TRADITIONAL HEALTH WORKER TRAINING RENEWAL PROGRAM APPROVAL EVALUATION RUBRIC

TRAINING PROGRAM NAME:

DATE OF REVIEW:

Number of Training Hours:

Instructions here to explain - Please see Appendix A for instructions of how to use the rubric and the process of review.
Checklist of items that need to be submitted prior to the meeting.

- **Submit Conflict of Interest Form for each application. This is to be emailed to Cook Shaun F SHAUN.F.COOK@oha.oregon.gov or submitted via Smartsheet prior to the meeting.**
- **Complete personal review and notes and submit prior to being used to complete Group Rubric**

Clarify roles of reviewers (subcommittee members) and SMEs (classified as members of public) - subcommittee members and members of the public must recuse themself when discussing applications. Any questions will be provided in an email following the discussion and applicants will have the ability to respond and address any questions via email.

Group Rubric

NAME	ACTIVE REVIEW	OBSERVATION/PUBLIC SME	RECUSED

EVALUATION SCORE SCALE:

0- Response missing or does not address the question to meet the required standards
1- Response does NOT adequately address the required standards
2- Response meets some but not enough of the required standards for approval
3 – Response adequately meets the required standards and can be approved with recommended changes
4 - Response to question meets required standards
5 - Response to question exceeds required standards

EVALUATION: TRAINING PROGRAM PRINCIPLES AND PRACTICES

ATTACHMENTS

Section 1: General information

_____**1.5 Summary of changes** — What changes have been implemented since training was last approved and where changes can be found **(required)**

_____**1.6 Summary of training experience** — Any prior THW training experience in the past three years **(required)**

Section 2: Training program details

_____**2.3 Signed updated agreement** with an Oregon CBO. Required for all non-Community Based Organizations (see OAR at https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=325622) **(required)**

_____**Student feedback form** — **Not required if unchanged**

_____**Check here if there are no changes**

_____**Facilitator's Guide** — Syllabus/overview or agenda only — **Not required if unchanged**

_____**Check here if there are no changes**

_____**2.6 Copy of Certificates of Completion** with designation: **(required)**

- **Lived experience** — Required for PSS and PWS certifications, **or**
- **Community experience** — Required for CHW and TTHW certifications
- **Plus, completion of all instruction and assessment requirements (required).**

_____**2.6 Copy of certificates of attendance or participation** without appropriate designation:

- **Not required for PHN, Doulas or TTHW**
- **Plus, completion of all instruction and assessment requirements (required)**

#	Topic	Description/Considerations	5 - 4 Strong evidence	3 Adequate with changes	2 Concerns	1-0 Minimal Evidence	Comments, Recommendations
1.4	Organizational Overview	Does the organization have a developed understanding of the THW model and how to integrate THW training with their mission and teaching philosophy? Prior THW training experience is not required but may be considered in evaluating this question.					
1.5	Summary of Changes	Attach a 1–2-page PDF document outlining any changes your organization made to the training in the last three (3) years. Do not exceed two (2) pages. Include changes to: ● Curriculum ● Associated documents ● Delivery method ● Geographical location ● Instructors					Required Attached document
1.6	Attached Summary of Training Experience	Attach a 1–2-page PDF document listing your organization's prior experience in training THWs in the past three (3) years. Do not exceed two (2) pages. Include: ● A brief description or list of topics covered, ● Start and end dates (if not ongoing), ● Location, ● Hours of training, ● Training format, and ● Target audience.					Required Attached document
2.2	Experienced THW involvement	Does the program use experienced THW's in developing and teaching the curriculum? If not, is there an adequate explanation?					

2.3	Recruitment and Enrollment	Identify the approach for recruiting and enrolling students. Indicate collaborations, if any, with other entities (CBOs, CCOs, other programs, etc.) and describe the organization's strategies for reducing barriers to enrollment (required, 150 words):					
2.3	Fees	Are there any costs for individuals, groups or organizations to enroll in and complete the training program? If so, describe the fee structure for the training program (optional — not a factor in determination of program approval, 150 words):				Not required for approval	**Y / N**
2.4	Equivalency	Does the program grant equivalency for previous training and describe how equivalency is assessed? If not, there is an explanation on circumstances that present your program from doing so.				Not required for approval	**Y / N**
2.5	Academic Credit	Will students receive academic credit? Optional				Not required for approval	**N** Is there a fee? **Y / N / Not Applicable**
2.6	Records	Does the organization have an organized system of maintaining accurate records of graduates for 7 years?					
2.6	Certificates	Attached: **2.6 Copy of certificates of attendance or participation** without appropriate designation: **Lived experience** —Required for PSS and PWS certifications, **or** **Community experience** — Required for CHW and TTHW certifications.					**Required attachment:** Certificates Completion and Participation

TOTAL SCORES FOR EACH COLUMN:					
PASS: **Yes** **No**					
RECOMMENDATIONS FOR APPROVAL:					

APPENDIX A - Guidance for reviewers on use of rubric:

The following are instructions on how to use the rubric to the benefit of the flow of the meeting. for the good of the order.

- Each reviewer will independently review the curriculum and document a rating of 0-5. Ratings are from 0 (not answered or differs from an unconditional "yes" to the question) to 5 (fully addressed) See table below for each rating level with examples.
- See bullets for Rubric Review Process:
    - Reviewers will need to review curriculum prior to the meeting and use their individual scores to contribute to a group rubric discussion on recommendations for the program to be fully approved or reasons for denial.
    - Reviewers will use their independent notes to prepare to contribute to discussion and support the completion of a group rubric.
    - In the TEMPS meeting, one rubric will be completed using consensus with the focus of conversation on scores 3 and under (i.e. anything that would preclude an approval)

Score	Criteria
0	Response missing or does not address the question to meet the required standards. ● There is **no evidence** that this question has been addressed and/or there is no attachment or materials. This requires that the application will need to be resubmitted to include this information and/or meet the standard.
1	Response does NOT adequately address the required standards. ● There is limited evidence that this question has been addressed (e.g. the material is incomplete and our answer does not address the question completely). This requires that the application will need to be resubmitted to include this information and/or meet the standard.
2	Response meets some but not enough of the required standards for approval ● There is evidence that this question has been addressed but is lacking information. This requires that the application components that did not meet the required standards will need to be resubmitted to include this information and/or meet the standard.
3	Response adequately meets the required standards and can be approved with recommended changes ● There is evidence that this question has been addressed but there is a need for additional information to make the response complete. This requires that the applicant follow up with information in a timely manner. Information will need to be submitted within the time frame to be approved.
	Scores 4-5 meets standards and does not need to be addressed

4	Response to question meets required standards. No discussion required - standards were met.
5	Response to question exceeds required standards. No discussion required - standards were met and exceeded expectations.