a> website has been updated. The website averages about 126 visits per day. If something doesn't link properly on the website please let Carol, Shae or Torie know.	
There are secured committee folders. If you would like to access these folders you will need to contact Carol for a user name and password.	

<b>DLN-</b>	
Dorothy will now be working in the ANTHC Training Center. We are currently in the process of hiring a new instructor.	
Courses have been updated.	
Will possibly be changing from Moodle to Health Stream	
<b>Forum-</b>	
Agenda is almost complete. Some topics that will be included are: Emergency Childbirth, Immunization Update, and Point of Care Testing.	
We need Shining Star Nominations. We have received very few nominations to date. Nomination forms are located on the <a href="http://www.akachap.org">www.akachap.org</a> website.	
Form will be on the Coast International Inn; this is the last year. Next year forum will be at the ANTHC COB.	
<b>Presession-</b>	
Face to Face – April 16-20	
<b>Follow Up</b>	
Torie is updating the CHAM/Document Revision Budget Proposal for the Tribal Shares Methodology Workgroup on March 19.	
<b>eCHAM UPDATE</b>	<b>Beth Fleischer</b>
<b>Discussion</b>	
Dakota Systems has completed the data conversion. Beth will start QA Feb 28. When the eCHAM Content Coordinator position has been filled they will do the 2 <sup>nd</sup> round of QA.	
First week of March will have a CHAP Users Group Meeting. In April will be at the CHAP Forum to get more feedback. In May should have website live.	
There were two well qualified candidates that applied for eCHAM Content Coordinator. One has been selected and is a non-beneficiary so will need to be approved by the CFO.	
<b>DIABETES MANAGEMENT SURVEY</b>	<b>Annette Siemens</b>
<b>Discussion</b>	
Annette Siemens, NP, the CHAP Director for APIA and is currently working on completing PhD in public health. Would like approval for a study. Looking at CHAs who have completed basic training and doing in depth surveys to see what their understanding and experience is with diabetes self-management and support in their villages. Would like to interview 10 health aides during the forum. The purpose of the study is to support our health aides so that they can support the patients. All information given will be kept completely confidential and the identity and location of the health aides will not be shared.	
<b>CONVOCAATION PLANNING</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
Convocation will be located at the ANTHC COB in conference rooms 1&2. Discussion was held about convocation content including:	
<ul style="list-style-type: none"> <li>• consistency in training procedures</li> <li>• the purpose of convocation – networking, not a main source of CE</li> <li>• Palliative Care</li> <li>• Good self-care</li> </ul>	
Carol is continuing to work on the agenda for Convocation.	
<b>RSC/SHINING STAR NOMINATIONS SELECTIONS</b>	<b>Carol Odinzoff</b>
<b>Discussion</b>	
<ul style="list-style-type: none"> <li>• Still need more nominations; please see the website <a href="http://www.akchap.org">www.akchap.org</a> for more information.</li> </ul>	
<b>PRIORITY SETTING/STRATEGIC PLAN</b>	<b>Group</b>

**Discussion**

The Strategic Planning document was displayed on the projector. The main topic of discussion was Technology.

