

Practiculum Sub-Group Meeting (Curriculum, Practice)
Thursday, October 18, 2012

Attending: Peter Willems, Coni Williams, Lolita Dash-Pitts, Martha Hicks, Sornia Joseph, MR Street, Marion Banzhaf

Potential new research project: Martha Hicks and Folakemi Odedina met to discuss a letter of intent that Folaki is submitting to PCORI (Patient Centered Outcomes Research Institute). This project would be a collaborative research effort to compare CHW-influenced patient outcomes in Texas and Florida. If selected, the project would start around February 2013.

Women's Health Leadership Institute: Marion reported on the Women's Health Leadership Institute. Lolita, Coni and Sornia were also there. The Institute focused on using the experiences the CHWs already have, and adding skills in program planning, consensus building, evaluation, systems analysis and the qualities and values of leadership. Lolita said, "I can't speak enough about all I learned and have already put to use." Coni and Sornia agreed.

One of the goals of the WHLI was to spark some regional activities and organizing among CHWs. The SW region has set up a conference call for 10/31, and they are also thinking about how to share some of the exercises they did at the Institute. Terri and Averston in Gainesville (Central region) are organizing a CHW "Meet and Greet" for early November, where they intend to also do a couple of exercises, sort of a "Train the Trainer" activity, and do a consensus activity about certification. In the SE, on November 27, a day long conference for CHWs is being planned.

The next Institute will probably be in the Miami area and will probably be in Spanish. We can think about breaking up some of the modules and doing them in pieces in other parts of the state.

Curriculum Review: We had hoped that Cheryl Kerr would be able to join the call, but she had a conflict with the time. We decided to set up a conference call dedicated entirely to discussing the curriculum review. We can target reading certain sections, and also the entire group can talk about what we think about what's been proposed, and whether we can reach any consensus about what stance the Coalition wants to take on standardizing curriculum. Then the next discussion after that is about certification. Marion will set up that call.

Chronic Disease State Plan Update: MR reported on the SHIP (State Health Improvement Plan) and the Chronic Disease part of that plan. It was developed both from the DOH and with external partners. At a summit in May, the chronic disease group identified 8 strategic issues from the SHIP to focus on. CHWs are definitely part of the plan in terms of promoting screening and getting people access to care. We will send out the Plan to this group, and if you are engaged in any activities related to these objectives, let MR know please. We want to help connect people who are doing similar things to

each other to foster partnerships and collaborations. The Action Plan toward the end of document is where you should focus (PAGE 12 in the Action Plan).

Proclamations: The Policy sub-group developed a Proclamation for the Institute which was presented to the Coalition by the Mayor's representative. Perhaps the planning group for the Miami Nov. 27 conference could think about getting a proclamation down there. The role of proclamations is to increase the visibility of CHWs and the role they play. They are most successful when they can be tied to an event that is happening. Sornia will take the idea to the planning group.

Change of meeting time: MR will send out a doodle because we would like to change the time of this meeting to 4 pm on the third Thursday of the month. We'll propose that, and the doodle will tell us if that's the best time for most people.

Next full coalition meeting: November 8, at 11 am.

Next Practicum meeting TBA based on Doodle results, but if it's the same day, it will be November 15, hopefully at 4 pm.

CHW Curriculum Subgroup

Meeting Minutes

January 12, 2012

I. Call to order:

Brandi Knight called meeting to order at 3:05 p.m.

II. Attendees:

Brandi Knight	Dan Washburn	Susan Fleming	Connie Williams
Cheryl Kerr	Zenesha Barkley		

III. Meeting topics:

- a) Curriculum Review Matrix
 - Brandi will email the matrix to the subgroup to review the current competencies and content areas listed.
- b) Obtaining available curricula
 - Connie Williams will contact organizations listed on the matrix to determine if their curriculum is available for public use.
 - Susan Fleming and Brandi Knight discussed the possibility of outsourcing the review/evaluation of available curricula to content experts.
 - Cheryl Kerr stated that St. Pete College has a CHW curriculum but is specific to Maternal and Child Health.
 - Susan Fleming suggested reviewing the states with established certification listed in the article: *Community Health Worker (CHW) Certification and Training: A National Survey of Regionally and State-Based Programs* to identify the core competencies and other certification requirements (if applicable).
- c) Subgroup Participation
 - Susan Fleming suggested that the group review previous meeting minutes to identify individuals who had participated on the calls and reach out to them. In addition, meeting participants were encouraged to invite individuals they thought may be interested in the subgroup.
- d) Revised Meeting Schedule
 - The meeting date for the Curriculum subgroup has been changed to the first Thursday of each month at 3:00 p.m. starting February 2, 2012.

