

Portland Area CHAP Certification Board (PACCB)



MISSION STATEMENT

To support the overarching goals of the Portland Area Community Health Aide Program by addressing social determinants of health while improving access to high quality, integrated healthcare.

VISION

To identify, dismantle, and disrupt structural and systemic inequities, elevate tribal traditions and values, and support tribal health systems with culturally responsive standards, policies, and procedures.

Meeting Minutes: December 5-6, 2024

	Day One: Present = P Absent = A Excused = E	Day Two: Present = P Absent = A Excused = E
Seat 1: Portland Area Indian Health Service Director (Vice-Chair) Dr. Geniel Harrison, Chief Medical Officer, Portland Area Office - OR (Joe Law attended on behalf of Dr. Harrison).	E	E
Seat 2: Northwest Portland Area Indian Health Board Delegate (Chair) Kelle Adamek-Little, Health and Human Services Director, Coquille Indian Tribe Community Health Center - OR	P	P
Seat 3: Northwest Portland Area Indian Health Board Executive Director (Secretary) Kathleen Susan Steward, Deputy Director, Northwest Portland Area Indian Health Board - OR	P	P
Seat 4: BHA/P Association Vacant - to be filled	--	--
Seat 5: CHA/P Association Vacant - to be filled	--	--
Seat 6: DHA/T Association Anna DeGraffenreid, Licensed Dental Therapist (LDT), Lake Roosevelt Community Health Center, Inchelium, WA	P	P
Seat 7: Behavioral Health Aide Review Committee (BHARC) Dolores Ann Jimerson, Tribal Behavioral Health Training Center Manager, Northwest Portland Area Indian Health Board - OR	P	P
Seat 8: Community Health Aide Review Committee (CHARC) Dr. Elizabeth Libby Cope, Medical Provider, Sophie Trettevick Indian Health Center (Makah Tribe) - WA	P	P
Seat 9: Dental Academic Review Committee (DARC) Dr. Rachael R. Hogan, Dental Director, Swinomish Dental Clinic - WA	P	P
Seat 10: Idaho Department of Health and Welfare Fred Martin, Tribal Relations Program Manager, Idaho Department of Health and Welfare - ID	A	A
Seat 11: Oregon Health Authority (OHA) Julie A. Johnson, Tribal Affairs Director, Principal Executive, Manager F, Oregon Health Authority - OR	P	P
Seat 12: Washington Health Care Authority (HCA) Meghan Regis, Workforce Innovation and Alignment Manager, Washington Health Care Authority	P	P
Seat 13: Community Health Aide Program (CHAP) Education Program Vacant - to be filled	--	--

Moderator: Chair Kelle Little

Minutes by TCHPP

Overall goal: Meeting to provide updates, discuss key topics, and make decisions related to

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Community Health Aide Program (CHAP) implementation in the Portland Area.

Guests: (TCHPP) Lisa Griggs, Kari Kuntzelman, Kate Denny, Dr. Miranda Davis, Christina Friedt Peters, Carrie Sampson, Sasha Jones, Katie Hunsberger, Pam Ready. (TCHPP Consultants) Tanya Firemoon, Torie Heart, Ellie Barber, and Rebecca Pazdernik. (PA-IHS) Joe Law. (IHS Headquarters Staff) Dr. Marcy Ronyak and Dr. Wyatt Whitegoat.

Day One: Thursday, December 5, 2024

Roll call. Quorum was not initially established, approval of Minutes not voted on at this time.

Item 1: Review and approve meeting minutes (August 14-15, 2024) - Tabled August 2024 Minutes approval until Quorum was established.

Item 2: Administration Report provided by Ms. Lisa Griggs, Tribal Community Health Provider Program (TCHPP) Manager. Ms. Griggs updated on the following TCHPP topics:

- TCHPP had a strategic planning session in October 2024.
- TCHPP is continuing with building a database application for certification and hopes to have a demonstration of the app. at the May 2025 PACCB meeting.
- The DHAT application reviewed at the August PACCB session was denied by AK-CHAP due to concern with the CE credits.
- The 2025 CHAP Symposium is being hosted by Southern Plains Tribal Health Board (SPTHB) in Oklahoma City on March 12-14, 2025.