**RECESS**

Tuesday, February 28, 2012

<b>CALL TO ORDER, ANNOUNCEMENTS</b>	
<b>Discussion</b>	
John Pearson will be chairing the meeting.	
<b>UAF Report</b>	<b>Linda Curda</b>
<b>Discussion</b>	
The UAF Report was passed out. Linda gave a brief overview of her role in the CHAP program for the new members.	
<b>OFFICE OF MEDICAID AND HEALTH CARE POLICY</b>	<b>Aina Lenda/Kristina Walters</b>
<b>Discussion</b>	
<p>If there are any Medicaid codes that you would like revised let Aina know.</p> <p>Would like to have CHAs talk to patients to find out if they are Medicaid eligible. If a patient is already on food stamps they are usually Medicaid eligible. If the Medicaid and food stamp cases are linked together then when the food stamps are renewed then Medicaid will automatically be renewed as well. If they already have food stamps they don't need to fill out an application and should just call the case worker and they can add Medicaid. Forms are available online.</p> <p>Emails were sent out regarding enrolling CHA/Ps and DHATs. Currently about 70% of staff is enrolled. The DHATs billing system is ready, but the CHA/Ps is not. It will all roll out at the same time. The new process for billing will be using your personal enrollment numbers instead of a generalization group codes.</p>	
<b>ARC BYLAWS</b>	
<b>Discussion</b>	
Torie worked to align the ARC Bylaws with the AACHAPD Bylaws. The bylaws were displayed on the projector. There was discussion regarding on the membership of the Academic Liaison from UAF; in the past it was a voting member, but in an effort to keep all voting members to THOs the decision has been made to have it become an honorary member without a vote.	
<b>WORKING LUNCH – DEPLOYMENT OF PRIORITIES FROM STRATEGIC PLANNING (NEXT STEPS)</b>	
<b>Discussion</b>	
<p>The Strategic Planning document was displayed on the projector. The main topics of discussion were Technology and Communication.</p> <p>The topic regarding DLN session training will be tabled for the June 2012 meeting.</p>	
<b>ROUND TABLE: HEALTH AIDE STAFFING PATTERNS</b>	<b>Group</b>
<b>Discussion</b>	
<p>ANTHC TC – Need to asses PSLN. Session IV coming up. Just inherited a new provider. Would like to incorporate more telehealth into training, but each organization uses it differently so it is difficult to do.</p> <p>Chugachmiut – Requires staff to travel two weeks a year.</p> <p>CATG –</p> <p>TCC – Will start certifying all eligible health aides. A contractor has been brought in to help with revenue. Crystal and Torie submitted an abstract to the International from Congress for Circumpolar Health that will be coming to Fairbanks in August.</p> <p>MSTC – Have 3 health aides and 1 dental health aide. 2 will be certified in June. Supervisor is working on EHR.</p> <p>YKHC – Have a new deputy administrator in village operations. Weather has been a challenge. Have two instructor applicants. Session II training starting soon. A coping skills class was completed, 9 people had participated. Down Sis, field supervision coordinator will be going on maternity leave in May. Still working with CERNER.</p> <p>NSHC – advertising for the village services health director position. CFO is working on state negotiations for reimbursements. Was told to consider certifying CHA I-IIs. CEO is meeting with all the villages to work on current</p>	

issues.

KANA – Still having staffing issues and using Kodiak based itinerants. Costs with this are expensive, lowered rates with Quest (labs) and looking at the possibility of using ANMC.

CRNA – 5 village clinics with 1 CHA per clinic. Had a few CHAs go through training recently. Have a NP on board now and there has been less travel to Anchorage. This summer will be breaking ground for a new medical facility. EHR is still moving forward.

Diomedes – Looking for itinerants, currently have only 1 CHA on staff.

**NEXT MEETING IS TECHNOLOGY BASED JUNE 4-5, 2012**

**Discussion**

Information for the connect pro will be sent out by Carol Odinzoff. **(completed 5/22/12)**

**Prepare June 2012 Agenda**

**Group**

**Discussion**

- Topics for the June agenda were discussed.

**ADJOURN**

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

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – June 4-5, 2012  
Anchorage, AK**

<b>CHAIRPERSON</b>		Sue Steward (Chugachmiut)			
<b>CHAIR-ELECT</b>		John Pearson (KANA)			
<b>SECRETARY-TREASURER</b>		John Everson (SEARHC)			
<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	A
Annette Siemens	Aleutian/Pribilof Islands Assn.	P	Etta Ahkinga	Native Village of Diomedede	A
Brenda Bowie	Bristol Bay Area Health Corporation	A	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Cassandra Kroto	Native Village of Tyonek	A
Jody Hatch	Chitina Trad. Village Council	A	Pamela Keller	Ninilchik Traditional Council	A
Sue Steward	Chugachmiut	P	Andrew Tooyak	North Slope Borough	P
Nat Hall	Copper River Native Association	P	Louis Murphy	Norton Sound Health Corporation	A
Rene Frasher	Council/Athabascan Tribal Gov.	P	Dr. Martha Cotten	Southcentral Foundation	A
Susan Shoemaker	Eastern Aleutian Tribes	P	John Everson	SouthEast Regional Health Consortium	A
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	A
John Pearson	Kodiak Area Native Association	P	Theresa Marks	Tanana Tribal Council	A
Sheila Stein	Maniilaq Association	P	Eva Sensmeier	Yakutat Tlingit Tribe	A
Freida Eng	Metlakatla FMC/AISU	A	Rahnia Boyer	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	
Triptaa Surve	SOA		Paul Hager	ANTHC	
Therese Brown	SCF		Nora Herrera	SCF	
Beth Fleischer	ANTHC				

