



New Mexico Community Health Worker Association

APHA ANNUAL MEETING-CHW Section

November 1, 2016

LEAD CHWs Assisting Peers In Becoming
Certified

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New Mexico legislation passes “The Community Health Worker Act” for Voluntary Certification of CHWs in 2014 Effective January 30, 2015

Two ways to become certified include:

Grandfathering Process for long term CHWs

Certification Training for new CHWs

Two Types of Certification

Generalist

Specialist



2/19/2015

7.29.5 NMAC

TITLE 7 HEALTH
CHAPTER 29 PRIMARY AND RURAL HEALTH CARE SERVICES
PART 5 CERTIFICATION OF COMMUNITY HEALTH WORKERS

7.29.5.1 ISSUING AGENCY: New Mexico Department of Health.
[7.29.5.1 NMAC - N, 1/30/15]

7.29.5.2 SCOPE: This rule applies to any person seeking to practice as a c
state of New Mexico.
[7.29.5.2 NMAC - N, 1/30/15]

7.29.5.3 STATUTORY AUTHORITY: These rules are promulgated pursuant to the following statutory authorities: 1) the Department of Health Act, Subsection E of Section 9-7-6 NMSA 1978, which authorizes the secretary of the department of health to "...make and adopt such reasonable and procedural rules and regulations as may be necessary to carry out the duties of the department and its divisions," and; 2) the Community Health Workers Act, Sections 24-30-1 through 24-30-7 NMSA 1978, which authorizes the department to adopt regulations to carry out the provisions of the act.
[7.29.5.3 NMAC - N, 1/30/15]

7.29.5.4 DURATION: Permanent.
[7.29.5.4 NMAC - N, 1/30/15]

7.29.5.5 EFFECTIVE DATE: January 30, 2015, unless a later date is cited at the end of a section.
[7.29.5.5 NMAC - N, 1/30/15]