Item 3: The Community Health Aide Program Tribal Advisory Group (CHAP-TAG) update provided by Ms. Christina Peters, Tribal Community Health Provider Program (TCHPP) Director. Ms. Peters reported on the following CHAP-TAG updates:

- CHAP-TAG was well attended in Anchorage, Alaska November 5th - 6th, 2024. CHAP-TAG reviewed the updated CHAP Circular 24-16. CHAP-TAG requested Tribal Consultation prior to the finalization of the circular, which was denied. Circular was signed and approved on November 5, 2024, by Director TSO.
 - [Community Health Aide Program | 2024](#)
- CHAP-TAG updated on newly formed National Community Health Aide Program (CHAP) Board (NCB), which was previously called the “National CHAP Certification Board.” This Board will be the “holders” of the National Standards and Procedures (S&P’s) and provide policy advising for Indian Health Service (IHS) on the CHAP program. Question posed to the PACCB, “who should be appointed to represent the PACCB on the NCB”?
 - Discussed if Alaska’s participation in the NCB is appropriate because the Alaska CHAP Certification Board (ACCB) is not held to national standards.
 - Discussion that ACB’s should meet annually to review the National S&P’s.
- Discussed Alaska’s CHAP “Mentorship Model.” What mentorship is being provided to the PACCB, and what mentorship is expected for the PACCB to provide to other Areas?
- Update on TCHPP 2025 program work:
 - Transition towards a “more mature phase” of programmatic work including providing Quality Improvement (QI) and Technical Advising (TA) for tribes implementing CHAP.

Item 4: Quorum established. Agenda for December 5 – 6, 2024, PACCB meeting was reviewed. Motion to approve Agenda by Dr. Cope, and motion seconded by Dr. Hogan. The agenda was approved.

August 2024 PACCB Minutes were reviewed and a motion to approved was made by Ms. Jimerson and seconded by Ms. Regis. No proposed edits, motion carried.

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Item 5: Board Discussion items:

- Untethering from Alaska’s CHAP Certification Board (CHAPCB) and reciprocity of certification between CHAPCB & PACCB:
 - Discussion on Alaska’s “mentorship model.”
 - Ms. Heart recommend Areas only “tether” to one Area Certification Board (ACB) during the certification process to ensure a standardized certification process.
 - Process of reciprocity for PACCB would include identifying CHAP providers in the Portland Area who were certified by the CHAPCB. Identifying if the CHAPCB meets the PACCB’s certification requirements, and how the PACCB re-certify a provider who was initially certified by an CHAPCB. PACCB is supportive of reciprocity between both certification boards. PACCB will create a process for re-certification between the Areas. Continued discussion of “Portability” of certification and recertification processes.
- Discussion on certifying Out-of-Area providers:
 - Reviewed Articles 10 & 20 from the PACCB’s S&Ps.
 - Question: How will IHS fund the PACCB to certify out of area providers?
- Certifying other levels of DHA for Portland Area: DHA and PDHA 101 curriculum update given by Ms. Pam Ready, DHA Education Manager. PA-DARC met August 7th and 13th, 2024, where PDHA 101 curriculum was presented and accepted by the PACCB. The PDHA 101 curriculum was presented to the CHAPCB, October 7th, 2024, where it was “very well received”, and again presented to the Alaska DARC on November 7th, 2024.
- Certifying CHA/Ps in the Portland Area: Ms. Carrie Sampson discussed the ACCB’s “mentoring model” and potential impacts to the PACCB and PA-CHA/P. CHA curriculum had been shared in November 2024 with IHS CHAP Headquarters staff, who had additional questions regarding the differences in education programs between the Portland Area and Alaska’s CHA/P program.
- Future Endeavors:
 - Billings Area tethered to Portland Area? Ms. Firemoon provided an update regarding the Billings Area Chief Medical Officer (CMO) requesting a meeting with the Montana Tribes to continue discussions specific to the Tribal Consultation held Summer 2024. Currently, three Montana Tribal communities have BHA trainees graduating within 2025, looking to be federally certified by the PACCB.
 - Ms. Elenor Barber, TCHPP Contractor, provided updates on the following work within TCHPP: the creation of the PACCB’s “CHAP Toolkit,” development of the PACCB certification certificates, and updates to TCHPP’s and PACCB’s websites.