Monday, June 4, 2012

<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>• Quorum was established at 9 am, no action items were voted on until then.</li><li>• Agenda was reviewed by the group.</li></ul> <p><i>Motion:</i> Sheila S. motioned to approve the Agenda. Susan S. 2<sup>nd</sup>. Passed</p>	
<b>REVIEW/APPROVE FEBRUARY 2012 MINUTES</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<p><i>Motion:</i> John P. motioned to accept the February 2012 minutes as presented. Andrew T. 2<sup>nd</sup>. Passed.</p>	
<b>Follow-Up</b>	
<ul style="list-style-type: none"><li>• Final February 2012 minutes will be posted on the <a href="http://www.akchap.org">www.akchap.org</a> website. <b>(completed 6/7/12)</b></li></ul>	
<b>REVIEW WRITTEN REPORTS – ANY FOLLOW-UP</b>	<b>Group</b>
<b>Discussion</b>	
<p>Reports received: Statewide Services, EMS, eCHAM, ARC and AACHAPD to THDs.</p> <p>Discussion:</p> <p><b>EMS Report -</b></p> <p>There are some changes in the works regarding EMTs I, II and III in Alaska. There is a comment period right now regarding those regulations and new regulations should take effect in 2013. May want invite Jean to attend the September meeting.</p>	
<b>STATEWIDE SERVICES REPORT</b>	<b>Torie Heart</b>
<b>Discussion</b>	
<p><b>CHAM Funding-</b></p> <p>The Tribal Shares Methodology Workgroup recommended that ANTHC should pay for the CHAM, ANTHC CEO is taking this recommendation under advisement.</p> <p><b>Announcement-</b></p> <p>Brenda Bowie is resigning from BBAHC.</p> <p><b>Upcoming meetings-</b></p> <p>CHAP Certification meeting is next week June 12-14, 2012 in Nome.</p>	
<b>Distance Learning</b>	<b>Beth Fleischer</b>
<b>Discussion</b>	
<p><b>Pre-session-</b></p> <p>Had 8 people in Pre-session, a couple people who dropped it. Feedback was that they wished they had others with them going through the same process. Going to try a couple of different things to connect them with the others going through the process.</p> <p><b>Convocation-</b></p> <p>All training centers are not able to participate. Training centers might not have enough time to do convocation. The idea is that it might have to be a field convocation or no convocation at all.</p> <p><b>Forum-</b></p> <p>Had about 55 students, the power point is on the website <a href="http://www.akchap.org">www.akchap.org</a>. Participants received 27 units of CE. iPad 2 was given away for those that submitted their speaker surveys. The Point of Care Testing CLIA by Dr. Tiesinga and Constance Stager regarding waived testing was very informational. To receive a copy of publications please go</p>	



to <http://wwwn.cdc.gov/dls/waivedtests/>.

#### **VA Billing-**

There are about 13 or 14 tribal agreements that allow the tribes to bill the VA directly for point of care services for the veterans. The veterans need to be registered as veterans with the VA. VA will pay for all Health Aides services. The HA regardless of level will have to be certified and registered with an NPI number to qualify for reimbursement.

#### **Glucose Tolerance Testing (GTT)-**

There are changes testing. Not everyone is doing it the same way. Dr. Murphy will be going to a conference and come back in November to give a standardized procedure.

### **PROJECT STATUS**

#### **Discussion**

**ARC Bylaws** – still waiting on ARC to finalize these.

**TABE Testing Document** – Carol O., Rahnia B., and Bill S. will work on this.

### **RAC ANNUAL SELF CHECKLISTS**

#### **Discussion**

RAC sent letters to the AACHAPD approving all the Annual Self Evaluation Checklists from the 4 training centers.

*Motion:* Andrew T. motioned to accept the RAC notifications that the ANTHC, NSHC, SEARHC and YKHC training centers have completed their Annual Self Evaluation Checklists and have meet the Standards for Community Health Aide Training Centers for 2011. John P. 2<sup>nd</sup>. Passed.

#### **Follow Up**

- Sheila S. will present these to the CHAPCB during the June 12-14, 2012 meeting.

### **ARC AGENDA**

#### **Discussion**

The AACHAPD has tried to manage workflow and restructure how work is done in ARC. There was discussion regarding the next ARC proposed agenda items.

*Motion:* John P. motioned to have ARC review Standing Orders Test for electronic format for use in the DLN. Rahnia B. 2<sup>nd</sup>. Passed.

### **eCHAM UPDATE**

#### **Discussion**

Beth gave an overview of her report along with a demo of how the data conversion works.

### **PRIORITY SETTING/STRATEGIC PLAN/DEPLOYMENT OF NEXT STEPS**

#### **Discussion**

The Strategic Planning document was displayed on Connect Pro for all members to see. Technology was the main topic of discussion.

