

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

June 12, 2024 | 1 – 3:00 pm PT | Northwest Indian College: Behavioral Health Aide campus tour

June 13, 2024 | 9 – 4:00 pm PT | Northwest Indian College in-person

	Present = P Absent = A Excused = E
Seat 1: Portland Area Indian Health Service Director Dr. Geniel Harrison, Chief Medical Officer, Portland Area Office - OR	P
Seat 2: Northwest Portland Area Indian Health Board Delegate Kelle Adamek-Little, BS Health and Human Services Director, Coquille Indian Tribe Community Health Center – OR	P
Seat 3: Northwest Portland Area Indian Health Board Executive Director Kathleen Susan Steward, BSHA, MHL Deputy Director, Northwest Portland Area Indian Health Board - OR	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
Seat 7: Behavioral Health Aide Review Committee (BHARC) Dolores Ann Jimerson, MSW, LCSW, Tribal Behavioral Health Training Center Manager, Northwest Portland Area Indian Health Board - OR	P
Seat 8: Community Health Aide Review Committee (CHARC) Dr. Elizabeth Libby Cope, ND Medical Provider, Sophie Trettevick Indian Health Center (Makah Tribe) - WA	E
Seat 9: Dental Academic Review Committee (DARC) Dr. Rachael R. Hogan, DDS Dental Director, Swinomish Dental Clinic – WA	P
Seat 10: Idaho Department of Health and Welfare Fred Martin, Tribal Relations Program Manager, Idaho Department of Health and Welfare – ID	P

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Seat 11: Oregon Health Authority (OHA) Julie A. Johnson, Tribal Affairs Director, Principal Executive, Manager F, Oregon Health Authority – OR	P
Seat 12: Washington Health Care Authority (HCA) Meghan Regis, MSW, Workforce Innovation and Alignment Manager, Washington Health Care Authority	P
Seat 13: Community Health Aide Program (CHAP) Education Program Dr. Maxine L. Janis, EdD, MPH, RDH Professor and President’s Liaison for Native American Affairs, Heritage University – WA	P

Facilitator	<i>Chair Kelle Little</i>
Recorded by	NPAIHB – TCHPP Staff
Guests	<i>Lisa Griggs, Kari Kuntzelman, Sasha Jones, Katie Hunsberger, Dr. Miranda Davis, and Pam Ready - TCHPP. Torie Heart – TCHPP Consultant. Dion Reed – IHS/HQ.</i>
TCHPP TA Support	<i>Christina Friedt Peters, Carrie Sampson Samuels, and Tanya Firemoon, TCHPP</i>
Overall Goal	Meeting to provide updates, discuss key topics, and make decisions related to Community Health Aide Program (CHAP) implementation in the Portland Area.
Key Takeaways	<ul style="list-style-type: none"> • Discussed aligning board meeting dates with Alaska's certification board meetings until Portland Area is untethered • Considered having a joint meeting with Alaska's board once per year • Reviewed process for reviewing certification applications, including having staff do initial verification before board review • Discussed need for ongoing orientation on standards and procedures for board members, providers, and educators • Identified opportunities to streamline administrative burden of certification process • Explored funding sources and partnerships to support the certification board's work

Agenda Topic	Goal	Discussion/Recommendation/s	Resolution/s	Follow-Up Closed/Monitor/ Inform/Tabled
Opening Blessing	--	Provided by Julie.	--	--
Roll Call	Establish quorum	10 members were present. 1 member (excused).	Quorum established.	Closed
Review and approval of agenda and previous minutes, Chair Kelle	Review	<p>Action Taken: Reviewed today’s agenda.</p> <p>Action Taken: Reviewed February 2, 2024 meeting minutes.</p> <p>Action Taken: Reviewed February 15, 2024</p>	<p>Motion: FM motioned to approve & 2nd by AD.</p> <p>Motion: DJ motioned to approve & 2nd by GH.</p> <p>Motion: JJ motioned to approve & 2nd by SS.</p>	Closed

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		<p>meeting minutes.</p> <p>Action Taken: Reviewed May 16, 2024 meeting minutes.</p> <p>Action Taken: Reviewed May 23, 2024 meeting minutes.</p>	<p>Motion: DJ motioned to approve & 2nd by GH.</p> <p>Motion: AD motioned to approve & 2nd by SS.</p> <p>All motions passed – with no objections.</p>	
Admin Report, Lisa Griggs, Tribal Community Health Provider Program (TCHPP) Manager - NPAIHB	Inform/update	As of today, the Portland-Area has seven (7) certified providers. Two BHA I, one BHA III, and four dental health aide therapists. PACCB team traveled to Anchorage to attend the AK CHAPCB in June and provided a summary of events.	--	Closed
Indian Health Service Headquarter Update, Dion Reed, National Community Health Aide Program (CHAP) Team	Inform/update	Action Taken: Reviewed PowerPoint including future funding based on tribal consultation, workgroup status, IT modernization, CHAP reset, and internal activities timeline.	Action Item: Provided May 21, 2024 DTLL from Indian Health Service Director and CHAP Tribal Advisory Group Co-Chair re: new approach to CHAP.	Monitor & follow up
Portland Area Indian Health Service (PAIHS) Update, Dr. Harrison	Inform/update	Rena Macy, ISDEAA Specialist has relocated to headquarters. Area Director Martinez reviewed the untethering from Alaska draft letter from NPAIHB – after headquarters provides their recommendations, no action has been taken.	Action Item: Michael Mummy, PAIHS will amend PFSA language for Tulalip and Yakama.	Monitor & follow up
Official Welcome of Newest Board	Open discussion	Meghan shared her professional background including overseeing the healthcare workforce	--	Closed

