



Office of  
Equity and Inclusion

**Traditional Health Worker Commission**

**AGENDA**

August 25, 2014

1:00 PM - 4:00 PM

Oregon Dental Association

**Conference Room**

8699 SW Sun Place

Wilsonville, Oregon 97070

Conference Call Line: 1-866-590-5055

Host Code (April): 8629036

Participant code: 2766017#

#	Time	Topic	Content
1.	30 min 1:00 – 1:30	<b>Welcome Minutes approval</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Review Agenda</li> <li>• Approve July Minutes</li> </ul>
2.	60 min 1:30 – 2:30	<b>Subcommittee Updates</b>	<ul style="list-style-type: none"> <li>• Systems Integration Committee</li> <li>• TEMPS-Presentation</li> </ul>
	15 min 2:30 – 2:45	<b>Break</b>	
3.	30 min 2:45 – 3:15	<b>Old Business</b>	<ul style="list-style-type: none"> <li>• Scope of Practice-Presentation</li> </ul>
4.	30 min 3:15 – 3:45	<b>New Business</b>	<ul style="list-style-type: none"> <li>• Scope of Practice-Presentation</li> </ul>
5.	15 min 3:45 – 4:00	<b>Public Comment</b>	
	4:00	<b>Adjournment</b>	

**Meeting Materials:**

Meeting Agenda

July Meeting Minutes

Subcommittee Meeting Agendas & Minutes

**Next THW Commission Meeting:**

September 22, 2014

1:00 PM - 4:00 PM

Human Services Building

500 Summer St. **Room 137A**

Salem, Oregon 97301

1-866-590-5055, Participant Code: 2766017#

**If you have a disability and need a modification to attend or fully participate in this event, please contact:**

April Johnson,

Health Equity Workforce Manager

Office of Equity and Inclusion

971-673-3383

[april.r.johnson@state.or.us](mailto:april.r.johnson@state.or.us)

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Thank you for your cooperation.



## THW Commission Meeting

### MINUTES

July 28, 2014 | 1:00 – 4:00 pm

Portland Lincoln Building, Transformation Center

**Attendees:** Cheryl Badaracco, Krissa Caldwell, Phaedra Duarte, Keesha Dumas, Alaiyo Foster, Eric Martin, Roxanne McAnally, Connie Miyao (Proxy—Sarah Baessler), Raeban Nolan, Edna Nyamu, Ally Lynfoot, Jennine Smart, Kelly Volkman, Jean Yamamoto

**Public:**

**OHA Staff:** Shawn Clark, April Johnson, Jayvin Green, and Scott Montegna—Public Health

#	Topic	Decisions/Tasks
1.	Quorum	•
2.	Meeting Minutes Review and Approval	• Approved
3.	Presentations	<ul style="list-style-type: none"> <li>○ Oregon Home Care Commission</li> <li>○ Cheryl Miller</li> <li>○ Registry TA- <ul style="list-style-type: none"> <li>▪ Rolled out registry county by county</li> <li>▪ Worked with Oregon WorkSource to include registry assistance at their sites</li> <li>▪ Worked with individuals to fill out their application</li> <li>▪ THW-HCI orientation process-Physical site-DHS provider relations unit-local level orientations</li> <li>▪ Process for disabled and elderly is different</li> <li>▪ Matching system</li> <li>▪ Paid for CPR first Aid certification (pre reqs)</li> <li>▪ Help wanted ads</li> <li>▪ Presentations about</li> <li>▪ Training coordinators-CBOs/CCs</li> </ul> </li> <li>• April will consult with Cheryl Miller for ideas about Registry rollout and system integration for certifying and hiring THWs</li> </ul>
4.	Subcommittee Updates	<ul style="list-style-type: none"> <li>○ TEMPS <ul style="list-style-type: none"> <li>▪ CEU Draft –individuals can receive CEUs from OHA approved and non OHA approved training program</li> <li>▪</li> </ul> </li> <li>○ SOP <ul style="list-style-type: none"> <li>▪ Jeanine will send out pdf of Macro-Micro and Meso role descriptions to Commissioners for comment only.</li> <li>▪ Fixes to document on August 28, 2014 meeting in real time. Will need 1.5 hours. 1:10 to 2:30.</li> </ul> </li> </ul>