### **ROUND TABLE**

#### **Discussion**

**YKHC** – The field supervision coordinator has been on maternity leave and is scheduled to return on the 18<sup>th</sup> but for only another month before she resigns. The position is open for replacement. Preparation for EHR has been taking up a lot of time.

**CRNA** – Just had annual meeting. Ground breaking for new facility. Have CHA who is going to training in Anchorage in July. Recently lost a CHAIV.

**APIA** – There are 2 CHAs left to be certified. Once they are certified we will be at 100% certified. EHR is going well and will be expanding into smaller villages this summer.

**NSB** – Andrew Tooyak is the new Program Coordinator and has been there since March 2012. Priorities have been

training for the CHAs. There are two new Instructor Trainers.

**KANA** – Two CHA-Ts are starting in July and August. There have been thoughts about starting a training center; updates will be given as progress is made.

**Chugachmiut** – Recently hired to CHA-Ts, one was actually a school teacher who was unable to stay on with the school district and the other is waiting to turn 18. If all applications are approved in June the 100% certification will be maintained.

**Maniilaq** – Currently moving EHR out to the villages. There has also been talk about having a didactic training center as well, but nothing has been formally done about it. There has been a lot of turn over due to CHA burnout. Certification numbers are low but it is due to credentials expiring, and unable to renew so working on that.

**RECESS**

Tuesday, June 6, 2012 1:15

<b>CALL TO ORDER, ANNOUNCEMENTS</b>
<b>Discussion</b>
<b>CHAP DIRECTORS/ARC/RAC COMMITTEE CHAIR WORKGROUP</b>
<b>Discussion</b>
ARC and RAC chairs were not dialed in for the meeting.
<b>PRIORITY SETTING/STRATEGIC PLAN/DEPLOYMENT OF NEXT STEPS Sue Steward</b>
<b>Discussion</b>
The Strategic Planning document was sent out to all members. The main topics of discussion were Technology, Work Force Development
<b>Follow Up</b>
Summit planning virtual meeting will be on July 10, 2012 9-11 am. Torie will send out the documents ( <b>completed 6/7/12</b> )
<b>ADJOURN</b>
<i>Motion:</i> John P. motioned to adjourn. Sheila S. 2 <sup>nd</sup> . Passed.

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – September 17-18, 2012 Approved 12/3/12  
Anchorage, AK**

<b>CHAIRPERSON</b>		Sue Steward (Chugachmiut)			
<b>CHAIR-ELECT</b>		Vacant			
<b>SECRETARY-TREASURER</b>		John Everson (SEARHC)			
<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	A
Annette Siemens	Aleutian/Pribilof Islands Assn.	A	Etta Ahkinga	Native Village of Diomedede	A
Starla Fox	Bristol Bay Area Health Corporation	A	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Cassandra Kroto	Native Village of Tyonek	P
Charlie Ketchum	Chitina Trad. Village Council	A	Pamela Keller	Ninilchik Traditional Council	A
Sue Steward	Chugachmiut	P	Andrew Tooyak	North Slope Borough	A
Denise Ramp	Copper River Native Association	A	Dr. Karen O'Neill	Norton Sound Health Corporation	A
Dr. Rene Frasher	Council/Athabaskan Tribal Gov.	P	Dr. Martha Cotten	Southcentral Foundation	A
Susan Shoemaker	Eastern Aleutian Tribes	T	John Everson	SouthEast Regional Health Consortium	P
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
Tammy Hansen	Kodiak Area Native Association	A	Theresa Marks	Tanana Tribal Council	A
Sheila Stein	Maniilaq Association	T	Eva Sensmeier	Yakutat Tlingit Tribe	A
Freida Eng	Metlakatla FMC/AISU	A	Rahnia Boyer	Yukon Kuskokwim Health Corporation	P
<b>Guest/Organization</b>			<b>Guest/Organization</b>		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	
Deanna Olsen	BBAHC		Paul Hager	ANTHC	
Linda Curda	UAF		Anita Eskilida	Chitina (T)	
Triptaa Surve	SOA (T)		Therese Brown	SCF (T)	
Nora Herrera	SCF (T)		Andy McLaughlin	Chugachmiut	
Aina Lenda	SOA		Sylvana Szczesny	SOA	
Kristina Walters	SOA		Renee Gayhart	SOA (T)	