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Member, Meghan Regis (Seat 12), Chair Kelle		within the state of Washington and looking forward to collaborative opportunities.		
Special Acknowledgement to Dr. Maxine Janis (Seat 13), for her dedicated PACCB Leadership, Chair Kelle	Open discussion	Group storytelling, comments, and praise as vice-chair steps down from the Board.	Dr. Janis will transition to the Pacific Northwest University in Yakama, WA in the coming months.	Closed
BREAK				
(New Item) Introduction of Northwest Indian College faculty	Open discussion	Dr. Justin Guillory, NWIC President and Yakaiyastai Gorman, NWIC Behavioral Health program manager and faculty member.	--	Closed
Portland Area Behavioral Health Academic Review Committee (PA BHARC) Update, Dolores Jimerson, Behavioral Health Education Director – NPAIHB	Inform/update	BHARC has offered lessons learned during the continuing certification verification process. We are currently in the QI process to verify future applications are completed and submitted to PACCB for evaluation and endorsement. The BHA team is currently finishing the NW curriculum mapping and getting syllabi for Heritage University's (HU) NW BHA certification courses. We are currently looking for BHAs who can fill the seating ARC matrix and seat 4 of the PACCB.	--	Monitor & follow up
TCHPP- Behavioral Health Aide (BHA) Program Update, BHA Team	Inform/update	The first cohort of NW BHA students has graduated. In June, there were seven from HU and five from NWIC. The BHA team came to both programs to watch the presentations and graduation ceremonies. Round II of HRSA	--	Monitor & follow up

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		<p>funding for tuition and stipends expires this year. The team will shift its efforts to gather student feedback and evaluate instructional programs. Expect 2-3 Yakama students who completed the ANTHC pathway to graduate and work on practicum hours (1-P, 1-I, and 1-III). As Dr. Janis steps down, HU will welcome new faculty members.</p>		
<p>Portland Area Dental Academic Review Committee (PA DARC) Update, Anna DeGraffenreid, Dental Health Aide Therapist, Lake Roosevelt Community Health Centers</p>	<p>Inform/update</p>	<p>DARC members have committed to reviewing Portland Area DHA provider certification applications in general sessions and met in Adhoc sessions. As of today, the Portland Area has four certified DHATs. Huge milestones have been accomplished with the support and thanks to the Tribal Community Health Provider Program, DARC, Alaska and Portland Area Boards, and our federal partners at Indian Health Service. DARC continues to meet and review proposed S&P recommendations and recently reviewed the Primary Dental Health Aide (PDHA) curriculum map.</p>	<p>--</p>	<p>Monitor & follow up</p>
<p>TCHPP- Dental Health Aide (DHA) Program Update, DHA Team</p>	<p>Inform/update</p>	<p>Action Taken: Reviewed DHAP PowerPoint activities including curriculum building for additional levels of DHA, and potential college partnerships.</p>	<p>--</p>	<p>Monitor & follow up</p>
<p>Portland Area Community Health Academic Review</p>	<p>Inform/update</p>	<p>Will launch August 7, 2024.</p>	<p>--</p>	<p>Monitor & follow up</p>

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Committee (PA CHARC) Update, <i>Carrie Sampson Samuels, CHAP Director - NPAIHB</i>				
TCHPP- Community Health Aide (CHA) Program Update, <i>CHA Team</i>	Inform/update	Action Taken: Reviewed CHA/P PowerPoint activities including national CHAP outreach and Electronic Community Health Aide Manual for Practice (eCHAMP) demonstration.	--	Monitor & follow up
Working lunch				
Board Operations: Onboarding Presentation Overview, <i>PACCB Team</i>	Inform/update	Action Taken: Reviewed PACCB onboarding PowerPoint.	Action Item: Newest Board member volunteered to pilot this onboarding process.	Monitor & follow up
Community Health Aide Program Tribal Advisory Group (CHAP TAG) Update, <i>Christina Friedt Peters, Technical Advisor for Portland Area</i>	Inform/update	Prepping for July 0-10 in-person meeting in Albuquerque includes national reset of CHAP implementation for the lower 48, new CMO leadership and re-write of Circular 20-06. CHAP TAG has commented on the circular re-write and tribal caucus meets monthly to facilitate ongoing discussions in preparation for upcoming meetings.	--	Monitor & follow up
Legislative and Policy Updates, <i>Christina Friedt Peters, TCHPP Director - NPAIHB</i>	Inform/update	Working on the Oregon State Plan Amendment (SPA) and its administrative components. Working with Washington HCA as their staff continues to provide help and complete those components. In Idaho, there is	Action Item: TCHPP will create a white paper outlining the present situation of each discipline in terms of billing for OR/WA/ID and/or identifying what has to be done for reimbursement.	Monitor & follow up