Item 6: BARC updates provided Ms. Katie Hunsberger, Behavioral Health Aide Manager. Ms. Hunsberger shared concerns regarding the attendance of BARC membership. There has been a lot

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of transitions within the BARC over the past year and a “reorganization” has been suggested. BARC Chairperson has moved on to a new role and will not be the acting Chairperson moving forward. Ms. Hunsberger will be surveying BARC membership to identify the best meeting dates and times to hopefully improve attendance. The BARC is beginning to review the academic curriculum of Northwest Indian College (NWIC) and Heritage University. The goal is to assess the current curriculum and ensure it aligns with the BHA S&P’s, as well as survey students who have completed the program to ensure competencies, post certification.

Item 7: BHA updates provided by Ms. Katie Hunsberger. BHA enrollment since 2021 is 70 students, with only nine students who did not complete the course. Six students will be graduating in Summer 2025. Goal to honor BHA graduates at the upcoming CHAP Symposium in Oklahoma City, March 2025. Cohort 5 beginning January 6, 2025, at Northwest Indian College (NWIC). The BHA program was successfully awarded HRSA funding to continue another four cohorts of BHA! The BHA program will be partnering with Portland State University (PSU) to offer CEU’s for participating in the Northwest Elders ECHO sessions.

Item 8: DARC updates provided by Ms. Pam Ready, DHA Manager for TCHPP. The DARC convened August 7th and 13th, 2024. The DARC reviewed the NW PDHA I curriculum. Curriculum was then presented to CHAPCB on October 10, 2024, and to AK-DARC on November 7, 2024. The AK-DARC was in favor of discussing the process of certifying NW PDHA I’s at the January 7, 2025, CHAPCB meeting. Next DARC agenda items include review of PDHA II curriculum and proposed S&P amendments. Next DARC meeting TBD. Next PHDA I cohort begins March 2025.

Recessed until 8:00 am (PST), Friday, December 6, 2024

Day Two: Friday, December 6, 2024

Opening blessing, roll call, and Quorum established at 8:00 am (PST).

Item 1: Discussion on pathways towards Medicaid reimbursement of CHAP services provided by Kate Denny, TCHPP Manager. Status updates on OR & WA CHAP SPAs, as well as sharing updates on the CHAP CPT / CDT Code Sets to assist in the finalization of the CHAP SPAs. Discussion on pre & post certification billing, as well as discussion on nuances of CHAP billing by individual THO’s.

Item 2 PACCB DAY 1 follow-up discussion topics provided by Ms. Tanya Firemoon. Conversation around identifying an application fee to support the PACCB moving forward. Ms. Firemoon informed the PACCB that Alaska’s CHAP Certification Board’s application fee was \$750.00 per application. Dr. Hogan recommended identifying individual fees per CHAP discipline. Ms. Heart recommended one certification fee because the certification processes do not differ between the CHAP disciplines. Ms. Griggs updated that there will be a demo of the certification app. at the next PACCB meeting, May 1-2, 2025. Ms. Peters identified the PACCB bylaws will need to be transitioned into a Charter and then be submitted to the National CHAP Board (NCB) for review.

- Standards and Procedures (S&P’s). How will changes to Alaska’s S&P’s impact the PACCB? Alaska has over “100 pages” of changes/amendments to their S&Ps document that is over 20 years old. Ms. Heart updated that the biggest changes to AK’s S&P’s include items such as how CHAPs are trained, supervised and their scope of work. Alaska’s BHARC proposed amendment to remove “alternate pathways” for certification; how will this impact PA BHA education programs? Ms. Katie Hunsberger presented the alternative and specialized

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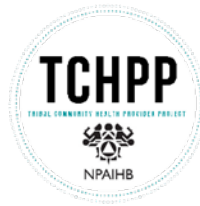
pathways for BHA students in the Portland Area. Ms. Firemoon identified a need to amend the PACCB S&Ps to reflect the changes in the new Circular, this will be an agenda item at the next PACCB meeting, May 2025.