7.29.5.6 OBJECTIVE: The objective of this rule is to implement the Community Health Workers Act. This rule

**First page of legislation,
entire document can be
found in the New Mexico
Department of Health
Webpage**



Certification Board Established

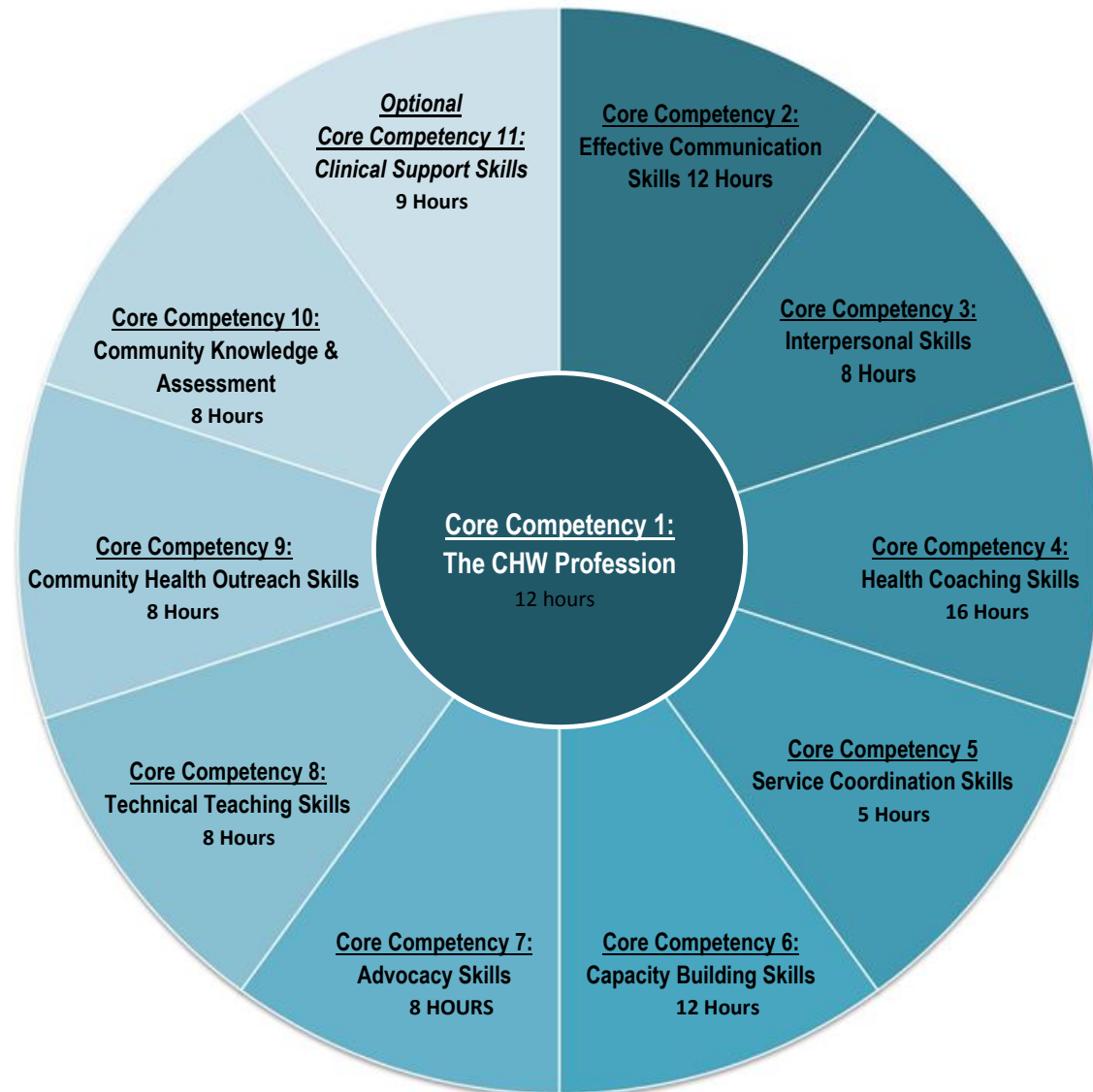
Certification Board

The NM CHW Certification Board serves as an advisory body to the Secretary of Health on the implementation of standards, guidelines and requirements for state certification of community health workers. The Board is charged with making written recommendations to the Secretary of Health on the following matters:

- Required core competencies for certification
- Requirements for community health worker education and training programs in the state.
- Requirements for continuing education courses and programs for recertification every two years.
- Minimum education, training, experience, and other qualifications for a community health worker to qualify as a trainer in any education, training or continuing education program for community health workers.
- Certification of experienced community health workers practicing in NM before the effective date of the Community Health Workers Act (also known as “grandfathering”)
- Assessment of community health worker competency in connection with certification.
- Scope of practice for community health workers.

CORE COMPETENCIES REQUIRED

NM CHW/CHR Core Competencies



Core Features of Certification

- It is voluntary.
- Process to recognize and certify existing CHWs based on work or volunteer experience.
- Applicants who are new to the field will be required to complete a DOH OCHW-approved training program.
- Expected to demonstrate proficiency in the CHW core competencies.
- Specialist certification will be available for applicants who have training in specialty areas, such as clinical skills, heart health, behavioral health, chronic disease, maternal and child health or asthma.
- All applicants who are eligible for certification will have to complete a background check.
- Certificates will be valid for two (2) years.
- In order to be recertified, applicants will have to complete 20 continuing education units in a 2 year period.

NMCHWA receives a grant from Con Alma Health Foundation in 2015 to assist CHWs

- **Lead CHWs recruited from different parts of the state**
 - Las Cruces, Deming, Espanola, Albuquerque, El Rito, Abquiui, Native American Pueblos
- **Lead CHWs Trained to assist in grandfathering process**
- **Lead CHWs are encouraged to become certified**
- **Tutorial developed to help in educating CHWs**
- **CHWs assisted in group settings and one-on-one**



Tutorial developed to Assist with Application: Required Documentation for Community Health Worker (CHW) Certification through Grandfathering



CHECKLIST:

- Copy of a color photo I.D. (i.e. Government issued I.D. or Certificate of Indian Blood Card).
- Verification of proficiency in the core competencies, signed by a current or former supervisor.
- Documentation of the required hours of work or volunteer experience as a CHW.
- Certificates of training or letter from a supervisor, if applying to be a Specialist I.
- Two (2) current reference letters on agency or community organization letterhead.
- The appropriate application fee.