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		<p>room for a discussion on what can be done under the present state plan amendment. Hobbs Straus Dean and Walker is partnering with NIHB on Medicare and CHAP, and the TCHPP recently supplied educational resources to congressional partners to help them better grasp CHAP.</p>		
Board Discussion	Inform/update	<p>Dr. Harrison (PACCB) will reach out to Dr. Clark (AK CHAPCB) to clarify the following:</p> <ol style="list-style-type: none"> 1. AK CHAPCB emergency language- expiration date to certify out-of- area providers. 2. Alaska’s \$750 application fee waiver valid till September 2024. What happens next? <p>Q: Certifying Out-of-Area providers. What does that look like? A: Tribal health organizations must meet CHAP requirements (per application). Q: Certifying other levels of DHA for the Portland Area? What does that look like? A: Mechanism imbedded in Portland Area Standards and Procedures. Q: Untether from Alaska. Who gives authority? A: Currently Alaska Certifies providers, the authority is granted by supervising provider Q: Are there any Bylaw recommendations to be considered? A: Provide Board members with the latest version for review and recommendations at the August meeting. Q: Align FY2025 PACCB meeting dates with AK CHAPCB? A: Board suggested joint meeting in January 2025.</p>		Monitor & follow up
Break				
Certification QI	Inform/update	<p>Q: Moving forward, how does the Board want to be involved in the application review process? A: Adopt Alaska’s review process. TCHPP will prescreen applications. Q: What lessons can Alaska’s former CHAPCB Director share with PACCB? A: Create state data sharing agreements and a means for notifying states of area CHAP certification to issue provider a NPI number for billing purposes.</p>		
(New Item)	Action	Action Taken: Dr. Janis has resigned as vice-	Motion: SS motioned and DJ 2 nd to nominate Dr.	Closed

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Appointing New Vice-Chair, Chair Kelle	required	chair of the PACCB because she is no longer eligible to fill seat 13 as a CHAP education program representative.	Harrison (seat 1) to assume vice-chair role. Motion passed with no opposition.	
(New Item) Nominate candidate/s for Seat 13, Chair Kelle	Action required		Action Item: TCHPP will seek candidacy from a member of the NW BHA education program.	Monitor & follow up
Moved into executive session	Action required	To review sensitive material (nomination packet).	Motion: SS motioned and DJ 2 nd to move into executive session.	Closed
Closed Executive Session Board: Members Only - Nomination of New PACCB Member, Chair Kelle	Action required	Action Taken: Board reviewed Seat 4: BHA Association nomination packet (employer nomination letter of support and resume). Open for Board discussion, and Chair will gather recommendations.	The Board examined the candidate's background. Although this is an excellent nomination recommendation, they do not represent the Portland-Area. The Board recommends the seat remain empty until it can be filled by a Portland-Area candidate.	Monitor & follow up
Moved out of executive session	Action required		Motion: KL motioned and SS 2 nd to move out of executive session.	Closed
Q&A and Wrap Up, Chair Kelle	Inform/update	Questions/Comments (open floor to meeting attendees).	Nothing to report.	Closed
Summary of Action Items, Lisa	Inform/update	<ul style="list-style-type: none"> • TCHPP will conduct onboarding of new Board member (Meghan – seat 12) • TCHPP will collect NWIC's BHA presentation • TCHPP will develop state legislative brief for reimbursement purposes • TCHPP will identify upcoming August host • TCHPP will work with AK CHAPCB for January 2025 joint area certification board meeting • TCHPP will recruit seat 13 CHAP education program nomination • TCHPP will prep future applications for certification 		Monitor & follow up

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		<ul style="list-style-type: none"> • TCHPP will recruit BHA/DHA applicants for certification • TCHPP will distribute PACCB Bylaws to Board for audit purposes • TCHPP will highlight Board members on the agenda moving forward • TCHPP will conduct mini PASP orientations • PA BHARC will revisit seat 4 BHA/P Association nomination • PA BHARC will collaborate with AK BHARC re: NW BHA comparison course map • The federal representative of PAIHS will make inquiries regarding Alaska's standards and procedures emergency language expiration date and certification waiver fee. • PAIHS representative will get confirmation of Alaska's emergency S&P language and application fee waiver 		
Upcoming Meetings, <i>Lisa</i>	Inform/update	August 15, 2024	Action Item: Identify host site.	Monitor & follow up
Adjourn	Motion: To adjourn PACCB by JJ and 2 nd by GH – with no objections. Meeting adjourned at approx. 3:59pm Pacific			CLOSED

Minutes prepared by Tanya Firemoon, TCHPP

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