

Kentucky Community Health Worker Continuing Education Training

Laura Eirich, MPH

March 30th, 2021



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Purpose

- Purpose of training is to:
 - Review the continuing education **requirements** for Certified Community Health Workers in Kentucky.
 - Review and clarify the process to **obtain** continuing education units (CEUs).
 - Review and clarify the process to **document** continuing education units (CEUs).
 - Provide opportunity for **questions and discussion** regarding process improvement.

Continuing Education Requirements

For Kentucky Community Health Workers



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Why Continuing Education?

- Continuing education is necessary for well-informed CHW practices.
- Continuing education maintains the up-to-date knowledge, tools, and resources to succeed as a Certified Community Health Worker in Kentucky.

Requirements

- Certified Community Health Workers need to obtain 10 hours of continuing education units (CEUs) every year.



KDPH APPROVED



INDEPENDENT



CEU REQUIREMENT

Requirements (Continued)

- Five hours of KDPH approved is the **minimum** requirement.
- **You can obtain all of your CEUs simply by attending KDPH approved trainings.**
 - This can include attending the quarterly KYACHW meetings and the annual conference in September.

Origin of Kentucky CCHW Continuing Education Requirements

- The CCHW Continuing Education requirements were established based on research of established CHW programs and similar roles.
- Proposed requirements were reviewed and approved by the CHW Advisory Workgroup and the Kentucky Association of Community Health Workers (KYACHW).

Kentucky Department for Public Health

Approved Trainings

- In order for a training to be “approved,” a training organization must fill out the CE Approval Application form, which is on the [KDPH CHW webpage](#).
- The KDPH CHW program staff will review the training to ensure that it is relevant and meets the CHW core competencies.
- Approved training must provide certificates which include:
 - Training organization name, title of training, date of training, and the name of the CHW.

Independent Trainings

- Independent trainings are those that have not gone through the review and approval process with the KDPH CHW program.
- Any independent training needs to be **relevant** to the CHW profession and related to the CHW Core Competencies.
- Documentation for independent trainings will be covered in a later slide.

Obtaining Continuing Education

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How do I know if a training is “KDPH Approved?”

- Certificate Statement

- All approved trainings must include the following statement on their certificates:

- **“This training has been approved by the Kentucky Department for Public Health Community Health Worker Program to provide X continuing education credits.”**

How do I know if a training is “KDPH Approved?”

**KDPH CHW
Webpage!**

**If its not on this
list, then it is an
“independent”
CEU**

KDPH-Approved Training for CHW CEUs as of Jan. 28, 2021

| Organization | Training Title | Date | CEUs |
|----------------------------|---|---------------|------|
| Kentucky Homeplace | Community Health Worker Personal Potctive Equipment | Ongoing | 0.5 |
| Kentucky Voices for Health | COVID-19 State and Federal Policy Updates | March 1, 2021 | 1 |

<https://chfs.ky.gov/agencies/dph/dpqi/cdpb/Pages/chwp.aspx>

Where Can I Find Independent CEUs?

- Relevant trainings can be found from the following sources:
 - “CHW Resources” emails
 - Local trainings offered in your community
 - Trainings offered within your organization
 - Trainings offered through CHW-related organizations
 - National Association of Community Health Workers (NACHW)

***This list is for example purposes only. The Kentucky Department for Public Health does not endorse any specific organization, training, or program.**

Where Can I Find Independent CEUs? (Cont.)

- Online training centers and organizational websites such as:
 - KY TRAIN
 - Centers for Disease Control and Prevention (CDC)
 - Kentuckiana Health Collaborative
 - Center for Health Care Strategies
 - Region IV Public Health Training Center
 - Kentucky Voices for Health
 - Center for Medicare and Medicaid Services
 - Disease Related Associations (American Diabetes Association, American Lung Association, etc.)

➤ **Where have you found independent CEUs?**

Maintaining Documentation

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How do I keep track of all my CEUs?

1. Continuing Education Tracker Document

- Fill it out electronically as you go.
- Print and fill it out by hand as you go.

2. A Folder

- Put all of your documents in a folder.
- You can organize as you go or when it is time to recertify.

★ KDPH Approved CEU

★ Independent CEU

Continuing Education Tracker

Continuing Education Tracker

.5 + .5 + 4 + 1 =
6 KDPH
approved
CEUs.

