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**South Dakota CHW and CHR Training Program Approval Process and Application**

Last Updated: July 31, 2024

Finalized by Certification Committee: July 31, 2024

Approved by CHWSD Board of Directors: August 1, 2024

# **CHW and CHR Training Scoring Rubric Summary**

## **oVerview**

The following rubric shall be used to score and subsequently approve CHW and CHR training programs for Certification in South Dakota. The following rubric is used to calculate if a CHW or CHR training program meets the minimum requirements to adequately train a CHW or CHR to work in South Dakota.

Much of the scoring rubric focus comes from a workgroup held by the South Dakota Department of Health and South Dakota Department of Social Services in 2016 to define key recommendations for the CHW scope of work.

Curriculums for consideration as an approved training program for CHWs and CHRs in South Dakota shall only be reviewed for approval if:

* The curriculum and subsequent training program is offered locally in South Dakota and/or states that directly border South Dakota OR the curriculum and subsequent training program directly related to a specified population within South Dakota served by CHWs and/or CHRs.
  + The National Indian Health Service Community Health Representative Training Program shall be grandparented in as a training program regardless of the number of hours required for completion.
* The curriculum and subsequent training program includes at least 200 hours of training and 40 hours of shadowing.
* The curriculum and subsequent training program provides training on all three (3) areas of the South Dakota CHW and CHR scope of work.
* Conduct a bi-annual (two years) review of each approved training program to ensure the training program continues to align with the curriculum review process.

**Training programs that include at least 200 hours of training and 40 hours of shadowing should complete the application and Curriculum Crosswalk Justification below.** Training programs that do not meet the minimum requirements for hours of training and/or hours of shadowing will not be eligible to become an approved training program in South Dakota.

The CHWSD charges a $250 review fee for each training program review. This payment can be made via check or credit card (via invoice). To submit payment by check, please send check to CHWSD, PO Box 169, Vermillion, SD 57069. Training program curricula will not be reviewed until payment has been received. *Training curricula must be re-reviewed every two (2) years OR when major changes to the curriculum are made.*

All gray boxes below require a response. Please complete all sections and then PDF this form and email to [info@chwsd.org](mailto:info@chwsd.org), with the subject “Training Curriculum for Review”. Training program curricula will not be reviewed until payment has been received.

Form begins on Page 2.

# **Program Application**

## **Training Program Information**

* Name of Organization/Agency:
* Mailing address:
* Phone:
* Website (direct link to training program):
* Year Training Program Began:

## **Training Program Point of Contact Information**

* Title:
* First name:
* Last name:
* Mailing address:
* Phone:
* Email:

# **Scoring Overview**

The following scoring review will be used by the CHWSD Team and the CHWSD Certification Committee to review and score training programs to ensure that they meet the minimum standards required to be approved as a certified training program. Please review the following before proceeding to the next page to provide supplemental information regarding the training requirements.

## **Curriculum Content REview**

The following areas are scored on the scale of 1 – 5:

|  |  |
| --- | --- |
| Focus | Points |
| South Dakota CHW Scope of Work | 60 points |
| Documentation | 10 points |

Total: 70/70 points

## **Scoring**

The following scoring will be used by the review committee based on information provided in the curriculum crosswalk justification:

**1 – Poor** – No reference included in curriculum outline and no reference included in any part of curriculum

**2 – Minimal** – No reference included in curriculum outline and limited reference included in other parts of curriculum

**3 – Sufficient** – Mentioned in curriculum outline and/or learning objectives and brief reference in other parts of curriculum

**4 – Above Average** – Mentioned in curriculum outline and/or learning objectives and limited reference in other areas

**5 – Excellent** – Mentioned in curriculum outline and/or learning objectives and generously referenced in other areas

## **Curriculum Scoring and Approval**

For a training curriculum to be approved as a CHW training program, a training curriculum must meet a minimum score of 49/70 points, or 70%. Training curricula that do not meet this minimum scoring requirement will not be approved as a training program for South Dakota but will have the opportunity to revise their curriculum and resubmit for review.