Monday, September 17, 2012

<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>• Quorum was established at 9 am, no action items were voted on until then.</li> <li>• Agenda was reviewed by the group.</li> </ul> <p><i>Motion:</i> John E. motioned to approve the Agenda with the possible changes. Rahnia B. 2<sup>nd</sup>. Passed</p>	
<b>REVIEW/APPROVE JUNE 2012 MINUTES</b>	<b>Sue Steward</b>
<b>Discussion</b>	
<i>Motion:</i> John E. motioned to accept the June 2012 minutes with changes. Crystal S. 2 <sup>nd</sup> . Passed.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>• Final June 2012 minutes will be posted on the <a href="http://www.akchap.org">www.akchap.org</a> website. <b>(completed 09/18/12)</b></li> </ul>	
<b>REVIEW WRITTEN REPORTS – ANY FOLLOW-UP</b>	<b>Group</b>
<b>Discussion</b>	
<p>Reports received: Statewide Services, ARC, AACHAPD to THDs, and Cost Saving for Telephonic Meetings.</p> <p>Discussion: Torie gave an overview of the Statewide Services Report. There was some discussion on the controlled substances bullet. The controlled substances issue relates to whether PAs and ANPs have the authority to order a CHA/P to give narcotics. The CHAM currently states that the CHA/P must talk with the doctor before giving a controlled medicine (CHAM M-14). The request of the group is to have legal review of both the State of Alaska Medical (Nov 2010) and Nursing (Oct 2011) Statutes and Regulations which govern physician and PA practice, and advanced nurse practitioner practice. The desire is to have a consistent approach within the ATHS and CHA Program on this issue. Torie will request legal review via ANTHC. <b>(Completed 10/26/12)</b></p> <p>Also discussed was the summary document from the State of Alaska Department of Law, Office of the Attorney General, dated 4/17/12 Re: Licensure requirements for individual pharmacists working for tribal health programs, AGO No. AN2009102500. There is a specific section (IV) on the Community Health Aides and what they can do with respect to some pharmacy procedures. The implication relates to whether CHA/Ps can fill medisets for patients. Legal review and program consistency are recommended.</p>	
<b>eCHAM UPDATE</b>	<b>Beth Fleischer</b>
<b>Discussion</b>	
<p>Still working on QA to make sure the XML matches the old InDesign document. Unable to put out beta versions until that is complete. The document management system has been installed. Two RFPs will be going out, one is a mobile application to be able to access the CHAM updates and the other is for RPMS embedding. There is money left in the budget for training editors and users. It is proposed to take any extra money to help transition this project to operations and to help with sustainability.</p>	
<b>IMPROVEMENT EVENT “CHAP 2018 AND BEYOND”</b>	<b>Torie Heart</b>
<b>Discussion</b>	
<p>This CHAP improvement event will have participants from throughout the program who will have an opportunity to look at the current status of the program and to create a path for future success. The meeting will be conducted using the Kaizen Method. The budget for the meeting is approximately \$8k. Kert LaBelle, Lean Manager, Chugachmiut will serve as the even facilitator.</p> <p>Target areas were identified as follows:</p> <ul style="list-style-type: none"> <li>• Workforce</li> <li>• Funding</li> <li>• Training</li> <li>• Scope of Practice</li> </ul>	

<b>DECEMBER ELECTIONS OF EXECUTIVE TEAM</b>
<b>Discussion</b>
With John Pearson resigning, need to find a new Chair-Elect. Sue volunteered to continue as Chair. Crystal S. nominated Sue to continue as Chair. John Everson 2 <sup>nd</sup> . Sue accepts, the vote will take place in December. AACHAPD is still looking for nominations for Chair-Elect. Please be thinking of someone for the December meeting.
<b>REVIEW OF ARC/RAC MEMBERSHIP</b>
<b>Discussion</b>
RAC has one vacancy. <i>Motion:</i> John motioned to accept Deanna Olsen as a member of RAC. Rahnia B. 2 <sup>nd</sup> . Passed.
<b>ARC</b>
<b>Discussion</b>
Did AACHAPD want ARC to take Post Session Learning Needs Field Training Requirement document on as priority? There has not been any progress since 5/2011. RAC is going to discuss the content of PSLN at their December meeting.