- **Note to all applicants:**
- A background check is required if your application is complete and approved by the Department of Health, (DOH). You will be notified by DOH if you are eligible for the background check through the NM Department of Public Safety after your application has been reviewed.

Additional Requirements

Section 1: Eligibility Requirements

- Proof that applicant is at least 18 years of age by submission of a copy of a color photo ID (i.e. Government issued ID or Certificate of Indian Blood Card)
- Verification of proficiency in the core competencies through training and/or experience, signed by a current or former supervisor
- Documentation of 2000 hours of work and/or volunteer experience as a CHW in the 2 years prior to application, **or** documentation of at least half-time paid or volunteer employment as a CHW in the 5 years prior to application
- Two (2) current reference letters on agency or community organization letterhead

Section 2: Submission Guidelines

The fee **must** be submitted with application in the form of a personal check, money order or cashier's check.

All fees are non-refundable.

Mail the application, fee and any additional required documentation to:

**Attn: Office of Community Health Workers
NM Department of Health-Public Health Division
P.O. Box 25307
Albuquerque, NM 87125
Account: XXXXXX7789**

Please keep a copy of all submitted materials and proof of mailing.

Section 3: Certification Levels and Fees

Applicants may be certified at the following levels:

Generalist: \$45, an applicant who meets the eligibility requirements for certification through grandfathering (see Section 1).

Specialist I: \$55, an applicant who meets the requirements for a Generalist and who demonstrates proficiency in clinical support skills. (Core Competency #11).

Specialist II: \$65 \$65 fee for generalist certification + demonstrated additional education/training in two specialty areas

Specialist II: \$75 fee for generalist certification + demonstrated additional education/training in three specialty areas

Key Components for Grandfathering Application

Timeline: DOH will inform you if your application is approved or disapproved, and why, no later than 30 days from receipt by OCHW. If your application is approved, you will be instructed to complete a background check. The results of the background are the final determining factor in whether a certificate will be issued.

Disapproval of application: Your application for certification may be disapproved if it is incomplete or if you do not meet the requirements for certification listed in the rules. If your application is disapproved, you will receive instructions on resubmission.

Key Components Continued

- **Background Check**

- All applicants must register prior to being fingerprinted. You must be fingerprinted within 90 days of registration
- Registration is completed on-line at ***cogentid.com***
- You will need these two pieces of information to register: Transaction Type - **SB 58** and ORI number - **NM920271Z**
- *See next two slides for more information*