Next Curriculum Subgroup Meeting: February 2, 2012 at 3:00 p.m.

CHW Curriculum Subgroup

Meeting Minutes

February 2, 2012

I. Call to order:

Brandi Knight called meeting to order at 3:05 p.m.

II. Attendees:

Brandi Knight

Dan Washburn

Sean Dickerson

Sornia Joseph

Cheryl Kerr

III. Meeting topics:

a) Obtaining available curricula

- Connie Williams was not present to provide an update on her work to contact organizations listed on the matrix to determine if their curriculum is available for public use.
- Sean Dickerson from Moffitt joined the meeting to extend the resources available to the subgroup in locating and reviewing available curricula
 - Post doc fellow is currently researching available curricula therefore will join the subgroup to combine efforts
- Brandi Knight offered the formation of a ad-hoc group consisting of university personnel and other key stakeholders for the review process

b) Next steps

- At the next meeting, a status update will be provided to the subgroup regarding the progress made to-date

Next Curriculum Subgroup Meeting: March 1, 2012 at 3:00 p.m.

CHW Curriculum Subgroup

Meeting Minutes

March 1, 2012

Dan Washburn called meeting to order at 3:05 p.m.

I. Attendees:

Susan Allen

Dan Washburn

Jaime Corvin

Connie Williams

Cheryl Kerr

II. Meeting Discussion:

- Connie Williams had been searching for organizations to determine if their curriculum is available for public use. She found there was a lot of materials and was requested to send her information to Sean Dickerson, who is collecting the available materials to report later what curriculum/certifications are available.
- Sean Dickerson had let the group know previously that he may not be able to join the meeting. DOH will contact him to get an update on the progress of his work.
- Jamie Corvin, from the University of South Florida joined the phone call. She gave a brief history of her experience with operating an organization that used the NHLBI CHW curriculum to train CHWs in the Tampa area.
- Dan Washburn mentioned a power point presentation that had been presented by the NHLBI on their CHW initiative, which includes a revised curriculum, a train-the-trainer manual, and the power point presentation. When he receives these materials, they will be forwarded to the curriculum group.
- The group reviewed the goals, accomplishments, and work in progress for the upcoming general membership meeting. At this point a survey had been sent out and core elements of curriculum had been developed. This matrix has been sent to Sean's group to evaluate and compare to the other core elements his group are researching. The main work in progress is the gathering and evaluating of curriculum/certifications throughout the states from the graduate students working with Sean. This will lead to some conclusions for Florida in the direction to pursue for a CHW curriculum/certification.
- At the next meeting, a status update will be provided to the subgroup regarding the progress made to-date

Next Curriculum Subgroup Meeting: April 5, 2012 at 3:00 p.m.

CHW Curriculum Subgroup

Meeting Minutes

April 5, 2012

I. Attendees:

II. Meeting Discussion:

- Due to a mix up with the conference call number, the meeting was not held.
- Dan Washburn talked with Sean Dickerson, who is reviewing the curricula that are available throughout the state with help from his staff. He has made progress and plans to have a report/analysis to the curriculum group before our next meeting. We can discuss the findings and what our next steps might be.
- The group can also discuss what to present at the face-to-face meeting on June 14th & 15th.
- We have had three new people who would have been on the call & plan on joining the curriculum committee. I have added them to the address list and hope to have their participation at the next meeting.
- I sent the group information on the CHW process in Minnesota, which includes a 14 credit certification program.
- The NHLBI contacted me and will set up a call time to discuss access to their curriculum and other potential involvement in their CHW initiative.
- We will keep the same call-in number and code & I hope to prevent future glitches.