1.5 + 1 + 1.5 =
4 Independent
CEUs



| Applicant Name | Jamie Smith | | Certification Number: | KCCHW1234567 | |
|--|---|------------------|--------------------------------|------------------------|--|
| Title of Training | Training Provider | Date of Training | # of CEs or Length of Training | Competencies Achieved | |
| ★ Personal Protective Equipment | Kentucky Homeplace | 12/20/2020 | .5 | List Competencies Here | |
| ★ COVID-19 Vaccination | KYACHW | 1/28/2021 | .5 | List Competencies Here | |
| ★ Environmental Factors Affecting Asthma | Southern KY AHEC-Children's Environmental Health Summit | 2/7/2021 | 1.5 | List Competencies Here | |
| ★ Promoting Equity: Creating Inclusive Chronic Disease Prevention Programs | Kentucky Diabetes Network | 3/25/2021 | 4 | List Competencies Here | |
| ★ Using a Health Equity Lens | Southern KY AHEC-Children's Environmental Health Summit | 4/2/2021 | 1 | List Competencies Here | |
| ★ Adverse Childhood Experiences (ACEs) | Southern KY AHEC-Children's Environmental Health Summit | 6/23/2021 | 1.5 | List Competencies Here | |
| ★ COVID-19 State and Federal Policy Updates | Kentucky Voices For Health/Thrive KY | 7/6/2021 | 1 | List Competencies Here | |

Don't forget to list your competencies here!

You can see that Jamie has earned **6** hours of KDPH approved CEUs and **4** hours of Independent CEUs for a total of **10** CEUs.

CEU Documentation

- It is the responsibility of the CHW to maintain appropriate documentation for ALL continuing education.
- What information do you need? Documents that include:

5 is the “magic number!”

| CEU Documentation Checklist |
|--|
| 1. CHW Name |
| 2. Training Organization |
| 3. Title of Training |
| 4. Date of Training |
| 5. CEU Statement or Length of Training |

- This may be multiple documents or just one.

CHW CEU Documentation

- “Best case”
 - Certificate with all of the above (from previous slide)
- IF NOT...you may need to provide **multiple** pieces of documentation such as:
 - Certificate of completion
 - Agenda
 - Copy of registration confirmation
 - Screenshot of website
 - Copy of Sign-In Sheet
 - Letter from Trainer

KDPH Approved Training Documentation Example

| CEU Documentation Checklist | |
|-----------------------------|-----------------------|
| 1 | Name of CCHW |
| 2 | Training Organization |
| 3 | Title of Training |
| 4 | Date of Training |
| 5 | CEU Statement |



CERTIFICATE OF ATTENDANCE

This is to certify that

1
Laura Eirich

Has completed the following 0.5 hour KYACHW training

3 *Personal Protective Equipment*

Presented by Kentucky Homeplace

2  **5**

4 12/30/2020

This training has been approved by the Kentucky Department for Public Health Community Health Worker Program to provide 0.5 continuing education hours for Certified Community Health Workers.

Independent Training Documentation Example

| CEU Documentation Checklist | |
|-----------------------------|-----------------------|
| 1 | Name of CCHW |
| 2 | Training Organization |
| 3 | Title of Training |
| 4 | Date of Training |
| 5 | Length of Training |



CERTIFICATE OF ATTENDANCE

4
This is to certify that on March 12th, 2020

1 _____

Has completed the following one hour KYACHW training 5

3 *Cancer & Obesity Training*

Presented by Kentucky Cancer Consortium

2



KENTUCKY ASSOCIATION OF COMMUNITY HEALTH WORKERS

Independent Training Documents Example



2



Home / Events and Workshops / Event Details

EVENTS AND WORKSHOPS

Upcoming Events

Past Events

Summer Institute

Invited Speaker Series

Symposium

Event Details

INVITED SPEAKER SERIES: TONATIUH BARRIENTOS GUTIÉRREZ, MD, PHD

Friday, March 12, 2021

4

12:00 PM-1:00 PM

5

A Road Map for Interventions to Reduce Tobacco and Alcohol Use in Cities

3

Tonatiuh Barrientos Gutiérrez, MD, PhD, is a medical doctor for the Autonomous Metropolitan University in Mexico and a doctor in epidemiology for the University of Texas at Houston. He is the director of the Center for Population Health at the National Institute of Public Health and a Member of the National Academy of Medicine in Mexico. He works in several areas of public health in Mexico, including tobacco control, obesity, diabetes and cardiovascular disease, child development and teen pregnancy. Currently, Tonatiuh is invested in the identification of structural interventions to reduce addiction, chronic diseases, and teen pregnancy. Tonatiuh is the country lead for the Salud Urbana in America Latina Project in Mexico.