# **Full CHW Curriculum Scoring Rubric**

**Curriculum for Review:**

## **South Dakota CHW Scope of Work**

### **Summary**

The following curriculum areas of review are based on the South Dakota Medicaid CHW Scope of Work, as identified in the CHW Billing and Policy Manual[[1]](#footnote-1). Additionally, these curriculum areas were identified as key recommendations for CHW and CHR scope of work by the 2016 workgroup co-led by SD DOH and SD DSS:

|  |  |  |  |
| --- | --- | --- | --- |
| South Dakota CHW Scope of Work | | | |
| Scores (up to 5 pts each) (To be completed by the review committee based on information provided in the curriculum crosswalk justification: | **Main Curriculum Focus Area:** | **Sub-Curriculum Focus:** | **Curriculum Crosswalk Justification** (Specify the lesson name and number where this content is included. Attach additional justification or embed links to training program information)**:** |
|  | **Health System Navigation and Resource Coordination** | Knowledge of how to find local health systems/resources and/or knowledge of where to find resources |  |
|  | Making referrals and connections to community resources |  |
|  | Fostering and establishing relationships and communication |  |
|  | Providing follow-up and collaboration with provider/other resources |  |
|  | **Health Promotion and Coaching** | Demonstrating competency in motivational interviewing in both individual and group settings |  |
|  | Knowledge of counseling techniques in both individual and group settings |  |
|  | Knowledge of coaching and self-efficacy theory and application in both individual and group settings |  |
|  | **Health Education** to teach or promote methods and measures that have been proven effective in avoiding illness and/or lessening its effects | Knowledge of health promotion and disease prevention principles while honoring cultural and religious beliefs |  |
|  | Knowledge of cultural practices within the community and demonstrating cultural competency and understanding of diversity |  |
|  | Demonstrating interpersonal skills |  |
|  | Identifying health literacy standards for written materials |  |
|  | Knowledge of translation and interpretation services |  |

**Score Total (out of 60 possible points):**

|  |
| --- |
|  |

## **Documentation**

### **Summary**

Documentation is an important aspect of delivering quality care. Documentation also allows for a CHW to communicate with providers and other healthcare practitioners regarding services provided to the patient.

|  |  |  |  |
| --- | --- | --- | --- |
| Documentation | | | |
| Scores (up to 5 pts each) (To be completed by the review committee based on information provided in the curriculum crosswalk justification: | **Main Curriculum Focus Area:** | **Sub-Curriculum Focus:** | **Curriculum Crosswalk Justification** (Specify the lesson name and number where this content is included. Attach additional justification or embed links to training program information)**:** |
|  | **Care Plan Management and Documentation** | Assist in implementing a care management plan in collaboration with provider/other resources |  |
|  | Basic understanding of the importance of documentation and reporting to respond to care management plan implementation. |  |

**Score Total (out of 10 possible points):**

|  |
| --- |
|  |

# **Submission of Curriculum for REview**

**Email Submission:** Once this form has been completed in its entirety, submit the following items for curriculum review:

* Training Syllabus
* Additional supporting documents (referenced or linked in the tables above)
* Documentation of at least 200 hours of training and 40 hours of shadowing within the training curriculum

One the following have been complied, please email to [info@chwsd.org](mailto:info@chwsd.org) with the subject: Training Curriculum for Review. For any questions or concerns regarding this process, please contact [info@chwsd.org](mailto:info@chwsd.org).

# **Final ScoreS (To be completed by the Certification Committee REviewers)**

This section is to be completed by the Certification Committee reviewers.

|  |  |  |
| --- | --- | --- |
| Scoring Area | Total Points | Awarded Points |
| South Dakota CHW Scope of Work | 60 points | points |
| Documentation | 10 points | points |

Total: \_\_\_ out of 70 points or \_\_\_%

Comments/Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passed: \_\_\_\_ Failed: \_\_\_\_\_

Date: \_\_\_\_\_

1. **Community Health Worker Services.** *South Dakota Medicaid Billing and Policy Manual.* June 2022.<https://dss.sd.gov/docs/medicaid/providers/billingmanuals/Professional/Community_Health_Worker_Services.pdf>. [↑](#footnote-ref-1)