

**Review and Approval Committee
Meeting Minutes – February 14, 2019
Anchorage, AK**

CHAIRPERSON		Faith Walsh (TCC)			
VICE CHAIRPERSON		Jessie Judy (YKHC)			
SECRETARY		Siene Allen (KANA)			
RECORDER		Leah Woolard (ANTHC)			
Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Elsie Dexter	Maniilaq Association	P
Rebecca Coupchiak	Bristol Bay Area Health Corporation	P	Dan Thomas	Norton Sound Health Corporation	P
	Vacant	A	Crystal Stordahl	Tanana Chiefs Conference	E
Siene Allen	Kodiak Area Native Association	P	Faith Walsh	Tanana Chiefs Conference	P
Asela Calhoun	Yukon Kuskokwim Health Corporation	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P
A = Absent E = Excused P = Present T = Telephonic					
Guest/Organization			Guest/Organization		
Leah Woolard	Alaska Native Tribal Health Consortium		Katherine Evon	Yukon Kuskokwim Health Corporation	
Jean Rounds-Riley	Alaska Native Tribal Health Consortium		Junior Tsinne	Copper River Native Association	

Call To Order & Review/Approval of Agenda

Discussion

- Introductions were made around the table.
- The agenda was reviewed.
- *Motion:* Jessie J. motioned to approve the agenda as amended. Dan T. 2nd. Passed.

Review/Approval Minutes

Discussion

- The December 6, 2018 RAC meeting minutes were reviewed.
- *Motion:* Asela C. motioned to approve the minutes. Dan T. 2nd. Passed.

RAC Members

Discussion

Crystal Stordahl & Megan Moser terms expired on 12/18. CHAP Directors reappointed Crystal Stordahl to RAC. CHAP Directors will appoint one more member to RAC.

RAC Bylaws

Discussion

The RAC Bylaws amended at the December 2018 meeting will be sent to AACHAPD for approval.

Unfinished business

Discussion

Field-Based Training Center Instructor Manual – CHAP Directors approved it at the February meeting.

New Business

Discussion

- No Training Center Site Review quinquennial schedule for FY 2019.
- Send out RAC "CHA Training Center Annual RAC Requirements Review" checklist to each Training Center not receiving a site review, after the RAC Committee reviews the previous year's review summaries for each Training Center and add other items if needed.
 - NSHC to review TCC FY 2020
 - TCC to review NSHC FY 2021
 - ANTHC to review YKHC FY 2022
 - YKHC to review ANTHC

RAC members to break into groups to get oriented with the Annual Review Checklist.

- Siene will send out thank-you letter to supervisors of RAC members, cc to RAC member. They can be emailed.
- *Motion:* Siene A. motioned to add supervisor with address to membership list. Asela C. 2nd. Passed.

Dan will update the Annual RAC Work Plan and send to Leah to post on akchap.org.

- *Motion:* Faith W. motioned to add slot for CHAPCB Training Center Representative on RAC agenda. Asela C. 2nd. Passed.

Jean suggests rather than going to CHAPCB to change the standards, have within RAC and ARC, what CHPs can teach. She suggests the list be agreed to by RAC and ARC. RAC reviewed Standard Sec 5.10.025 Training Staff. This is tabled until the May 2019 meeting.

ADJOURN

**Review and Approval Committee
Meeting Minutes – May 23, 2019
Anchorage, AK**

CHAIRPERSON	Faith Walsh (TCC)
VICE CHAIRPERSON	Jessie Judy (YKHC)
SECRETARY	Siene Allen (KANA)
RECORDER	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Elsie Dexter	Maniilaq Association	P
Rebecca Coupchiak	Bristol Bay Area Health Corporation	E	Dan Thomas	Norton Sound Health Corporation	P
Sheri Thomas	Bristol Bay Area Health Corporation	T	Crystal Stordahl	Tanana Chiefs Conference	E
Siene Allen	Kodiak Area Native Association	P	Faith Walsh	Tanana Chiefs Conference	P
Asela Calhoun	Yukon Kuskokwim Health Corporation	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P

A = Absent E = Excused P = Present T = Telephonic

Guest/Organization		Guest/Organization	
Leah Woolard	Alaska Native Tribal Health Consortium	Mary Hingsbergen	Maniilaq Association
Jean Rounds-Riley	Alaska Native Tribal Health Consortium	Katherine Evon	Yukon Kuskokwim Health Corporation

Call To Order & Review/Approval of Agenda

Discussion

- Introductions were made around the table.
- The agenda was reviewed.