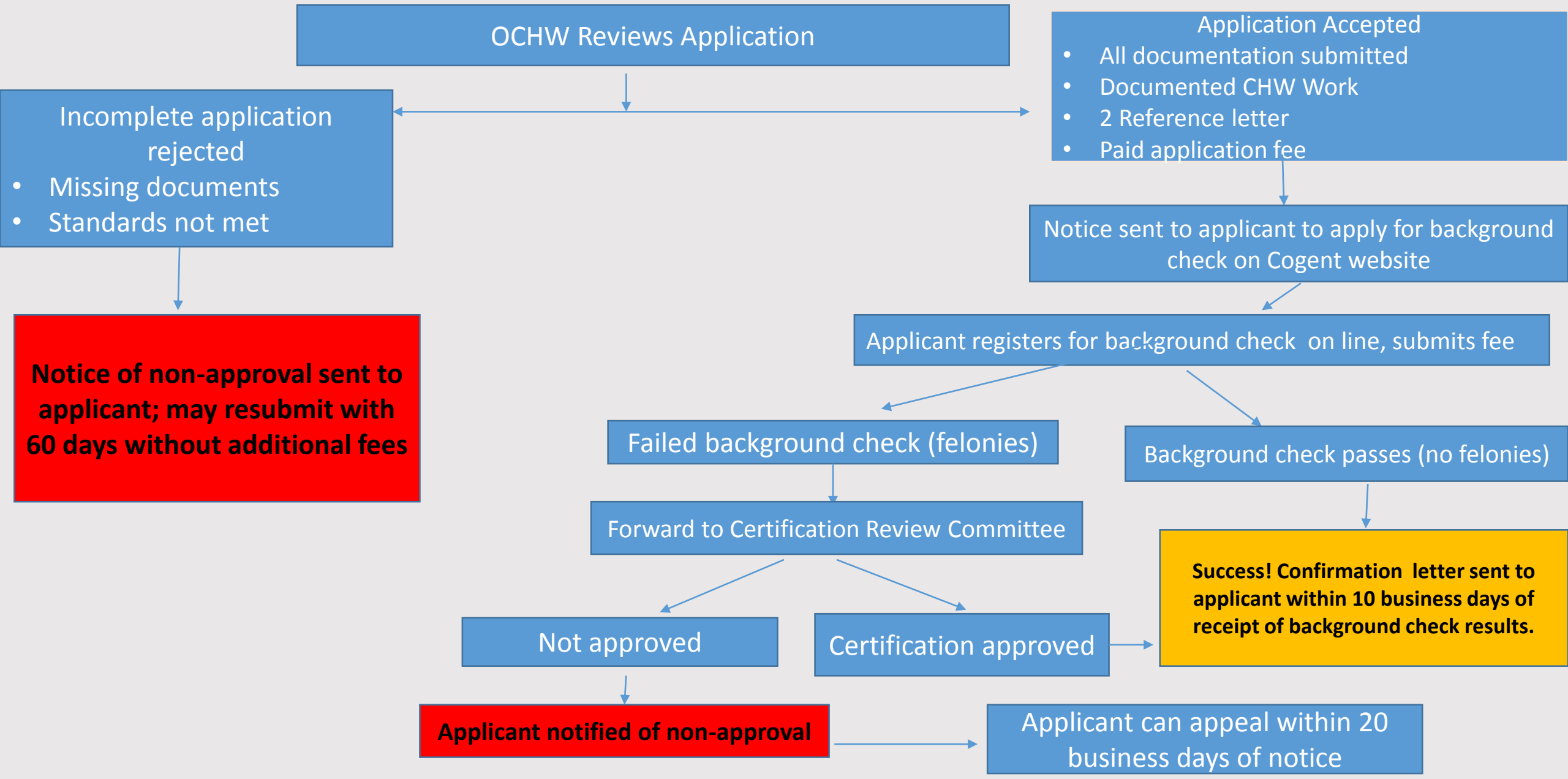
- **Fingerprinting**

- Fingerprint sites are listed at www.cogentid.com > New Mexico > Fingerprint Location Map.
- Appointments are not required.
- Applicants may visit any fingerprinting location during any of the site's scheduled fingerprinting hours. Check the website for hours.
- Bring your Registration ID or Document Control Number and a valid photo ID.
- If you are paying by money order, bring a money order made out to 3M Cogent. This is the method of payment preferred by most fingerprint locations.

- **Results**

- Background check results will be sent directly to OCHW.
- 3M Cogent does not have access to background check results, or make employment determinations.
- You will be notified by OCHW regarding your background check results.

Grandfathering Application submitted to OCHW



New Mexico Community Health Worker Association

An organization by and for CHWs

Mission: To nurture the community health worker/promotora model to collectively improve access and quality of health care for New Mexicans by advocating for and empowering its members through training and education.

Vision: "The New Mexico Community Health Worker Association supports Community Health Workers to improve the health and well-being of New Mexico Communities."

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[Thank You!](#)

<http://nmhealth.org/about/phd/hsb/ochw/>.

<http://nmchwa.org>