5.	<b>Old business</b>	<ul style="list-style-type: none"> <li>○ Recommendation Template: Background- issue statement- - Recommendation-Cost Impact-Yes/NO, impact if not adopted</li> <li>○ Work Plan needs to reflect a color code for OHA tasks <ul style="list-style-type: none"> <li>▪ Put the date of work plan updates on the plan</li> </ul> </li> <li>○ Registry- ongoing work with OIS. Seeking SME <ul style="list-style-type: none"> <li>▪ Includes language</li> <li>▪ THW must be state certified?</li> </ul> </li> </ul>
6.	<b>New Business</b>	<ul style="list-style-type: none"> <li>○ Systems Integration Subcommittee—Transformation Center Survey vetting process <ul style="list-style-type: none"> <li>▪ Systems integration subcommittee</li> <li>▪ Send Survey comments to Maikia</li> <li>▪ SI will work with Makia on wordsmithing</li> </ul> </li> </ul>
7.	<b>Agenda Planning for Next Meeting</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
8.	<b>Parking Lot</b>	<ul style="list-style-type: none"> <li>• Commission effectiveness survey</li> </ul>
9.	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>○ Kris Anderson <ul style="list-style-type: none"> <li>▪ Thinks we are making more work for ourselves as a commission. <ul style="list-style-type: none"> <li>• One page questionnaire for CEUs is the norm.</li> </ul> </li> <li>▪ Survey <ul style="list-style-type: none"> <li>• Should not be asking if people are interpreters.</li> </ul> </li> </ul> </li> </ul>
11.	<b>Adjourn</b>	

THW Commission Attendance Chart for 2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Cheryl Badaracco	x	X	x	x	x	x	x					
Krissa Caldwell	x		x	x			x					
Phaedra Duarte	x	x	x	x	x	x	x					
Keesha Dumas	x	x	x	x	x	x	x					
Alaiyo Foster	x	x	x	x	x	x	x					
CCO Vacancy												
Ally Linfoot	n/a	n/a	n/a	x	x	x	x					
Eric Martin	x	x	x	x	x	x	x					
Roxanne McAnally	x	x	x	x	x	x	x					
Connie Miyao	x	x	x	x	x	x	X Proxy					
Raeben Nolan	x	X	x		x	X	x					
Edna Nyamu	x	x	x	x	x	x	x					
THW Vacant												
Maria Sanchez			x	x								
Jennine Smart	x	x	x	x	x	x	x					
Kelly Volkmann	x	x	x	x	x	x	x					
Jean Yamamoto	x	x	x	x	x	x	x					
Meg Hayes												
THW Vacant												

As of May, the Commission has decided to keep an attendance log at the end of each meeting.

As of April, the Commission has decided the following attendance rules apply to all Commissioners.

In order to keep their position as a THW Commissioner, a Commissioner:

- Cannot miss more than two consecutive meetings or;
- Three meetings total for the year.

(Phone participation counts as attendance.)



**Traditional Health Worker Commission  
Systems Integration Subcommittee  
Meeting**

**AGENDA**

Aug 25, 2014

9:00 am to 12:00 pm  
Oregon Dental Association  
8699 SW Sun Place  
Wilsonville, OR 97070

#	Time	Topic	Content
1.	9:00-9:15 am	Welcome, Introduction, Minutes Approved, Note Taker assigned	Minutes of July 28 Systems Integration subcommittee meeting
2.	9:15-9:45 am	Finalize Charter	Draft Charter
3.	9:45-11:45 am	Review Tool Kit	Assigned elements of tool kit to be discussed, plan for outreach to complete additional components
4.	11:45 am-12:00 pm	Public Comment	
5.	12:00 pm	Adjourn	

**Meeting Materials:**

- July 28 Systems Integration subcommittee minutes
- SI Subcommittee Draft Charter

**Next SI Subcommittee Meeting:**

Sept 22, 2014, 9:00 am-12:00 pm

**Contact**

Jean Yamamoto  
503-408-4090, ext 456  
yamamotoj@seiu503.org

April Johnson,  
Health Equity Workforce Manager  
Office of Equity and Inclusion  
971-673-3383