Please [register here](#).

CONTACT INFORMATION

uhc@drexel.edu

remind me notify me add to my calendar



LOCATION

Virtual via Zoom

AUDIENCE

Everyone

SPECIAL FEATURES

Online Access

CEU Documentation Checklist

1 Name of CCHW

X

2 Training Organization

✓

3 Title of Training

✓

4 Date of Training

✓

5 Length of Training

✓

*Missing the name of CCHW

Independent Training Documentation Example (Cont.)

| CEU Documentation Checklist | |
|-----------------------------|-----------------------|
| 1 | Name of CCHW |
| 2 | Training Organization |
| 3 | Title of Training |
| 4 | Date of Training |
| 5 | Length of Training |



*Missing Training Organization and Title of Training

Reply Reply All Forward IM



Thu 2/25/2021 3:20 PM

Tanisha Barnes <no-reply@zoom.us>

Invited Speaker Dr. Barrientos Confirmation

To Eirich, Laura A (CHFS DPH DPQI)

1

Hi Laura Eirich,

Thank you for registering for "Invited Speaker Dr. Barrientos".

Please submit any questions to: tlb356@drexel.edu

4 & 5

Date Time: Mar 12, 2021 12:00 PM Eastern Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Passcode: 144781

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :

US: +16465189805,,89027001328# or +16468769923,,89027001328#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 518 9805 or +1 646 876 9923 or +1 651 372 8299 or +1 786 635 1003 or +1 267 831 0333 or +1 301 715 8592 or +1 312

Together, the website screenshot and the registration confirmation check off all 5 items on the checklist!

Knowledge Check

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Knowledge Check!

- Jamie attended a training on Zoom. There was no formal registration, and Jamie never received an agenda. There was also no certificate of completion.
- Can Jamie get CEUs for this training?
- If so, what documentation would Jamie need?

Answer:

- **Yes!**
- **Jamie should reach out to the trainers and ask them to provide a certificate of completion that follows the KDPH guidelines (checklist).**

Knowledge Check!

- Xavier attended an independent training online through a national organization. He received a certificate of completion.
- What should the certificate include?
- Would Xavier need any additional information?

Answer:

- **Certificate should include everything on the checklist!**
 - **1. CCHW name, 2. Training Organization, 3. Title of Training, 4. Date of Training, 5. Length of Training**
- **As long as the certificate includes all of the information above, Xavier shouldn't need any additional information.**

Knowledge Check!

- Kelly participated in a training, but she can't remember if the training was approved or not.
- She received a certificate of completion.
- Where should Kelly look to find out if the training was KDPH approved?

Answer:

- Kelly can look at the certificate and see if it contains the required KDPH approved statement.
- Kelly can also look at the KDPH CHW webpage and see if the training is listed under the “KDPH Approved trainings” section.
- Kelly can also email the CHW Program and ask.

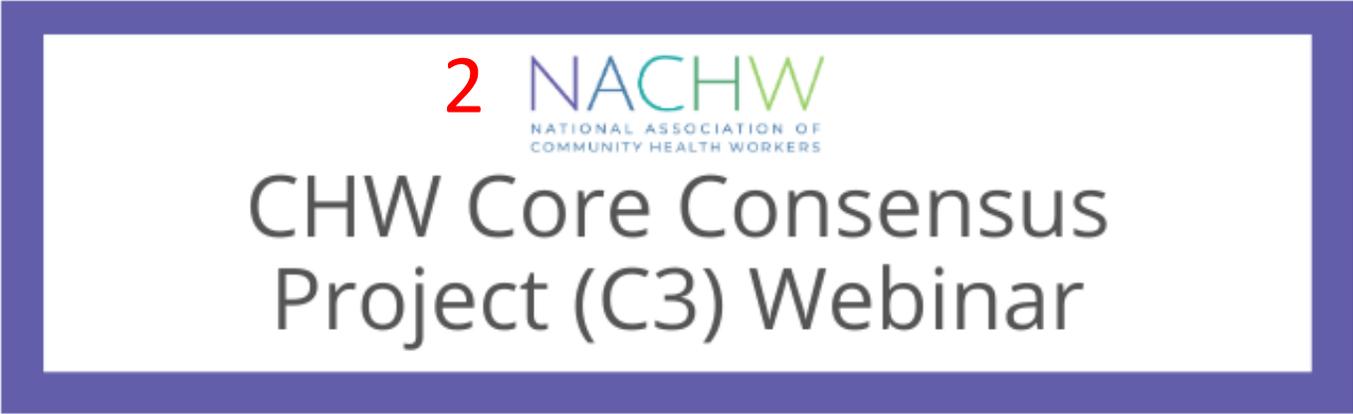
Knowledge Check!