Review/Approval Minutes

Discussion

- The February 14, 2019 RAC meeting minutes were reviewed.
- *Motion:* Asela C. motioned to approve the minutes. Elsie D. 2nd. Passed.

RAC Members

Discussion

Crystal Stordahl & Megan Moser terms expired on 12/18. CHAP Directors reappointed Crystal Stordahl to RAC. CHAP Directors appointed Sheri Thomas to RAC to replace Megan Moser.

Add the member's credentials to the membership list.

Unfinished business

Discussion

Follow up on AACHAPD action items – No one is using the AFHCAN PEF.

The next CHAPCB meeting is June 12-14. Need to see if proposed changes to Standards for CHP as Instructor is on their agenda. RAC is requesting that CHAPCB send their meeting agenda to RAC & ARC.

New Business
Discussion
<ul style="list-style-type: none"> • Complete TC annual RAC requirements review process. <ul style="list-style-type: none"> ○ A copy of the summary goes to the RAC Chair. Chair sends a letter of RAC approval of the Self Evaluation to the TC Coordinators, CD Chair, and the RAC archives. NSHC reviewed TCC- No issues. TCC reviewed NSHC – No issues, ANTHC reviewed YKHC – No issues. YKHC reviewed ANTHC- One typo on attrition report. No issues. ○ The summary and Self Evaluation documents go to ANTHC CHAP Statewide Services to be archived. • Site Review Team meeting: No site review this year. • Chair sends a letter of RAC approval of the annual RAC requirements reviews to the TC Coordinators, CD Chair, and the RAC archives. • Training Center Site Review Quinquennial Schedule <ul style="list-style-type: none"> ○ TCC FY 2020 ○ NSHC FY 2021 ○ YKHC FY 2022 • Siene sent out thank-you letter to supervisors of RAC members, cc to RAC members. • <i>Motion:</i> Asela C. motioned to approve Annual RAC Requirements Review. Carolyn C. 2nd. Passed. It will be sent to CHAP Directors to approve at their September meeting. After approval, a fillable form will be posted on akchap.org.
Documents
Discussion
<ul style="list-style-type: none"> • Annual RAC requirements review documents go to ANTHC CHAP Statewide Services to be archived. • Field-Based Training Center Instructor Manual – CHAP Directors approved it at the February meeting.
ADJOURN

Review and Approval Committee Meeting Minutes

Location in-person: 4000 Ambassador Drive, Conference Room 3

Teleconference dial-in: 1-877-446-3914 **Passcode:** 934722#

September 26, 2019

8:30-10:00am

Attendance | Recorder: Leah Woolard, ANTHC | "X" means present

Voting Members					
Faith Walsh, TCC, <i>Chair</i>	X	Rebecca Coupchiak, BBAHC		Dan Thomas, NSHC	X
Jessie Judy, YKHC, <i>Vice Chair</i>	X	Sheri Thomas, BBAHC		Crystal Stordahl, TCC	X
Siene Allen, KANA, <i>Secretary</i>	X	Asela Calhoun, YKHC	X		
Carolyn Craig, ANTHC	X	Elsie Dexter, Maniilaq	X		

Guests		
Leah Woolard, ANTHC	Dr. Mary Gwayi-Chore, Maniilaq	
Jean Rounds-Riley, ANTHC		