[april.r.johnson@state.or.us](mailto:april.r.johnson@state.or.us)

## HW System Integration Committee Meeting Notes

**DRAFT**

July 28, 2014

Lincoln Building, Portland

9:00am – 12:00pm

Members attending		Representing	Public	Representing
x	<b>Jean Yamamoto, Chair</b>	THW Comm/SEIU	Debra Catlin	Doula's of Lane County
x	Allyson Linfoot	THW Comm/PSS	Jesse Remer	Doula – Providence Health Systems
x	Edna Nyamu	THW Comm/ ORCHWA/CHW		
x	Lakeesha Dumas	THW Comm/PSS		
x	Roxanne Mcanally	THW Comm/OHCC		
X	April Johnson	OHA Office of Equity & Inclusion		
	<b>Absent</b>			
Topic	Discussion Notes		Action/Member Assigned	
Welcome/ Introduction	See above public/visitor list			
Minutes	Minutes from June 2014 were reviewed and approved by consensus.			
Subcommittee Applications	<ul style="list-style-type: none"> <li>• Discussed each applicant                             <ul style="list-style-type: none"> <li>○ Qualifications</li> <li>○ Geographic location</li> <li>○ Diversity</li> </ul> </li> <li>• Will hold the application process open to search for a Patient Navigator to fill another open seat</li> <li>• Subcommittee agreed by consensus on 5 applicants to fill 5 vacant seats</li> <li>• Another recruitment email should be sent out that should include the Patient Navigator definition</li> <li>• April will also facilitate the recruitment of a CCO rep to fill Rosa Klein's seat</li> </ul>		<p>April Johnson</p> <p>April Johnson</p>	

A tool kit for CCOs

- Need pay rate info for Doula's and CHW's
  - Kelly Volkman may have hourly wage info for Navigator
  - LaKeesha is working on the cost to organizations to employ THW's
  - Ally will send LaKeesha examples of fully loaded budgets for the hiring of peers
- Discussed the population categories
  - Re-draft the matrix
- Job descriptions have been requested from Scope of Practice Subcommittee
- April has requested additional funds from to improve the THW web page which would be a direct link from the Transformation Center's website.
- Draft of Benefits of using/hiring THW's due in 2 weeks
- Create a graph of what the benefits and outcomes are for THW's based on the triple aim and adding health equity as a 4<sup>th</sup> aim of the state

Example:

	Region	Cost Savings	17 CCO Measures
Benefits			
Current System			
Pilot Systems			

Cost Savings should include:

- highest cost savings
- Behavioral Health
- Emergency Room
- Maternal/Child

- Can we use ASAM to look at implementation into the patient care

LaKeesha will follow up

Ally

Jean Yamamoto

Edna will follow up

Ally and Edna

Do we want to present this as a recommendation that the TC work with the Innovator Agents to create this graph?

	<p>team for addiction peers?</p> <ul style="list-style-type: none"> <li>• Role of CBO's: What is the purpose of contracting with CBO's <ul style="list-style-type: none"> <li>○ Supervision</li> <li>○ Support for the worker</li> <li>○ Risk accepting entity</li> </ul> </li> <li>• Updated and streamlined the Commission Task/Activities template.</li> </ul>	<p>Jesse will provide info for Doula's</p> <p>April will updated based on suggested changes</p>
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**Parking Lot**

**Distribution List**

	<b>Representing</b>	<b>E-mail</b>	<b>Telephone</b>
Jean Yamamoto	THW Commission	<a href="mailto:yamamotoj@seiu503.org">yamamotoj@seiu503.org</a>	503-830-2539
Edna Nyamu	THW Commission	<a href="mailto:ednaglena@orchwa.org">ednaglena@orchwa.org</a>	503-754-6965
Lakeesha Dumas	THW Commission	<a href="mailto:lakeeshadumas@gmail.com">lakeeshadumas@gmail.com</a>	503-935-7204
Allyson Linfoot	THW Commission	<a href="mailto:alinfoot@co.clackamas.or.us">alinfoot@co.clackamas.or.us</a>	503-742-5951
Roxanne McAnally	THW Commission	<a href="mailto:Roxanne.R.McAnally@state.or.us">Roxanne.R.McAnally@state.or.us</a>	503.373.7606
April Johnson	THW Commission	<a href="mailto:april.r.johnson@state.or.us">april.r.johnson@state.or.us</a>	

