



SOUTH DAKOTA CHW/CHR CERTIFICATION COMMITTEE CHARTER

Adopted November 2022

I. PURPOSE

The primary purposes of the Community Health Worker South Dakota (“CHWSD”) Certification Committee (the “Committee”) is to govern the certification and practice of Certified Community Health Workers in South Dakota by establishing the scope of practice and standards of ethical conduct for all Community Health Workers (“CHW”) and Community Health Representatives (“CHR”) certified by the Committee, the standards and requirements for CHW/CHR education and training programs in South Dakota, establish the eligibility requirements and administrative procedures for the issuance of CHW/CHR certificates to qualified applicants and the renewal of such certificates, in order to protect and promote the public health, safety and welfare of all people in South Dakota.

The Committee is also responsible to promote the statewide certification program and provide certified CHW/CHR resources to employers. In addition, the Committee is responsible to assure the approved certification standards continue to comply with South Dakota Medicaid Standards to promote sustainability among the CHW/CHR profession. The CHWSD Certification Committee is governed by the CHWSD Executive Committee and Board of Directors of CHWSD.

II. COMMITTEE MEMBERSHIP

The Committee shall be comprised of nine to eleven members. Committee members may be chosen from the CHWSD Board or from other qualified parties. Each committee member will be asked to serve a term of three years and at the time of full service the CHWSD board has the option to request the member extend their term for an additional three years if both parties are agreeable. This process should occur on alternating years to avoid turnover on all sub committees at the same time.

Committee membership shall include representatives from:

- CHWSD
- South Dakota Department of Health
- South Dakota Department of Social Services Division of Medical Services
- South Dakota’s three major health systems, Avera, Sanford and Monument Health
- Federally Qualified Healthcare Centers
- Tribal organizations
- Indian Health Services
- Community Based Organizations
- Approved Education/Training Programs
- Other medical/dental based clinics, EMS, or other organizations.

The Committee Chair must be on the Board of Directors for CHWSD. The Committee Chair shall be appointed by and will serve at the discretion of the Chairperson of the Board. The term of the Committee Chair will coincide with that of the Chairperson of the Board, subject to reappointment by the incoming Chairperson of the Board. A Vice Chair will be identified by Committee and validated by the Board Chair Members of the committee will be appointed by the Committee Chair.

III. COMMITTEE STRUCTURE AND OPERATIONS

The Committee will meet a minimum of four times a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. Additional meetings will be called by the Committee Chair. All Committee members are expected to attend each meeting in person or via telephone or videoconference. A quorum is defined as a majority of the members.

IV. COMMITTEE ACTIVITIES AND RESPONSIBILITIES

The following shall be the activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

1. To approve committee structure and charter, sub-committees' structure and charters and other necessary organizational documents, CHW/CHR Ethics and operating procedures.
2. Quarterly review of all new and renewal applications from CHW/CHR's for certification per the recommendation of the application/renewal sub-committee. An earlier review can be called by the Committee Chair if there is a need to review applicants in a timelier manner, i.e., several new applicants applying at once to avoid backlog and/or a three-month delay in approvals.
3. Verify certification of CHW/CHR to authorized organizations in the hiring process and authorization of Health Insurance Portability and Accountability Act (HIPAA).
4. Verify CHW/CHR applicants have passed both an employee background check as well as the required fingerprint background checks per Medicaid policies and procedures.
5. Adhere to SD Medicaid guidance on identified criminal backgrounds. In the event there is a criminal record that indicates one of the offenses listed under the SD Medicaid policies and procedures, the committee will either be responsible to deny the applicant or request an exception from SD Medicaid to allow the applicant to move forward.
6. Develop and oversee a grievance process for Denied CHW/CHR Applicants, Certified CHW/CHR actions or violations of CHW/CHR ethics.

V. SUB-COMMITTEE MEMBER STRUCTURE

1. Each sub-committee shall be made up of one to three CHWSD Certification Committee members as well as at-large CHW/CHRs and CHW/CHR Allies who have a stake in the growth and credibility of the profession.
2. Each sub-committee member will serve a three-year term, with the option to have an extended term if the CHWSD Certification Committee and the sub-committee member both agree to a continued term. This process should occur on alternating years to avoid turnover on all sub committees at the same time.
3. Each sub-committee will deliver tasks set forth by the CHWSD Certification Committee and adhere to deadlines as specified. If an extension is needed, a request will be made to the CHWSD Certification Committee for adjustment and approval of the new appointed deadline.
4. Each sub-committee will make draft recommendations to the CHWSD Certification Committee for final approval.
5. No recommendations of the sub-committee may be implemented without the overall majority approval of the CHWSD Certification Committee

VI. SUB-COMMITTEE ACTIVITIES AND RESPONSIBILITIES

The following shall be the activities of each Sub-Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Sub-Committee may diverge from this guide as appropriate given the circumstances.

In addition to the three committees below the Committee may desire to add additional committees as needed to grow the CHW/CHR profession, such as, advocacy, community capacity, workforce development, etc.

1. EDUCATION AND TRAINING COMMITTEE; (REFER TO SUB-COMMITTEE CHARTER FOR ADDITIONAL DETAILS)

- Develop guidelines and scoring requirements for all training programs who want to be approved to train CHW/CHRs in South Dakota.
- Review and recommend CHW/CHR Core Competencies to Certification Committee members for approval.
- Establish a process to review current approved training program on an ongoing basis to assure all set forth requirements are maintained.

2. APPLICATION AND OPERATIONAL PROCEDURES FOR CERTIFICATION

- Review and approve certification software.
- Set up and implement software to handle all applications and renewals for certification.
- Develop the application and renewal requirements to be set up in the approved software program.
- Perform background checks on all new applicants and renewal applicants.

3. ETHICS AND CHARTERS COMMITTEE

- Develop overall DRAFT of Certification Committee Charter.
- Develop DRAFT of CHW Ethics to be followed by all CHW Certificate level professionals.

VII. COMMITTEE REPORTS

The Chair of the Committee will:

1. Report the CHWSD Certification Committee's actions and recommendations to the CHWSD Executive Committee and full Board on a semi-annual basis,
2. Annually report to the CHWSD Executive Committee and full Board any proposed changes to the CHWSD Certification Committee Charter, and
3. Annually report to the CHWSD Executive Committee and full Board on the CHWSD Certification Committee's progress in implementing the Certification Committee's responsibilities.

VIII. RESOURCES AND AUTHORITY OF THE COMMITTEE

The CHWSD Certification Committee has the authority to recommend to the CHWSD Board that outside advisors, including legal counsel or other experts, as it deems appropriate, be retained. The CHWSD Certification Committee does not have the authority to approve the fees and expenses of such advisors.

IX. AMENDMENTS AND DISSOLUTION

The CHWSD Certification Committee shall use its funds only to accomplish the purposes specified in this Charter as approved and allocated by the CHWSD Board of Directors. No part of said funds shall inure to the benefit of, or be distributed to, its Directors, officers, committee members, or other private persons, except that CHWSD shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

In the event of dissolution of the CHWSD Certification Committee, the CHWSD Board of Directors, after paying or making provision for the payment of all liabilities of the CHWSD Certification Committee, shall distribute the remaining assets of the CHWSD Certification Committee to CHWSD.

This Charter may be altered, amended or repealed and a new Charter may be adopted by an affirmative vote of a majority of the CHWSD Certification Committee, present and voting at any meeting of the CHWSD Certification Committee in which a quorum is present.