- Certification Quality Improvement (QI) discussion provided by Ms. Griggs. QI items were identified at TCHPP's October 2024 Strategic Planning Session. Proposed QI projects:
 - Updating PACCB S&Ps to incorporate changes from new Circular (24-16), Alaska's finalized S&P changes, and national S&Ps.
 - Review of the BHA education program's curriculum. Also, creating a crosswalk of BHA coursework between Heritage University and Northwest Indian College (NIC).
 - Does the PACCB want to receive annual reporting from education programs? Ms. Sue Steward requested Northwest Portland Area Indian Health Board (NPAIHB) Tech. be brought into the conversation to assist in tracking student enrollment and certification data.
 - Proposed PACCB S&Ps training, and certification calibration training to ensure Board members (new and old) have the knowledge and resources to successfully certify CHAPs in the Portland Area.
 - Ms. Ellie Barber provided an overview of proposed updates and improvements to the PACCB website.

Item 3: The Portland Area Community Health Academic Review Committee (PA CHARC) update was provided by Ms. Carrie Sampson. The Community Health Aide Foundations course was developed by Alaska CHAP SMEs. The Community Health Aide Foundations course was created as a "pre-learning" or prerequisite course for the CHA 101 & 102 courses. *Foundations* proposed dates are January 13, 2025 – June 20, 2025. The CHA team has been considering incorporating the Emergency Medical Responder (EMR) training into CHA 101 & 102. Ms. Sampson reviewed the Foundations, CHA 101 and 102 course calendar for 2025. CHA updated paused for IHS Headquarters' update by Dr. Marcy Ronyak.

Item 4: Indian Health Service Headquarters updates provided by Dr. Marcy Ronyak. Headquarters has a goal of "standing up the National CHAP Board (NCB) by 12/31/2024". Dr. Ronyak explained the restructure of the CHAP Headquarters' team; they moved from a "matrix model" to a "program model." Circular 24-16 updates were provided, as well as updates on the "sunsetting" of the CHAP-TAG. Dr. Christiansen will be doing the "vetting for the NCB," which will have two-year terms. The first NCB meeting will be January 29, 2025. Dr. Ronyak discussed the letter standing up the PACCB; it was signed November 26, 2024, by IHS Director TSO. The PACCB will now be able to certify DHAT's and BHA's I, II, III. PA-IHS and Headquarters are working to get funding sent over to support the PACCB, but first they are working to "closeout NPAIHB's grantee status." Headquarters is creating an Area Director CHAP 101, so Area Directors know their roles and responsibilities with CHAP implementation /facilitation in their areas. Dr. Ronyak stated that a new budget had been created for FY25, however it has not been passed yet. The Headquarters team has been identifying a Technical Advising (TA) plan for assistance to other tribes. A process for out of area certification of CHAPs was discussed; PACCB could approve certification of providers if their Area does not have a certification board. Dr. Ronyak discussed the new "Mentorship Model" between CHAPCB and the PACCB, and the PACCB and other Areas as they certify providers. The National CHAP Board (NCB) will not be certifying providers, all certifications will be completed at the area level; however, the NCB will have Federal oversight of CHAP programs, and all PACCB updates or changes "must first be approved by the

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NCB.”

Item 5: Continued Community Health Aide Program updates provided by Ms. Carrie Sampson. Discussion of PACCB’s provisional approval of CHA/P language in the Portland Area Standards and Procedures (PASP).

Motions Made:

- To accept the final read of the CHA/P language in the Portland Area S&P’s, which were provisionally approved by PACCB in 08/2024. Motion to approve by RH and seconded by EC. Motion carried.
- Motion to move into closed session by AD and seconded by SS. Motion carried.

The meeting adjourned at 12:30 pm.

Item 6: Closed session begins.

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www.tchpp.org

[Portland Area Standards and Procedures \(PASP\) - amended 3.30.2022](#)

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