**Traditional Health Worker Commission  
TEMP Meeting**

**AGENDA**

Aug 25, 2014

9:00 am to 12:00 pm

Oregon Dental Association  
Conference Room  
8699 SW Sun Place, Wilsonville, OR 97070

Alaiyo Foster, Chair

#	Time	Topic	Content
1.	9:00 – 9:05 5 minutes	Minutes	Review of July minutes
	9:05– 9:50 45 minutes	CHW Presentation	CHW competency assessment
2.	9:50 – 10:15 25 minutes	Old Business	Finalize CEU Application
3.	10:15– 10:30 15 minutes	Break	
4.	10:30 – 11:45 1 hour, 15 minutes	New Business	Klamath Falls app IPCED Application
	11:45 – noon 15 minutes	Public Comment	Varies

**Meeting Materials:**

**Next THW Committee Meeting:**

**August 25, 2014**

1:00 PM - 4:00 PM | Oregon Dental Association  
Conference Room  
8699 SW Sun Place, Wilsonville, OR 97070  
1-866-590-5055, Participant Code: 2766017#

\*Subcommittee meetings will be held from 9 to 12

**If you have a disability and need a modification to attend or fully participate in this event, please contact:**

April Johnson,  
Health Equity Workforce Manager  
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## DRAFT Training Evaluations Metrics Program Scoring (TEMPS) subcommittee minutes

7, 28, 2014 Lincoln Building Room 775 Portland, OR

9:00-12:00 PM

Members attending		Representing	Public	Representing
X	Cheryl "Che" Badaracco	THW Commission/CHW		
X	Arika Bridgeman-Bunyoli	Community Health Worker		
	Krissa Caldwell	THW Commission/Community Colleges/Governor		
X	Phaedra Duarte	THW Commission/CHW		
X	LM Alaiyo Foster	THW Commission: Chair		
X	Raeben Nolan	THW Commission/Doula		
	Rollin Shelton	Peer Support Specialist/Wellness		
X	Staff Shawn Clark	Addictions and Mental Health Division (AMH)		

Topic	Discussion Notes	Action/Member Assigned
Agenda/Minutes	Agenda reviewed and minutes approved. Alaiyo will ask April/Jayvin to send letters of acceptance to members accepted to the subcommittee, Arika Bridgeman-Bunyoli and Rollin Shelton	Alaiyo Foster
Develop the Continuing Education Unit Provider Application	The subcommittee reviewed the revised THW continuing education unit application. Edits were made on the hard copy. Shawn will make those changes in the electronic version and send to the committee with the meeting minutes. ( See attached) Alaiyo presented the document work to the THW Commission for consideration.	Alaiyo will present the document for approval to the THW Commission or April Johnson? 8-25-14 or TBD?
TEMPS Work plan Update	Cheryl "Che" Badaracco lead the discussion in completing the work plan. She outlined it hard copy. See below in parking lot	Shawn will add to the minutes and send to Jayvin to add to the THW work plan.

CHW's skills assessment	Arika Shared that the Community Capacitation Center got a grant and has a draft CHW's skills assessment tool. There needs to be one for each THW worker type.	Arika to present at next subcommittee meeting ?
Follow up on document revisions	Follow up on status of the training program evaluation rubric and application to see if the changes have been made to update the formal documents. The committee recommends that the following question(one like it) be added to both the application and then the evaluation rubric. "Please describe how your organization plans to explain and support your graduates in the process of becoming a certified THW with the Oregon Health Authority."	Shawn will follow up with Jayvin and April.
Agenda development	Finalize CEU document to present to full Commission Complete Charter Arika to present draft CHW skill assessment tool Outline individual recertification document	Alaiyo to draft and send to Shawn Shawn to send to committee Committee to finalize Alaiyo to send to Jayvin to format and copy
Public comment	None	

