

# Illinois Community Health Workers Review Board

## Annual Report: September 27, 2023

### I. Legislative Mandate for Community Health Workers Review Board

The Illinois Community Health Workers Review Board was established to advise the Illinois Department of Public Health as it seeks to develop an Illinois Community Health Worker Certification Program. The scope of the board's responsibilities include rules certifying individuals, including those being grandfathered in, and academic and community-based training programs. The board is also responsible for recommending standards, reviewing proposed regulations, and providing feedback about training programs and reimbursement schedules.

The board shall submit an annual report to the Office of the Governor and the General Assembly about the program's progress. The first annual report shall be submitted one year after the board's first meeting and every year thereafter for each year the board remains active.

### II. Membership

The board shall be co-chaired by an IDPH representative (Lubia Nunez-Montelongo) and a representative from a statewide association of community health workers (Wandy Hernandez-Gordon). Other board members shall include:

- (1) Director of Public Health or his or her designee: Kenneth Campbell
- (2) Director of the Illinois Department of Healthcare and Family Services or his or her designee: Laura Phelan
- (3) Secretary of the Illinois Department of Human Services or his or her designee: Ryan Lee
- (4) Secretary of the Illinois Department of Financial and Professional Regulation or his or her designee: Shami Goyal
- (5) A member from the Office of the Governor appointed by the governor: Sol Flores
- (6) Three members appointed by the Senate president: Monica Cuevas, Angela Ellison
- (7) A member appointed by the Senate minority leader: Ket Herena
- (8) Three members appointed by the speaker of the House of Representatives: state Rep. Latoya Greenwood, state Rep. Maura Hirschauer, state Rep. Camille Lilly
- (9) A member appointed by the House of Representatives minority leader: Karen Ayala
- (10) A member from a statewide association of community health workers appointed by the speaker of the House of Representatives: Leticia Boughton Price
- (11) A member from a statewide association of community health workers appointed by the Senate president: Noelle Moore
- (12) As appointed by the IDPH director, in addition to the members specified in this subsection, the board shall have balanced representation from the:
  - Community health worker workforce: Emma Villareal, Ofelia Figueroa
  - Community health worker employers: Tracey Smith

- Community health worker training and educational institutions: David Sanders, Esther Sciammarella
- Community members who are recipients of services: Ja Niece Nelson, Kevin Wood

### **III. CHW Review Board Meetings**

In its first year, the CHW Review Board convened on the following dates:

September 27, 2022

December 6, 2022

February 17, 2023

May 10, 2023

June 30, 2023

July 28, 2023

August 30, 2023

### **IV. Activities**

Activities undertaken from September 2022 through September 2023 include the following:

#### CHW Review Board

IDPH conducted seven CHW Review Board meetings. IDPH addressed its commitment to action and the Illinois Community Health Worker Association (ILCHWA) was introduced by the association's co-chair.

Meetings addressed:

- The role of the board and expectations of board members, including board training requirements.
- IDPH support of the board, including administrative, communications, legislative affairs, and legal.
- Revised and approved board bylaws.
- Orientation to administrative rules and initiation of administrative rules review.
- IDPH updates on the CHW Certification Program development.
- Review and approval of an annual board report.

#### IDPH's CHW Certification Program Development

Key elements of program development included:

- Secured general revenue funds for fiscal years 2023 and 2024.
- Hired a personal services contractor.
- Developed a program workplan.
- Completed a draft of the program's administrative rules.
- Assembled and convened the board in accordance with legislative requirements.
- Drafted board by-laws.
- Developed a high-level program communication and promotion plan.

- Executed intergovernmental agreements with two state university partners to support CHW Certification Program development.
  - Southern Illinois University, Carbondale (SIUC)
    - Developed and posted a request for proposals for a vendor for the CHW Certification Program IT platform.
  - University of Illinois, Chicago (UIC)
    - Developed a document on Best Practices in State CHW Certification Programs.
    - Developed and posted a request for applications and awarded grants to nine organizations to conduct a statewide landscape analysis of CHW training and professional development programs.

## V. Next Steps

For October 2023 through September 2024:

### CHW Review Board

- Continue and complete a review and feedback of the proposed administrative rules.
- Obtain input on aspects of the CHW Certification Program not addressed in the administrative rules.
- Identify and convene sub-committees as needed.

### IDPH's CHW Certification Program Development

- Hire permanent program staff: personal services administrator and administrative assistant.
- In collaboration with SIUC, award a contract for an IT vendor and build an initial IT platform for the program, including CHW certification and CHW training program approval, renewal, and reinstatement applications and workflows.
- In collaboration with UIC, conduct a landscape analysis of CHW professional development programs in Illinois.
- Continue implementation of the program's communications and promotion plan.