Tuesday, September 18, 2012

<b>CALL TO ORDER, ANNOUNCEMENTS</b>
<b>Discussion</b>
<b>IMPROVEMENT EVENT “CHAP 2018 AND BEYOND”</b>
<b>Discussion</b>
The items discussed were the agenda, attendees and future statement. Communities and local tribal health organizations support and advocate for their CHA/Ps in partnership within the Alaska Tribal Health System to eliminate health disparities and to facilitate access to health care. The CHA/Ps, trained to provide emergency, primary and preventive patient-centered care, are acknowledged as essential members of the health care team.
<b>Follow Up</b>
Torie Heart and Shae Aliu will work on invitations and agenda for distribution. <b>(completed 9/21/12)</b>
<b>STATE OF ALASKA UPDATES</b>
<b>Discussion</b>
<ul style="list-style-type: none"> <li>• <b>CHA/BHA/DHA Enrollment and funding (CHAP encounter rate set by IHS, updates) – Kristina &amp; Sylvana</b> – the funding component is waiting on legislative action. Both CHAs and DHAs were being enrolled on Nov. 1. Currently 231 CHAs enrolled and 22 DHAs enrolled. BHAs are not enrolled because they are not eligible for reimbursement at this time.</li> <li>• <b>CHAP Procedure code expansion and reduction of unused codes – Aina Lenda</b> – Located on the Xerox webpage. It is updated as of September 2011. A handout including codes with a count with the number of times it was used was provided. Aina asked that the codes be reviewed to update the list by taking out codes that are not used and see if new codes need to be added. On October 31, 2012 @ 2pm a meeting will be set up via Connect Pro to review the codes. Sylvana will run a report on denied claims because CHA's are not authorized the code billed and provide it prior to the meeting.</li> <li>• <b>Coordination of transportation and enrollment – Kristina and Sylvana</b> – The Alaska Department of Health and Social Services is transitioning from its current Medicaid management information system to Alaska Medicaid Health enterprise. The transition should be complete next year. The first phase requires all providers to be re-enrolled. The first system did not capture all the information needed for the new system. Letters were sent out explaining the transition.</li> </ul>

We are currently working on an online computer system called Smart PA for Travel, for travel authorizations. It should be up and running in November. There will be online training offered. Looking into the call center data within the travel call center, changes on travel authorizations have doubled in the past year. There used to be about 300 changes a day and now there are about 600 changes a day. Most of the changes are escorts. Please have all the information finalized before making the travel arrangements. Kristina will share the requirements for escorts that are already available in the transportation billing manual.

**PRIORITY SETTING/STRATEGIC PLAN/DEPLOYMENT OF NEXT STEPS**

**Discussion**

**AACHAPD BYLAWS**

**Discussion**

According to the AACHAPD Bylaws, business cannot be conducted until a quorum has been established. Furthermore, it is stated that the Robert's Rules of Order should be followed unless otherwise stated. We need to add language that states once a quorum is established, business can be conducted until the meeting is adjourned.

**Follow Up**

Shae will send out the revised bylaws to all voting members of the AACHAPD and will send out an electronic vote. **(revised bylaws were emailed to all voting members 9/24/12)**

**ARC BYLAWS**

**Discussion**

In February, AACHAPD asked ARC to make some changes that would bring the ARC Bylaws in line with the AACHAPD and RAC Bylaws.

**Follow Up**

Shae will send out the most current version of the ARC Bylaws for review **(completed 9/24/12)** and the voting for approval will take place on October 24, 2012.

**SET AGENDA FOR EXO TEAM MEETING 9/19/12**

**Discussion**

Talk about responsibilities of ARC and need to continue to reinforce that there are things to concentrate on such as the alignment, CE Guidelines and Clinical Update.

**DECEMBER AGENDA**

**Discussion**

- Invite Jean Rounds-Riley to present on EMS report and any changes.
- Review on how the CHAP 2018 and Beyond went and what the next steps are.
- Would like the UAF Liaison to report what types of classes are available to CHA/Ps. CHAP Directors should come with ideas on other classes they would like to be available.
- Report from Oct. 31 meeting with the State regarding billable codes.
- Invite Melany Cueva to talk about a grant opportunity on cancer education.

**ADJOURN**

*Motion:* John E. moved to adjourn. Rahnia B. 2<sup>nd</sup>. Passed.