Is this sufficient documentation for an independent CEU?

**Answer:
Yes!**

- CCHW Name ✓
- Training Organization ✓
- Title of Training ✓
- Date of Training ✓
- Length of Training ✓

Tue 3/23/2021 3:25 PM
NACHW <no-reply@zoom.us>
CHW Core Consensus Project (C3) Webinar Confirmation
To Eirich, Laura A (CHFS DPH DPQI)



Hi Laura Eirich, **1**

Thank you for registering for "CHW Core Consensus Project (C3) Webinar". **3**

Please submit any questions to: info@nachw.org

Date Time: Mar 25, 2021 03:00 PM Eastern Time (US and Canada) **4 5**

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Knowledge Check!

- Deandre is preparing to recertify for the first time.
- Deandre participated in 13 hours of continuing education over the past year.
- What does he need to do to recertify?

Answer:

- Deandre should download the [Application for Recertification](#) from the KDPH CHW Webpage.
- He should make sure he has participated in at least 5 hours of KDPH-approved training and that he has documentation for all trainings.
- After organizing his documents, Deandre should fill out the Application for Recertification, including the Continuing Education Tracker, a new photo, and the \$25 fee to KYACHW.

Recertification

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Minimum Requirements

****Kentucky CHWs are required to recertify **annually** in October.****

- Current resident of Kentucky or currently working in Kentucky.
- Legal residency in the United States.
- Completed 10 credit hours of CHW continuing education every year.
- Submission of completed application, including required attachments.
 - **Completed application includes the general application, continuing education tracker, and updated photo.**
- Submission of non-refundable \$25 recertification fee to the [Kentucky Association of Community Health Workers](#).

Recertification Schedule

| <u>Initial</u> Certification Date ONLY | <u>First</u> Recertification |
|--|------------------------------|
| October 2019 – December 2019 | October 2020 |
| January 2020 – December 2020 | October 2021 |
| January 2021 – December 2021 | October 2022 |

KDPH CHW Program will send one reminder email in September each year.

Applications are accepted anytime from October 1 – 31 annually.

After the first recertification, CCHWs will certify **every year** in October.

Tips and Tricks from CHWs

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Bev Beckman

- The tracking tool from slide 15 and a similar tracking tool is on the website to facilitate tracking.
- Maintain Two Folders:
 - Approved CEU
 - Independent CEU

Bev Beckman

➤ Steps:

1. Begin at the first of the month that your recertification is required.
2. See the attached word document or the website for a tracking tool.
3. Fill in your log as you go either on the computer or by hand. Completing as you go streamlines the process.
4. Print the certificate and maintain in the designated folder. If the training organization does not automatically provide one, you can ask for one.
5. If they will not provide the certificate, print the registration verification, agenda and "thank you for participating" after the offering or other documentation.
6. On the month before you are due, check your tracker and reconcile certificate or other validation.
7. Submit when you receive notification of due date to the address provided along with payment.

Tiffany Taul-Scruggs

- I use a 3 ring binder with sheet protectors along with tabs for each year.
- Everything I do goes into the sheet protectors in the order of the date that I did the training and all the necessary documentation.
- Also another tip I use a planner. Every time there is a training, I put it on my monthly calendar,
- I highlight the training and include the name of the training and CEU that acts a quick reference, then I can see month to month, what I've done or still need to do.

Questions?



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Community Health Worker Program Contact Information

Laura Eirich, MPH

Community Health Worker
Program Manager

LauraA.Eirich@ky.gov

CHW Program Email:

CHW.Certification@ky.gov

General Phone Number:

(502) 564-7996