Topic	Discussion	Action/Motion
Call To Order & Review/Approval of Agenda	<ul style="list-style-type: none"> • Introductions were made around the table. • The agenda was reviewed. 	<p>ACTION: Faith will add CHAPCB Report as a standing item on agenda.</p> <p>MOTION: Asela C. motioned to approve the agenda as amended. Dan T. 2nd. Passed.</p>
Review/Approval Minutes	The May 23, 2019 RAC meeting minutes were reviewed.	<p>MOTION: Crystal S. motioned to approve the minutes. Asela C. 2nd. Passed.</p>
RAC Members	<ul style="list-style-type: none"> • Rebecca notified ANTHC that she would miss the meetings; Sheri did not. RAC bylaws say that if a member misses two executive meetings, they may be replaced. • Siene and Rebecca's terms are expiring in December 2019. Siene is willing to continue as RAC member. 	<p>ACTION: Faith will email Sheri the agenda with teleconference # and notify her of attendance expectation per bylaws.</p> <p>ACTION: Faith will ask Rebecca if she wants to continue as RAC member.</p>

CHAPCB Report	<p>See attached CHAPCB Reports 6-19 and 9-19.</p> <ul style="list-style-type: none"> • Status of Training Centers seat – IHS has not made a decision if this seat should be an ANTHC Training Center seat rather than all training centers. Dan expressed a concern about ANTHC dominating representation on CHAPCB and future member not knowledgeable about all training centers. • CHAPCB requests that ARC/RAC review trainings that should not be counted as CE. If there are trainings that you don't think should be counted as CE such as compliance requirements, you can petition the CB to add that to the Standards. CHAPCB is also discussing no longer approving CE retroactively. There is a list of pre-approved CEs on akchap.org under CHAPCB tab. There is an ARC approved process for CE document. • CHAPCB wants RAC to add to the RAC reviews a requirement for each Training Center to document appropriateness of their CE. RAC can propose new training center standards for CE. RAC needs to come up with a checklist to review CE. There was a suggestion to add a checkbox to the annual site review form to show everything they looked at this year. 	<p>ACTION: Dan will send the ARC approved CE document to Leah to send to CHAP Directors, RAC, and ARC.</p> <p>MOTION: Dan T. motioned that Training Centers will submit approved CEs by request form to the reading committee. Jessie J. 2nd. Passed.</p>
Open Issues	Open issues are tabled until the December meeting.	
ADJOURN		<p>MOTION: Jessie J. motioned to adjourn. Asela C. 2nd. Passed.</p>

Attachments:

CHAPCB Report 6-19

CHAPCB Report 9-19

TO: RAC and ARC

FROM: Jean Rounds-Riley (Training Center representative to the CHAP Certification Board)

TOPIC: Update to RAC and ARC regarding CHAP CB items addressed at the June 2019 CHAP CB meeting.

DATE: 6/14/19

- Requested changes to CHAP Standard 5.10.025 (a) (2) (see attached) approved as written by ARC, with minimal discussion.
 - Board requested that the list of “Basic Training Classes & Skills to be taught by CHP” be easily available to all.
 - (I would suggest on the akchap.org website, in the Basic Training Centers section.—but up to you all.)
 - Standard 5.10.025 (a) (3) No decision yet. Some members felt the Clinical Instructor wording about “Surrogate body system exams by a CHP” was a more substantive change, so this will need a second reading by the CB.
 - However, it was agreed that the current Standards are vague enough that CHPs can continue doing whatever they currently are doing without violating the Standards.
- Requested changes to CHAP Standard 5.10.035 (c) (3) (see attached) was approved, with minor revisions. There was some concern about the sections of the Standards which refer to the number of patient encounters in Session III—and that by using a simulated uterus this would not be considered a patient encounter.
 - Removed “fundus exam” from the encounter type list—board members discussed the fact that a post-partum exam includes more than just fundus
 - Added an asterisk after “Postpartum” and added to the note “Note: if no new postpartum patient is available, a RAC-approved model may be substituted *for the uterine fundus exam*”
 - This standard revision did invoke considerable discussion, including whether or not this was a substantive change to the Standards.
 - It is understood that if available, the exam would be done on a real post-partum patient.
 - If no postpartum patient available, the remainder of the postpartum exam could/would be performed on a surrogate patient (e.g. the VS, wt, breast and lower leg exams)
 - The description of the model development and approval by RAC/ARC/Medical Directors was helpful in getting this change made.
- The status of the Certification Board seat that I currently occupy has had no response from IHS. (see attachment 1/30/17 letter to IHS) regarding the Training Center Director position —v-an ANTHC Training Center representative. The new IHS Area Director (Dr. Rudd) will make further inquiries with Alaska Area staff to determine the status of this request.
- Drs Daniel and Hodges will work on “Guidelines for Supervising Physicians” which THOs could use to help orient staff.