**Association of Alaska Community Health Aide Program Directors  
Meeting Minutes – December 3-4, 2012  
Anchorage, AK**

<b>CHAIRPERSON</b>		Sue Steward (Chugachmiut)			
<b>CHAIR-ELECT</b>		Vacant			
<b>SECRETARY-TREASURER</b>		John Everson (SEARHC)			
<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.	T	Vacant	Native Village of Diomedede	A
Starla Fox	Bristol Bay Area Health Corporation	A	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Cassandra Kroto	Native Village of Tyonek	E
Charlie Ketchum	Chitina Trad. Village Council	A	Pamela Keller	Ninilchik Traditional Council	A
Sue Steward	Chugachmiut	T	Andrew Tooyak	North Slope Borough	A
Denise Ramp	Copper River Native Association	A	Dr. Karen O'Neill	Norton Sound Health Corporation	A
Dr. Rene Frasher	Council/Athabascan Tribal Gov.	P	Dr. Martha Cotten	Southcentral Foundation	A
Susan Shoemaker	Eastern Aleutian Tribes	T	John Everson	SouthEast Regional Health Consortium	P
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
Wayne Sargent	Kodiak Area Native Association	P	Theresa Marks	Tanana Tribal Council	A
Sheila Stein	Maniilaq Association	E	Eva Sensmeier	Yakutat Tlingit Tribe	A
Freida Eng	Metlakatla FMC/AISU	A	Rahnia Boyer	Yukon Kuskokwim Health Corporation	P
A=Absent E=Excused T=Teleconference					
<b>Guest/Organization</b>			<b>Guest/Organization</b>		
Torie Heart	ANTHC		Carol Odinzoff	ANTHC	
Deanna Olsen	BBAHC		Sylvana Szczesny	SOA (T)	
Linda Curda	UAF		Renee Gayhart	SOA (T)	
Triptaa Surve	SOA (T)		Melany Cueva	ANTHC	
Kevin Nolan	KANA				



Monday, December 3, 2012

<b>CALL TO ORDER</b>	<b>Crystal Stordahl</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 E. motioned to approve the Agenda with the additions. Rahnia B. 2<sup>nd</sup>. Passed.</p>	
<b>REVIEW/APPROVE JUNE 2012 MINUTES</b>	<b>Crystal Stordahl</b>
<b>Discussion</b>	
<i>Motion:</i> John E. motioned to accept the June 2012 minutes as written. Rene F. 2 <sup>nd</sup> . Passed.	
<b>Follow-Up</b>	
<ul style="list-style-type: none"> <li>• Final June 2012 minutes will be posted on the <a href="http://www.akchap.org">www.akchap.org</a> website. <b>(completed 12/13/12)</b></li> </ul>	
<b>REVIEW WRITTEN/ORAL REPORTS – ANY FOLLOW-UP</b>	<b>Group</b>
<b>Discussion</b>	
<p>Written reports received: EMS, ARC, and AACHAPD to THDs.</p> <p>Statewide Services Report: CHAP 2018 &amp; Beyond event happened; a PowerPoint will be shown later today. CHAPCB meeting was in October. Carol went to NSHC hospital open house in Nome. November 28 was the deadline for State of Alaska medical board comment on proposed regulation changes. Carol accepted a position on Dillingham and her last day at ANTHC is Dec. 26, 2012. Torie is working on updating CHA clinic lists.</p> <p>DLN: The orientation project has been mapped out. Saeng and Kyle are going to need help from others narrating different pieces. The next quarter classes are ready to roll out in January. The Cancer Education webpage has been redone. The preceptorship course is ready to go and is on the website. Math assessment test has been put online; contact Saeng for this. There have been over 200 students who have taken online classes this quarter.</p> <p>CHAA: Andy McLaughlin is the president. He is going to working on editing the bylaws. Trying to get more CHA/Ps to dial into monthly meetings. Andy also sits on the CHAPCB.</p>	
<b>CHA EDUCATION PROGRAM EVALUATION CHECKLIST</b>	<b>John Everson</b>
<b>Discussion</b>	
<p>John Everson presented the newly revised CHA Education Program Evaluation Checklist.</p> <p><i>Motion:</i> John E. motioned to accept the CHA Education Program Evaluation Checklist. Wayne Sargent 2<sup>nd</sup>. John E. Opposed. Passed.</p>	
<b>eCHAM UPDATE</b>	<b>Beth Fleischer</b>
<b>Discussion</b>	
<p>Converted the InDesign document into XML document which can be transformed into multiple outputs. PDF, eCHAM and possibly a mobile application. There is also a document management system, when a document needs to be edited the piece will be PDF'd and sent to content experts. The content experts will send back their comments and edits, these will all be compiled and then sent off to the CHAPCB for approval. After approval the document is updated in the document management system which then rolls out to all platforms.</p> <p>There have been some concerns about regionalizing the CHAM. The steering committee is looking for direction on whether or not to allow regionalization and to what extent. If regionalization was done now the \$50,000 cost would be taken out of the transition to operations phase. The CHAP Directors feel that this is not a priority at this time and that the money should be used for its original intent.</p>	
<b>SOA BILLABLE CODES</b>	<b>Renee Gayhart Sylvana Szczensy</b>
<b>Discussion</b>	
<p>Recommendation to use evaluation and management services codes in place of screening codes. Lists are not updated on the Medicaid website but a notification will be sent out once it is. SOA met with the Dental Directors</p>	

regarding dental codes, codes D1206 and D0145 will be available to CHA III, IV and CHA/P to use.