Parking Lot
<p>TEMPS Committee Work Plan additions</p> <p>2.4.1 <b>Email</b> TEMPS need email setup in order to respond to public</p> <p>2.5.1. <b>Subcommittee membership</b> approval of applicants, notification of approval, confirmation of acceptance of applicant</p> <p>2.6.1. <b>Charter</b> draft, approval by subcommittee, approval by commission</p> <p>2.7.1 <b>THW Full Certification and Registry Enrollment Application</b></p> <p>Review, update, approval by subcommittee, approval by Commission, post on website</p> <p>2.1.4 post on the website</p> <p>2.2.4 post on the website</p>

2.2.5 Create and approve list of CEU trainer organizations whose trainings would be approved for THW as appropriate to worker type

<b>Distribution List</b>			
<b>Name</b>	<b>Representing</b>	<b>E-mail</b>	<b>Telephone</b>
<b>Guests</b>			



Office of  
Equity and Inclusion

**Traditional Health Worker Commission  
Scope of Practice Meeting**

**AGENDA**

Aug 25, 2014

9:00 am to 12:00 pm

Oregon Dental Association  
Conference Room  
8699 SW Sun Place, Wilsonville, OR 97070

Kelly Volkmann, Chair

#	Time	Topic	Content
1.	9:00 – 9:15 15 minutes	Minutes	Review of July minutes
2.	9:15 – 9:30 15 minutes	Subcommittee Member Applications	Review any applications
3.	9:30 – 10:45 1.25 hours	Continue developing Micro level matrix of roles and duties	Review and edit matrix
4.	10:45 – 11:45 1 hour	Prepare for presentation of Matrix to full Commission	
5.	11:45 – 12:00 15 minutes	Public Comment	

**Meeting Materials:**

**Next THW Committee Meeting:**

**August 25, 2014**

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### THW Scope of Practice Sub Committee Notes

July 28, 2014

Transformation Center, Lincoln Building, Portland

9:00-12:00

	<b>Members Attending</b>	<b>Representing</b>	<b>Public</b>	<b>Representing</b>
X	Sarah Baessler, standing in for Connie Miyao	Oregon Nurse's Association	Julia Peralta	Intern, Benton County Health Department
X	Jennine Smart	Consumer		
X	Eric Martins	THW/ACCBO		
X	Kelly Volkmann	Benton County Health Department		
Absent	Maria Sanchez	THW/ORCHWA		
X	Wendy Scharp – new Subcommittee member	Doula and Doula trainer		
<b>Topic</b>		<b>Discussion Notes</b>		<b>Action/Member Assigned</b>
Welcome/Minutes		Minutes from 6/23/2014 approved.		none
Review of Subcommittee member applications		Approved application from Wendy Scharp, doula and doula trainer. Wendy attended the meeting and contributed her input into the doula role matrix.		Kelly to email applicant from Medford to assess interest/ability to skype or phone in for monthly subcommittee meetings.

	Second applicant from Medford. Concern that he would be unable to regularly attend meetings in person.	
Reviewing and editing of Matrix	<p>Edited micro levels</p> <p>Added doula input to meso levels</p> <p>Preparation for presenting draft models to full commission.</p>	<b>NOTE: Presentation to full THW commission was delayed until August meeting due to lack of time.</b>
Agenda topics for next meeting	<ul style="list-style-type: none"> <li>- Complete edits</li> <li>- Prepare for initial presentation to full commission</li> </ul>	

**Parking Lot**

**Distribution List**

	<b>Representing</b>	<b>E-mail</b>	<b>Telephone</b>
Kelly Volkmann	THW Commission	<a href="mailto:Kelly.volkmann@co.benton.or.us">Kelly.volkmann@co.benton.or.us</a>	541-766-6839
Connie Miyao	THW Commission	<a href="mailto:miyao@oregonrn.org">miyao@oregonrn.org</a>	503-293-0011
Jennine Smart	THW Commission	<a href="mailto:jenninesmart@gmail.com">jenninesmart@gmail.com</a>	971-322-9900
Eric Martin	THW Commission	<a href="mailto:eric@acbo.com">eric@acbo.com</a>	503-407-9692
Wendy Scharp	Doula and doula trainer	<a href="mailto:wendy@portlanddoualove.com">wendy@portlanddoualove.com</a>	503-766-3495