CE

- Board agreed with the approvals from ARC.
- Regarding ARC's request (in 3/19/19 email) "Based on the inappropriateness of #1 and #2 above, we recommend that CHAPCB increase its efforts to inform CHAP Directors and CHA/Ps of the requirements of Standard 3.10.100(a)." The Certification Board asked that the CHAP Director Representative bring this to the attention of CHAP Directors at their next meeting.
- To remedy the problem of CHAs at times taking CE which later is not approved for credit:
 - The Board proposes (after sufficient time to roll this concept out) that ALL CE be submitted and pre-approved. i.e. NO RETROACTIVE APPROVAL of CE.
 - Please discuss at ARC (TC and Field) what impact this might have on CHA/Ps and programs.
 - And let me know, to report back to CB at October meeting.
- Guidelines:
 - Until recently, ARC had a list of what trainings were NOT accepted as CE (such as Compliance training that is require to do the job: HIPPA, fire drill, PPE fitting, MSDS, annual CLIA documentation review—see akchap.org "CHAP Compliance Record").
 - Recently the Standards were interpreted more broadly, to comply with
(a) Competencies. To be approved by the Board, a continuing education program must (1) cover one or more of the course of study subjects or competencies listed in sections 2.20.100 [CHA I training & education requirements] through .510 [CHP competencies], the CHA/P Curriculum, or the CHAM; (2) directly relate to the clinical practice of a community health aide or community health practitioner; and
(3) be no less than 1 hour in length.
 - CHAPCB would like ARC to come up with more specific guidelines of what they recommend be accepted, which CB can use as a guide. (For example, if ARC does not think compliance training should be counted—state this with justification.)
 - The issuing of a "Certification of Attendance" when a CHA does not pass a session has caused confusion at the CB. CB requests that these either NOT be issued at all, or that they be designed to very clearly show that the CHA did not pass.
 - Related to the above, passing a Basic Training Session counts as CE. (See akchap.org >CHA/P Continuing Education> CHAP CE Guidelines).
 - CB requests that ARC clarify and clearly state whether or not you recommend that someone attending, but NOT passing a basic training session should be able to count that as CE.
 - A work group (JRR, Steve Daniel, Miranda Petruska) was formed to look at inconsistencies among the CHAP CB Standards, the CHAM and the CHAP Curriculum (and make recommendations for remedies).

Re-entry Guidelines:

CHAP CB Thought that All needed re-entry assessment if not working for ≥ 6 months, but the chart in ARC's 2000 Re-Entry Guidelines say 1 year. CB asks ARC to clarify.

I know that ARC has been working on revising the Re-Entry guidelines; perhaps you have already dealt with this? I am not sure where in the Standards CB was looking that they came up with the 6 month stipulation (I was out of the meeting for a while, at another meeting).

Standard Sec. 2.50.200 (b) Requirements for Renewal is the closest that Ella and I could find in the Standards addressing this topic at all. The wording in this standard seems odd to me, and I do not recall where it came from or what we were doing around 1998 when this would have been written. The Standard also says "been employed as" but not that they need to have been seeing patients. I would imagine there are CHA/Ps who are itinerants who would not meet these hour requirements (seeing patients) who we think are doing just fine.

The CHAP CB Renewal application also uses lapse in employment > 180 days and needing re-entry eval.

Can ARC look at this and make recommendations?

Standard Sec. 2.50.200 (b) Requirements for Renewal:

b) An applicant who has not been employed as a community health aide, community health practitioner, dental health aide, or behavioral health aide or behavioral health practitioner an average of at least 15 hours a week for at least six months of the previous 12 months prior to submission of the application must provide evidence satisfactory to the Board that he or she has been monitored in the performance of each required competence until he or she has demonstrated successful performance of each.