The SOA is looking on how to make transportation more efficient and would like AACHAPD recommendations at the next meeting. Renee will put together a list of questions and send to Torie for distribution to the AACHAPD.

### ELECTIONS OF EXECUTIVE OFFICE

#### Discussion

In September Crystal S. nominated Sue Steward to continue as Chair. John E. 2<sup>nd</sup>. Vote today passed.

There are currently no nominations for Chair-Elect. An electronic notification will be sent out by Crystal to all AACHAPD for nominations. Vote will take place at the March 2013 meeting.

### CHAP 2018 AND BEYOND REPORT

#### Discussion

The PowerPoint presentation was displayed while Crystal gave an overview.

### RSC-SHINING STAR/CHAP FORUM

#### Discussion

CHAP Forum will be located at ANTHC COB Conference rooms 1 & 2 for 2013, the agenda is mostly complete. Nominations are still needed for Shining Star. Information is available on the [www.akchap.org](http://www.akchap.org) website and Shae will send out by email (**completed 12/14/12**).

### PRIORITY SETTING/STRATEGIC PLAN/DEPLOYMENT OF NEXT STEPS

#### Discussion

The Strategic Planning document was displayed on the project for all members to see and was updated to include goals from the CHAP 2018 and Beyond Report.

#### Recess

Tuesday, December 4, 2012

### CALL TO ORDER, ANNOUNCEMENTS

#### Discussion

### ROUND ROBIN

#### Discussion

Discussion about iStat Machines and need for CLIA waiver.

#### KANA

- Transition EHR from RPMS to CERNER January 2013
- New MD Kevin Nolan starts January 2013
- Several new hires

#### CATG

- Recruiting for CHA positions
- Working to certify all CHAs to level III
- Organizing clinics and updating equipment

#### TCC

- Moved into new clinic, first day of operations 12/3/12
- CHA wage restructure in progress

#### BBAHC

- Integrating CHA/Ps into outpatient setting
- Working to achieve 8% vacancy rate (11%-23% is normal)
- EHR implementation in Iliamna Lakes region

- Hiring another MLP

#### SEARHC

- Training center instructor vacancy
- CHP recently became PA board certified
- Moving to RPMS EHR
- Pay restructure for CHA/Ps

#### YKHC

- EHR CERNER go live date 1/28/13, training in progress, equipment being installed
- January 14 – March 1 basic training blackout for CERNER implementation
- New field supervision coordinator starts 1/13
- New well child coordinator
- Training center coordinator position vacant
- 11%-12% vacancy rate

#### MSTC

- Operating 2 clinics with 4 CHPs
- CERNER training in progress
- Internet connectivity issues related telepharmacy and telemedicine

#### EAT

- 8 sites, 13 MLPs
- Using RPMS EHR
- JCAHO accreditation, only site in Alaska that is certified as a primary care medical home.

### UAF LIAISON REPORT

Linda Curda

#### Discussion

Linda introduced herself and summarized her role in CHAP for new members. An overview of her report was given.

### CANCER EDUCATION GRANT

Melany Cueva

#### Discussion

Melany gave an overview of the Cancer Education program and trainings. A digital story was shared. There is a new source of funding that is available to expand the Wellness Course. Need a letter of support from the AACHAPD and region to work with to provide additional trainings on cancer education, would prefer to have multiple regions though. Melany will send a letter to Torie outline what is expected of regions who would like to work closer with Cancer Education.

### ARC REPORT

#### Discussion

CHAP Directors read the ARC Report to AACHAPD and discussed items that ARC had questions or concerns about. This information will be relayed at the 12/05/12 Executive Committee Meeting.

### CREDENTIALING AND RECREDENTIALING PACKET

#### Discussion

Group displayed the revised packet onto the projector and went through to edit the document.

#### Follow Up

Crystal, Torie, Deanna and John will meet Jan. 7, 2013 to continue revising the form via ConnectPro.

### ARC BYLAWS

#### Discussion

John had a concern over the ARC Bylaws. This will become a March 2013 Agenda item.

### ADJOURN

*Motion:* Wayne S. moved to adjourn. Renee F. 2<sup>nd</sup>. Passed.