Next Curriculum Subgroup Meeting: May 3, 2012 at 3:00 p.m.

Thanks

Dan Washburn

Florida Community Health Worker Coalition
<http://www.floridachwn.cop.ufl.edu/>

Practice Committee

Goals

- Provide consistent input based on practical experience to further the goals and objectives of the Florida Community Health Worker Coalition.
- Discuss issues of interest to the group and their practice.
- Contribute and distribute information and advances from the coalition to other community health workers; add to other subgroup meetings and initiatives.
- Provide and test practical information based on experience to assist creation of a recognized career health care profession.

Conference Call

Toll free call number: 888.808.6959

Conference Call: 0851019

Thursday, January 05, 2012

3:00 p.m. – 4:00 p.m.

MINUTES (DRAFT)

1. Welcome
2. Present: Maria Hidalgo-Diaz, Myriam Monsalve-Serna, Lolita Dash-Pitts, Sandra Colon-Ferrer, Sonia Joseph, Maria Martinez, Sornia Joseph, M.R. Street, Corine Stancil
3. Discussion
 - a. Strategies for engaging new members:
 1. Flyer for invitation package - Members decided to use the flyer M.R. Street created for the invitation package. (attached)
 2. New contacts made (Each Practice Committee member was to invite two CHWs to participate in today's call) - Members expressed some difficulty reaching contacts due to the holiday break. Members stated they will continue to reach out to CHWs during the coming weeks. Lolita stated that February – March will be a better timeframe to have invited CHWs join the call.
 - b. Collect list of organizations that have CHWs (Lolita).
 1. List of organizations in Miami-Dade County (Sornia) – Members discussed using the master CHW Coalition list as a starting place. Sornia will send list to Lolita of organizations that employ community health workers.
 2. Request Susan Fleming provide information from the coalition on current members and others who were invited but declined to participate (M.R.) - M.R. will send current list of CHWs, including those who are already on the Practice Committee, to Lolita to follow up with leads.

- c. Open discussion
 - i. Sandra Colon-Ferrer suggested the topic of ‘healthcare fraud’ to be addressed by the Practice Committee and the CHW Coalition. Sandra accepted the invitation to present information to the statewide coalition in the near future. M.R. will contact Susan Fleming to follow up with the opportunity.
 - ii. Maria Martinez would like to set up a “Train-the Trainer” opportunity for CHWs. Maria will send details via email.
- 4. Next steps
 - a. Activities needed prior to next call – Continue to reach out to other CHWs to participate on the calls.
 - b. Next call scheduled for **January 19, 2012, from 3-4 PM** (Eastern Time)
- 5. Adjourn

Practice Sub-Committee Team Leads:

Sornia Joseph: SJoseph@HCNetwork.org

Martha Hicks: Martha_Hicks@doh.state.fl.us

Practice Sub-Committee DOH Team Support:

M.R. Street: MR_Street@doh.state.fl.us

Janice Daly: Janice_Daly@doh.state.fl.us

Corine Stancil: Corine_Stancil@doh.state.fl.us

FL CHW Coalition - Practicum Meeting Minutes
August 16, 2012

Attendees: (8 people on the call)

Brendaly Rodriguez

Lolita Dash-Pitts

Coni Williams

Linda Paige

Sean Dickerson

Patria Alguila

Brandi Knight

Corine Stancil

1. Request to change conference call time due to conflict with C-CRAB. (Request made by Marion Banzhaf)
 - a. The group has agreed to change the conference call to 2 p.m. instead of 3 p.m.

2. Curricula Review
 - a. Brandi Knight provided an update on the first deliverable from the vendor.
 - b. Brendaly stated that the vendor omitted a curriculum that was created in Florida. Brandi will follow up with vendor.
 - c. The next deliverable is due on August 17, 2012. The vendor is to review results from last year's survey, and compare with information collected during the curricula review.

3. Policy Group Bill and Brief
 - a. Corine Stancil reminded members that the Policy group is awaiting feedback on the draft resolution language of the bill.

*There was a lot of feedback and static on the line, which made it difficult to hear at times. The call ended at 3:24 p.m.

The next meeting will be September 20, 2012 at 2 p.m.