ARC Re-Entry Guidelines (2000)

CHP	> 1 yr	1. Clinical evaluation by midlevel practitioner or physician to complete Preceptorship Critical Skills Checklist and review other skills guided by the Post Session Practice Skills List.	1. Current ETT or EMT 2. Work with CHP to comply with Guidelines. 3. If deficiencies noted, schedule Post Session OR Clinical Update
-----	----------	---	--

Community Health Aide Program Certification Board Application for CHA/P Change in Level/Renewal of Certification

16. List dates of lapses in employment greater than 180 consecutive days since last certification.
(If over 180 days, please attach documentation of re-entry evaluation)

TO: ARC and RAC

FROM: Jean Rounds-Riley (Training Center representative to the CHAP Certification Board)

TOPIC: Update to ARC and RAC regarding CHAP CB items addressed at the Sept. 2019 CHAP CB meeting.

DATE: 9/12/19

- CHAP CB meeting dates were changed from October to September due to concerns of another possible government shut down which would cause the meeting to be cancelled (as in January).
 - Since CHAP Directors and ARC have not met since the CHAP CB's last meeting, questions still remain:
 - Please see my report from 6/14/19 CHAP CB meeting and follow-up requested
- Requested changes to CHAP Standard 5.10.025 (a) (3) Passed on this 2nd reading.
 - A question was raised about protocol:
 - Since this Standard change applies to as Standard within the purview of RAC (Chapter 5 of the Standards regarding CHAP Training Centers), it was suggested that similar requests should
- The status of the Certification Board seat that I currently occupy has had no response from HIS, regarding this being the (all) Training Center position –v-an ANTHC Training Center representative. The new IHS Area Director (Dr. Rudd) asked Alaska Area staff to determine the status of this request. They will review and get back to us with an answer (no timeline).
- CE:
 - Until recently, ARC had a list of what trainings were NOT accepted as CE (such as Compliance training that is require to do the job: HIPPA, fire drill, PPE fitting, MSDS, annual CLIA documentation review—see akchap.org “CHAP Compliance Record”).
 - The CHAP CB does not want to write additional policies to clarify what is acceptable.
 - CB did not want to delegate these decisions to ARC
 - CB did suggest if ARC does not want certain trainings to be included as approved CE (such as compliance trainings) that ARC submit a proposal to change the Standards and specify that.
 - The CB wants more information about CE that is sponsored or approved by Training Centers. (We think this falls under Standard 3.10.100)
 - When reviewing applications it is difficult to know if listed CE is approved when it says something like “Matthew’s CE”
 - CB recommends RAC add to the RAC reviews a requirement for each Training Center to document appropriateness of their CE, using criteria much like that used to approve CE from other sponsors.
 - CB also requests that Training Centers notify the CB Program Manager of all CE sponsored or approved by the Training Center, so it can be added to the approved list (for ease of application review).

- For Training Centers: if the Training Center gives some documentation of “attendance” for a CHA who does not complete and/or did not pass a basic training session, this document should indicate number of hours. Since the Training Center Director/Coordinators all said that they thought a CHA should be able to count as CE a session which the CHA did not pass, the CB needs to know the # of hours this might cover.
- Re-Entry Guidelines: Please review ARC documents to ensure they are in agreement with the Standards (Standard Sec. 2.50.200 (b) Requirements for Renewal):
 - (see my 6/14/19 report to ARC for more details)

Sec. 5.10.040 Trainees Selection Process

- This was not discussed at the CHAP CB meeting, but other discussions did emphasize that the Standards need to be utilized when CHAP Directors, ARC or the CHAM are considering program changes.
 - I know that ARC has been discussing the minimum TABE level for entry.
 - The Standards say no less than 6th grade (see excerpt below).
 - If Training Centers want to change this policy, I think RAC should submit that proposal to the CHAP CB.

