



CHW Workforce Development Work Group NOTES

Monday, November 14, 2016

10:00am-11:00am, Utah Dept. of Health Cannon Bldg. RM 125

Conference call-in: 1-888-740-4219 passcode: 495267

*In attendance: Jessica Strong, Sarah McClellan, Anna Guymon, Pat Eisenman, Yehemy Zavala Orozco, Brittany Guerra, Brittany Snyder, Sarah Hodson (P), Ferron Young (P), Alexis Pearl Lee (P), Paul Wightman (P), McKell Drury (P), Oreta Tupola (P), JulieAnn Titmus (P), Katherine Luke (P), Starr Stratford (P) *(P)=by phone*

- I. Welcome – Jessica and Sarah

- II. Set workgroup meeting schedule for 2017 group consensus to keep schedule in 2017 for 2nd Monday of each month @ 10am:
 - January 9th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - February 13th, Utah Dept. of Health, Cannon Bldg. **RM 128** (no security check-in required)
 - March 13th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - April 10th, Utah Dept. of Health, Cannon Bldg. **RM 128** (no security check-in required)
 - May 8th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - June 12th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - July 10th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - August 14th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - September 11th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - October 9th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - November 13th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)
 - December 11th, Utah Dept. of Health, Cannon Bldg. RM 125 (no security check-in required)

Please note the bolded room numbers for February and April, as the meeting will be held in a different room than the rest of the months. Anna will send out calendar invitations to members, invitation will include call-in info.

- III. Use of existing curricula to synthesize/develop Utah-specific curriculum
 - a. Copyright release(s) from UWAG and UPenn more information needed on required legal release/permission to use both curricula, Anna, Jessica and Pat to report back in December and will discuss further at that time

- IV. CHW curriculum writing group
 - a. UWAG evaluation with rubric writing group of CHWs ran the UWAG curriculum through the curricula evaluation rubric, Jessica asked for volunteers to complete/compare review of UWAG curriculum using the rubric tool to see if same conclusions found. Review will be completed by the following workgroup members:

- i. Starr Stratford, Sarah Hodson, Jessica Strong, Anna Guymon, Brittany Guerra. *Oreta was volunteered, but is a member of the CHW writing group, so has already reviewed.*
 - b. Table of contents Pat and Yehemy discussed the process for developing the Table of Contents and target audience of Train the Trainer. Delivery of the curriculum would offer flexibility for the CHW and population served.
 - c. Timeline proposed Pat discussed a timeline of delivering curriculum and first training in March 2017. Pat and Yehemy will present a structured timeline (by month) for curriculum development and first CHW training at December WFD meeting,
- V. Standard documents Jessica and Sarah M. discussed the need for standard documents reflecting Advisory Board approved products from WFD (Scope of Practice, Core Skills, Qualities, CHW Definition) Anna will send documents with notes. Consensus around branding documents with Coalition logo and list of partners.
- VI. Employer input discussion tabled until next meeting
- VII. Next meeting, December 12th @ 10am

Assignment	Assigned	Due
Run UWAG modules (1-7) through CHW Coalition Evaluation Rubric	Starr Stratford Modules 1, 2, 3 Sarah Hodson Modules 5, 6, 7 Jessica Strong Modules 4,5,6 Brittany Guerra Modules 1,6,7 Anna Guymon Modules 2,3,4	December 5th
Develop timeline (by month) for curriculum development and first CHW training	Pat Eisenman, Yehemy Zavala Orozco and CHW writing team	December 12th
Review legal requirements for use of UWAG and UPenn curricula	Anna Guymon, McKell Drury, Pat Eisenman, Jessica Strong, Sarah McClellan	December 12 th
Review CHW Coalition website and provide feedback/needs for WFD workgroup http://choosehealth.utah.gov/healthcare/term-based-care/community-health-workers.php	ALL	December 12 th