32 Sec. 5.10.040. Trainees Selection Process.

33

34 **(a) Qualifications for Trainees and Application Process.** The CHA/P Training Center will

35 have a policy for selection of trainees. The selection process will include requiring applicants for trainee

36 slots to file a completed statewide application form recommended no less than four weeks prior to the
37 start of the training session, unless extraordinary circumstances are present. The policy for selection must

38 include requirements that the training applicants have no less than sixth grade math and reading skills and

39 that they have completed Pre-Session, unless the applicant satisfies one of the exceptions to these

- 40 requirements adopted under section 5.10.040(c)

Review and Approval Committee Meeting Minutes

Location in-person: 4000 Ambassador Drive, Conference Room 3

Teleconference dial-in: 1-877-446-3914 **Passcode:** 934722#

December 4, 2019

10 am -12 pm

Attendance | Recorder: Leah Woolard, ANTHC | "X" means present

Voting Members					
Faith Walsh, TCC, <i>Chair</i>	X	Rebecca Coupchiak, BBAHC	X	Dan Thomas, NSHC	X
Jessie Judy, YKHC, <i>Vice Chair</i>	X	Sheri Onate, BBAHC	X	Crystal Stordahl, TCC	TC
Siene Allen, KANA, <i>Secretary</i>	X	Asela Calhoun, YKHC	X		
Carolyn Craig, ANTHC	X	Elsie Dexter, Maniilaq	X		

Guests		
Leah Woolard, ANTHC		
Lucy Bragg, ANTHC		

Topic	Discussion	Action/Motion
Call To Order & Review/Approval of Agenda	<ul style="list-style-type: none"> Introductions were made around the table. The agenda was reviewed. 	MOTION: Dan T. motioned to approve the agenda as amended. Asela C. 2 nd . Passed.
Review/Approval Minutes	The September 26, 2019 RAC meeting minutes were reviewed.	MOTION: Asela C. motioned to approve the minutes. Dan T. 2 nd . Passed.
RAC Members	<ul style="list-style-type: none"> Siene and Rebecca's terms are expiring in December 2019. Siene and Rebecca are willing to continue as RAC members. RAC members added their supervisor's name and email address to the membership list for the thank you letters. 	<p>ACTION: RAC will make a recommendation to CHAP Directors to renew their membership. <i>CHAP Directors approved on 12/5/19.</i></p> <p>ACTION: Leah will update membership list and post on akchap.org. <i>Leah posted updated list 1/17/20.</i></p>

Open Issues	<ul style="list-style-type: none"> RAC reviewed the RAC Bylaws updated December 2018. RAC made changes to Article VIII, Sec I to clarify that RAC Standards final approval has to be approved by CHAPCB. 	<p>MOTION: Siene A. motioned to approve RAC Bylaws as amended. Dan T. 2nd. Passed.</p> <p>ACTION: The RAC Bylaws will be forwarded to CHAP Directors for approval. <i>CHAP Directors approved on 12/5/19.</i></p>
New Business	<ul style="list-style-type: none"> Tanana Chiefs Conference Training Center Site Review Quinquennial Schedule for calendar year 2019 (July-Session II): Team members: Team Lead-Jessie J., Co-Lead-Carolyn C., NSHC member, Back-up-Elsie D., Guest-Lucy B. Jessie will ask Katherine E. if she can be a back-up. Dates: Travel day July 20, Site Review July 21-23, Travel Day July 24. Dan made changes to the Annual Review form that RAC agreed upon in May. Dan also updated the Annual Work Plan. Send out RAC “CHA Training Center Annual RAC Requirements Review” checklist to each Training Center not receiving a site review, after the RAC Committee reviews the previous year’s review summaries for each Training Center and adds other items if needed. <ul style="list-style-type: none"> NSHC review ANTHC ANTHC review NSHC TCC review YKHC YKHC review TCC Send out thank-you letter to supervisors of RAC members, cc to RAC member. Siene has the draft letters to send out. CE Review – RAC would like the training center’s process of CE review to follow the current process. This will go to CHAP Directors for approval in February. 	<p>MOTION: Elsie D. motioned to approve the Annual Review form and Annual Work Plan as amended. Dan T. 2nd. Passed.</p> <p>MOTION: Dan T. motioned that the training center’s process of CE review to follow the current process. Jessie J. 2nd. Passed.</p>
ADJOURN		<p>MOTION: Jessie J. motioned to adjourn. Faith W. 2nd. Passed.</p>

Attachments: