



***Community Health Aide Project (CHAP)
Learning Collaborative: Indian County ECHO
Session: Tuesday June 11, 2024***

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*Growing the Ability to Deliver Quality Healthcare to
American Indian and Alaska Native People.*





NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

Indian Leadership for Indian Health

Established in 1972, the Northwest Portland Area Indian Health Board (NPAIHB or the Board) is a non-profit tribal advisory organization serving the forty-three federally recognized tribes of Oregon, Washington, and Idaho. Each member tribe appoints a Delegate via tribal resolution and meets quarterly to direct and oversee all activities of NPAIHB.

What WE Do:

NPAIHB Delegates create and update a strategic plan, which contains four main functional areas:

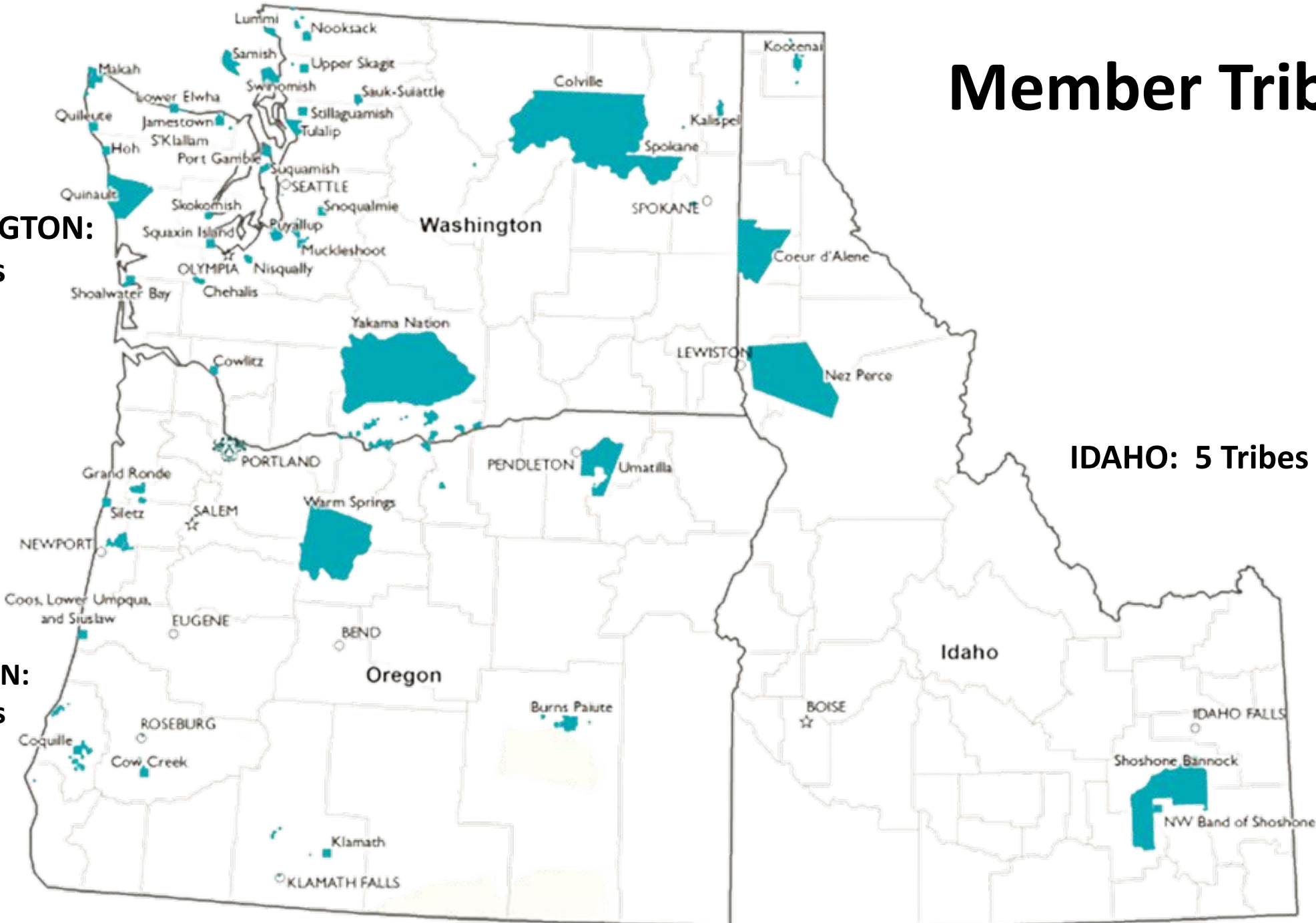
- Health promotion and disease prevention
- Legislative and policy analysis
- Training and technical assistance
- Surveillance and research

NPAIHB houses a tribal epidemiology center (EpiCenter), several health promotion disease prevention projects, and is active in Indian health policy.



Member Tribes

**WASHINGTON:
29 Tribes**



IDAHO: 5 Tribes

**OREGON:
9 Tribes**

NORTHWEST CHAP:

Tribal Community Health Provider Program (TCHPP)

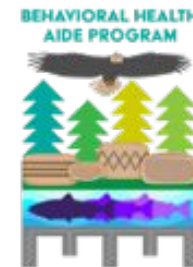
ESTABLISHED IN 2015



Dental Health
Aide/Therapist
(DHA/T)



Behavioral Health
Aide/Practitioner
(BHA/P)




Community Health
Aide/Practitioner
(CHA/P)




EDUCATION PATHWAYS



Community Health Representative (CHR)



Dental Health Aide Program (DHA/P)



Behavioral Health Aide Program (BHA/P)



Community Health Aide Program (CHA/P)

PDHA I

PDHA II

Extended Function DHA (EFDHA) I

EFDHA II

DHA/Hygienist (DHAH)

DHA/Therapist (DHAT)

BHA I

BHA II

BHA III

BHA IV/Practitioner (BHP)

CHA I

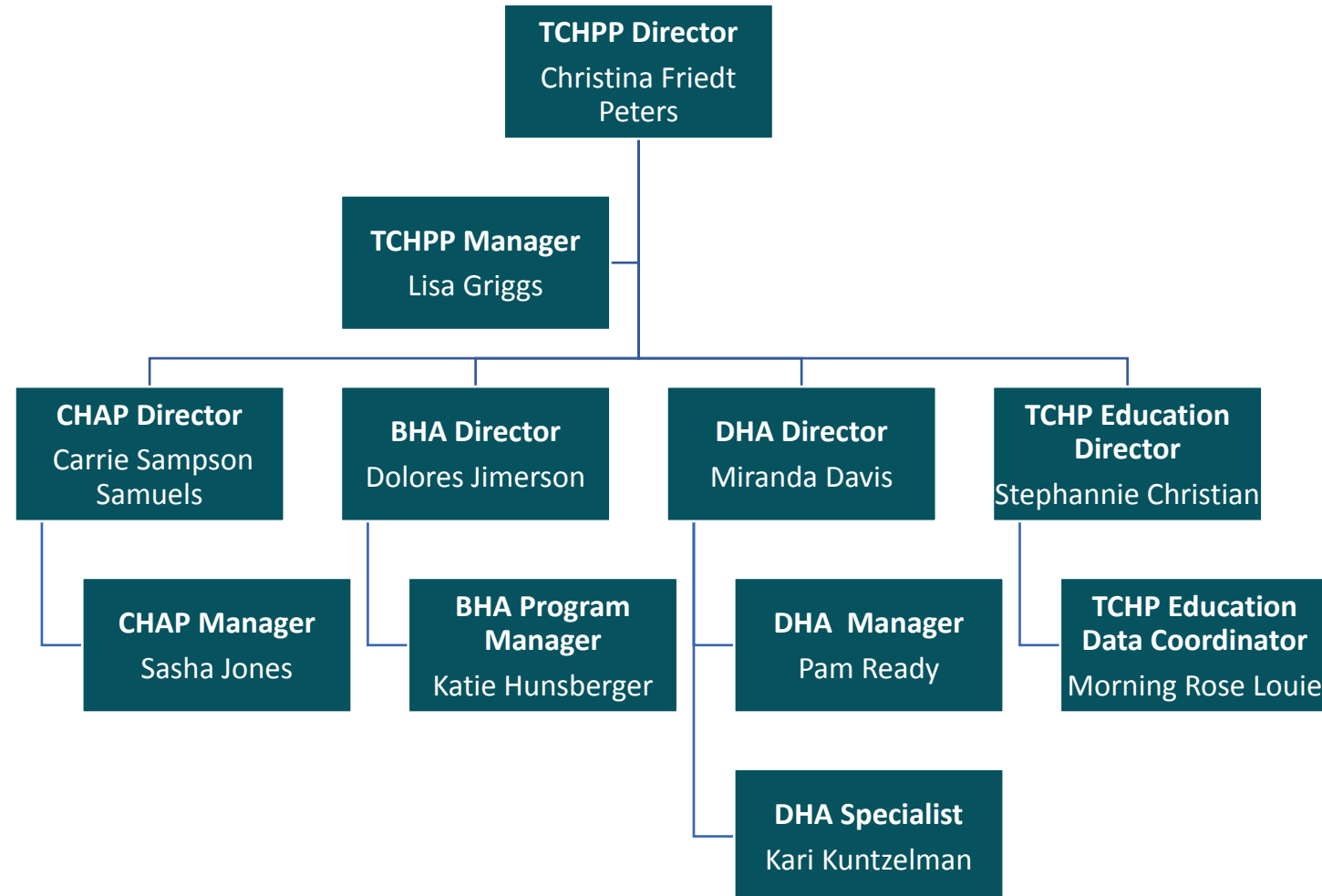
CHA II

CHA III

CHA IV

CHA Practitioner (CHA/P)

Tribal Community Health Provider Program Team





*Dental Health Aide Program
(DHAP):
Alaska Certification Application
Guidance Process*

Applicant Recruitment Process



- Identified potential applicants
 - Drafted email that was sent to potential applicants to gauge interest
 - Scheduled one on one zoom/phone calls with each individual that replied with interest
 - Explained application process, requirements, anticipated timeline
 - Ad Hoc meetings
 - Dental Academic Review Committee (DARC)
 - DARC calibration exercise
 - Portland Area CHAP Certification (PACCB) calibration exercise
 - Applications presented to DARC
 - Applications presented to PACCB
 - Applications sent on to Alaska's Certification Board



Guidance Process Checklist

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NPAIHB/TCHPP

AK CHAP Certification Application Guidance Process

This document may be utilized by the mentor/advisor working with area certification applicants. During the first scheduled meeting (in person, zoom or other video call) with the Dental Health Aide applicant, use the following checklist to complete the application walkthrough process.

- Explanation of AK certifying Portland Area providers
- Benefits of CHAP Certification PowerPoint slide
- AK Standards and Procedures
- AK Standards and Procedures Summary
- Professional Portfolio
- AK Certification Board Dental application checklist
- AK Certification Application
- AK CHAP "How to complete" document
- AK DHA CE log- further explanation of BLS requirements
- AK signature page

- Additional documents to have available upon request not already listed:
 - o Certificate or diploma from DHAT/DT program
 - o Copy of initial preceptorship log



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AK S&Ps Summary

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ALASKA COMMUNITY HEALTH AIDE PROGRAM CERTIFICATION
BOARD (AK CHAPCB)

STANDARDS AND PROCEDURES SUMMARY

<https://akchap.org/chapcb/standards-and-procedures/>



Chapter 1 – General Provisions

- Authority & Scope
- Definitions
- Designations and Citations
- and Findings

Chapter 2 – Certification of Community Health Aides, CHP, Dental Health Aides, Behavioral Health Aides, and BHP

- Initial qualifications
- Certifications
- surrender of certificate
- standards for CHA/Ps Training and Ed Requirements, Competencies
- scope of practice prior to certification of CHA I (minimum requirements and employment)
- standards for DHAs
- supervision of DHAs
- scope of practice prior to certification as a DHA (minimum requirement and employment)
- multiple certifications
- Certification by Credential
- PDHA I, II, EFDHA I, II, DHAH, and DHAT Training and Ed Requirements
- PDHA I, II, EFDHA I, II, DHAH, and DHAT Supervision and Competencies
- Standards for BHA/Ps
- Supervision of BHA/Ps
- Scope of Practice prior to certification of a BHA/P (minimum requirement and employment)
- BHA I, BHA II, BHA III, BHA P Specialized Training, Practicum, Experience
- BHA I, BHA II, BHA III, BHA P Alternative Training, Practicum, Experience
- BHA P Knowledge, Skills, and Scope of Practice
- BHA I, BHA II, BHA III, BHA P Competency
- BHA I, BHA II, BHA III, BHA P Work Experience
- Clinical Supervision Requirements for BHA I, BHA II, BHA III, BHA P
- Supervision, Training, and Professional Development
- Term of Certificate

Chapter 3 Continuing Education

- Multiple certifications
- CHA/P, DHA, BHA P continuing education requirements for lapsed and active certificates
- Approved CE programs for CHA/P, DHA and BHA/P

Chapter 4 Discipline, Suspension or Revocation of a CHA, BHA, or DHA

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- Grounds for discipline
- CHA, BHA, and DHA Sanctions
- Withdrawing probation
- Summary suspension
- Consistency

Chapter 5 CHA/P Training Centers

- Requirements for Certification
- Certification, Education Program Philosophy, Training Facilities, Training Staff, Hospital/Clinic Affiliation, Volume, Hours, Distribution of Patient Encounters, Trainees Selection Process, Training Service, CHA Curriculum and Teaching Guidelines, Field training, CHA/P training center administration and records, self-evaluation, faculty continuing education, continuing requirements, sanctions

Chapter 6 Certification of CHA/P Training Curriculum

- Continuous review
- Transition

Chapter 7 Certification of DHA Training and Curriculum

- Training Programs, Facilities, and Training Staff
- DHA training administration and records
- Dental Health Aide Curricula
- DHAH Training Program
- DHAT Education Program
- Certification of DHA training curriculum
- Curriculum Approval
- DARC membership
- Development and Transition

Chapter 8 Certification of BHA Training and Curriculum

- Training Programs, Facilities, and Training Staff
- BHA Training Administration and Records
- BHA Training Center Self-Evaluation
- Trainee Services
- BHA /P Curricula
- Certification of BHA/P Training Curricula
- BHARC Membership
- Development and Transition

Chapter 9 Hearings Requests for Reconsideration, and Appeals

Chapter 10 Transitional and Temporary Certification, Certifications for other Areas, Out of Area Education Programs

Chapter 11 Board Procedure

Chapter 12 Amendments

Chapter 13 Temporary emergency guidance

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Professional Portfolio: Table of Contents

Below is an example of what a Community Health Aide Program (CHAP) Certified Dental Health Aide/Therapist (DHA/T) may have in their professional portfolio; each applicant/provider may vary.

Professional Portfolio Table of Contents

1.	Dental Health Aide/Therapy program certificate or degree	<input type="checkbox"/>
2.	Dental Health Aide/Therapy license	<input type="checkbox"/>
3.	Dental Health Aide/Therapy competencies, testing scores or diploma	<input type="checkbox"/>
4.	Basic Life Support (BLS) Certificate	<input type="checkbox"/>
5.	Standing Orders/Practice Agreement	<input type="checkbox"/>
6.	Portland Area Standards and Procedures (PASP)	<input type="checkbox"/>
7.	Alaska Area Standards and Procedures (AK S&P)	<input type="checkbox"/>
8.	Re-Certification Checklist (required every two years from initial certification)	<input type="checkbox"/>
9.	Continuing Education (CE) Record (24 hours)	<input type="checkbox"/>
10.	Original Preceptorship Log	<input type="checkbox"/>
11.	Position Description/ Job Description	<input type="checkbox"/>
12.	Application for Certification	<input type="checkbox"/>

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AK Certification Board Dental Application Checklist

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Dental Application for Certification Checklist

DHA Initial Application

- Application for Dental Health Aide Certification, Form 08-02D (Revised 01/13/2022)
- BLS must be current (see page 2).
- DHA Core Curriculum date completed and location (see page 2).
- Village-Based Dental Practice (This training is required for all PDHA II and EFDHA I or II, if they are not practicing under direct/ indirect supervision at all times, as well as, all DHAH and DHAT applicants). Date completed and location.

DHA Renewal Application

- Application for Dental Health Aide Certification, Form 08-02D (Revised 01/13/2022).

For renewal of:

EFDHA, PDHA, DHAH and DHAT certification: See [CHAPCB 3.10.050 and 3.10.200]*

- If a two-year period has passed since the DHA applied for an initial or renewal certification, attach DHA Continuing Education Log documenting 24 hours of CE. (CE is 24 contact hours of continuing education approved by the Board on varied or updated topics).
- Once every 2 years: Satisfactory performance under the direct supervision of a dentist, dental hygienist, or dental health aide therapist for a minimum of:
 - a. 80 hours, demonstrating competence in each procedure for which the dental health aide is certified
 - i. OR
 - b. 8 of each procedure for which the dental health aide is certified

DHA Upgrade or Change in Level of Certification Within Certification Period

- Application for Dental Health Aide Certification, Form 08-02D (Revised 01/13/2022).
- No application fee required for upgrades during the two-year certification period.
- A CE log is not required.

For initial and renewal of DHATP certification:

- If a two-year period has passed since the DHA applied for an initial or renewal certification, attach DHA Continuing Education Log documenting 24 hours of CE. (CE is 24 contact hours of continuing education approved by the Board on varied or updated topics).
- Attach current copy of DHATP credential document issued by the Alaska Dental Therapy Educational Program (ADTEP).

For ALL applications - Each signature line of the application must be signed and dated after all training components are completed.



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AK Certification Application & "How-to" form

Community Health Aide Program Certification Board Application for DHA Certification

SUBMIT APPLICATION BY EMAIL OR HARDCOPY TO:
 Community Health Aide Program Certification Board
 c/o Alaska Native Tribal Health Consortium
 4115 Ambassador Drive, 3rd Floor
 Anchorage, Alaska 99508
 Phone: (907) 729-3624, Fax: (907) 729-3629, Email: chapcb@anthc.org

INSTRUCTIONS: Please print or type information and do not use white out. Use a black or blue pen. If there is an error, please cross it out, write the correct information, initial and date any changes. This document requires the signatures of the applicant, employer and supervising dentist.

1. Applying for: Initial Certification Renewal of Certification (every 2 years)
 Change in Level or Skill set (within 2-year certification period)

2. Applicant Name: _____
 (Full Legal Name) Last First MI

3. Other Names Used: _____
 Last First MI

4. Date of Birth: ____/____/____ Social Security Number: ____-____-____
 MM/DD/YY (Last 4 digits)

5. Gender (optional): Female Male

6. Ethnic Origin: Alaska Native Asian or Pacific Islander Caucasian
 American Indian African American Hispanic
 Other

7. Home Address: _____
 City: _____ State: _____ Zip: _____

8. Employment Status: Full Time Part Time Itinerant Intermittent

9. Employer: _____

10. Employer Address: _____
 City: _____ State: _____ Zip: _____

11. Work Phone #: _____

12. Work Email (optional): _____

FOR OFFICIAL USE ONLY

Received

Action

Form 08-02D (Revised 12/01/2023) Page 1 of 7

AK CHAPCB

How to Complete: AK Dental Health Aide Certification Application, Form 08-02D (12/01/2023)
 Read through "Instructions". Note that references to the Standards are the (Alaska) Community Health Aide Program Certification Board Standards and Procedures, as amended.
<https://akchap.org/chapcb/>

Item #	Description	Comments, Instructions
1.	Applying for	Self-Explanatory
2.	Applicant Name	Full legal name
3.	Other Names Used	Includes nicknames, any previously used maiden name, or prior married names
4.	Date of Birth Social Security Number	Self-Explanatory Last 4 digits only
5.	Gender	Optional
6.	Ethnicity	Optional (Check all that apply if you chose)
7.	Home Address	Self-Explanatory
8.	Employment	Full Time = at least 35 hours per week (employer defines) Part Time = usually fewer than 35 hours per week (employer defines) Itinerant = An employee who works at more than one clinical site. May have multiple employers and supervisors. Each must be on record and meet employee/supervisor criteria with Alaska CHAPCB for employee to be certified. Intermittent = typically not a regular schedule, reduced hours (employer defines)
9.	Employer	Full name of organization (not abbreviated, no acronyms)
10.	Employer Mailing Address	Complete work address
11.	Work Phone #	Include Area Code – 10 digits total
12.	Work E-Mail	Optional (Self-Explanatory)
13.	Basic Life Support Certification Expiration Date	Date of expiration must be AFTER the AK CHAP Certification Board meets. Verify date if you are sending application in for provisional approval.
14.	DHA Core Curriculum, See [CHAPCB 7.20.010].	This is included in the first few weeks of AK DHAT curriculum and is not identified as DHA Core Curriculum per se although all topics in 7.20.010 are included. AK DHATs use their graduation date.
15.	Village-Based Dental Practice. See [CHAPCB 7.20.050].	This content is included at the end of the first year of the AK DHAT curriculum and is identified as Village-Based Dental Practice. All topics in 7.20.050 are included.

How to Complete AK DHA application Heart kk12/13/23 DRAFT



*Behavioral Health Aide Program
(BHAP):
Alaska Certification Application
Guidance Process*

BHAP Certification Application Requirements

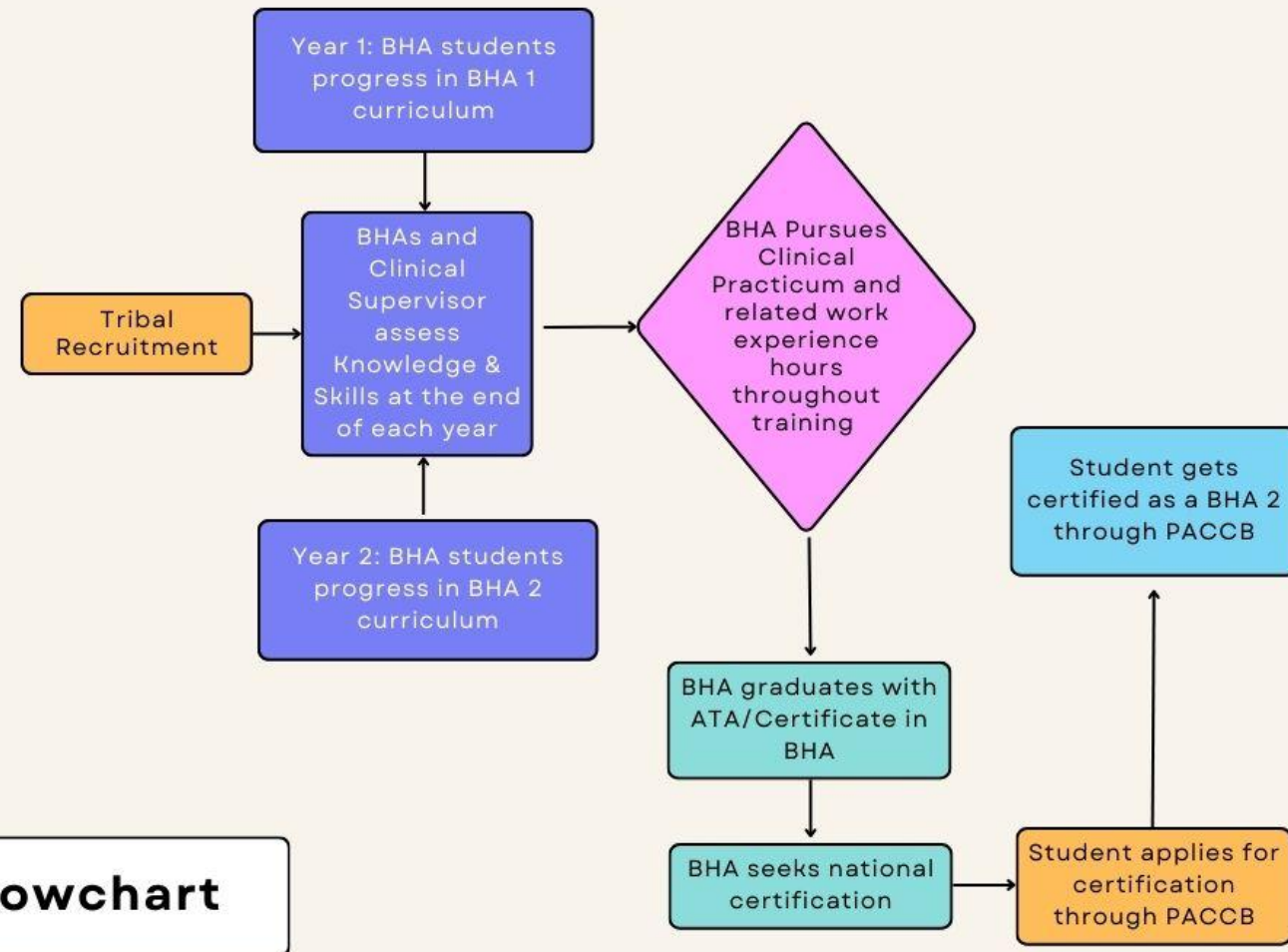
1. **5 page initial application similar to DHAT**
2. **Clinical Practicum Log**
 - a. BHA signature
 - b. Clinical Supervisor signature
 - i. 100 hours per year for a total of 200 clinical practicum hours
3. **Training Matrix**
 - a. AK: Certificates of Completion for each class required for level applying for
 - b. PA: ATA degree or Certificate received after 2-year programming
4. **Knowledge & Skills Checklist**
 - a. Self assessment not required by encouraged after year 1
 - b. Application requirement = Completed by Clinical Supervisor
 - c. Needed Pages
 - i. Scoring Summary page
 - ii. Signature page



Applicant Recruitment Process



- Recruitment of Certification is identified with students once they start the education program
 - THO or non THO
 - Creating visuals
 - Providing supporting documents
 - Creating contractual agreements



VISUAL REPRESENTATION OF 2 YEAR BHA EDUCATIONAL PATHWAY



BHA Route : 2022-2028

Those working for an outside entity need to have a signed contract with a local Tribe to complete work experience hours through their mental health or behavioral health department

An additional SUDPT Certification is available to you for an additional semester through Heritage University and NWIC

Working for an outside entity

Throughout your two years, students will need a total of 2,000 work experience hours and 200 practicum hours related to behavioral health

2 Year Academic Work



Completion of coursework

Students will receive their Behavioral Health Aide Certificate/ATA

Go on to receive SUDPT Certification



Apply for Certification through PACCB

Applications will be made available to students for PACCB to review. This includes completion of BHA Competencies and Knowledge & Skills checklist with a Masters level Clinical Supervisor

BHA Cohort ready for hire/advancement with Tribal health entity



START



Working for Tribe or Tribal Clinic

In order to be eligible for certification through PACCB, student needs to be working for a Tribe or a Tribal Health Organization

*Note: PACCB stands for Portland Area CHAP Certification Board
BHA stands for Behavioral Health Aide
SUDPT stands for Substance Use Disorder Professional Trainee



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BHA/P 1-4 Clinical Practicum Requirements

Level	Hours	Details
BHA 1	1.25 hours 2.25 hours 3.35 hours	<ol style="list-style-type: none"> 1. Providing initial intake and client orientation to services, including screening and initial intake paperwork with appropriate case documentation. 2. Providing case management and referral with appropriate case documentation. 3. Providing Tribal based community education, prevention, & early intervention with appropriate case documentation.
BHA 2	1.35 hours 2.30 hours 3.25 hours	<ol style="list-style-type: none"> 1. Providing client substance use assessment and treatment planning using DSM patient placement criteria with appropriate case documentation. 2. Providing rehabilitative services with appropriate case documentation. 3. Providing community readiness evaluation & prevention plan development with appropriate case documentation.
BHA 3	1.25 hours 2.25 hours 3.35 hours	<ol style="list-style-type: none"> 1. Providing initial intake and client orientation to services, including screening and initial intake paperwork with appropriate case documentation. 2. Providing case management and referral with appropriate case documentation. 3. Providing Tribal based community education, prevention, & early intervention with appropriate case documentation.
BHA 4 (Practitioner)	1.20 hours 2.25 hours 3.30 hours	<ol style="list-style-type: none"> 1. Engaging, mentoring and supporting, as well as participating in supervision and evaluation of BHA 1, 2, and 3s based on their understanding of supervisee's level of knowledge and skills, professional goals, and behavior. 2. Providing clinical team leadership by leading clinical team case review. 3. Building cultural competence and relationality by learning about Native Tribal cultural context and developing a wellness framework within which positive therapeutic relationships can be developed.

NOTE: All BHA trainees must be supervised by a Master's level Clinical Supervisor. Clinical Practicum hours may be completed through their academic institution practicum, as well as their behavioral work within their Tribal Health Organization.



K&S Checklist Scoring Summary Page

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BHA Name:

Current BHA Certification Level: Not Certified BHA-I BHA-II BHA-III BH-P

This BHA is applying for level: BHA-I BHA-II BHA-III BH-P

SCORING SUMMARY

	BHA -I		BHA-II, III, P		Met 80% minimum?
	Raw Score	% Score	Raw Score	% Score	
I. WORKING WITH OTHERS	/ 12 =		0 / 12	0%	No
II. SCREENING & ASSESSMENT	/ 15 =		0 / 18 =	0%	No
III. PLANNING SERVICES	/ 10 =		0 / 10 =	0%	No
IV. PROVIDING SERVICES	/ 30 =		0 / 43 =	0%	No
V. LINKING TO COMMUNITY RESOURCES	/ 11 =		0 / 11 =	0%	No
VI. COMMUNITY EDUCATION & ADVOCACY	/ 12 =		0 / 12 =	0%	No
VII. CULTURAL COMPETENCY & INDIVIDUALIZING CARE	/ 14 =		0 / 14 =	0%	No
VIII. DOCUMENTING	/ 8 =		0 / 8 =	0%	No
IX. PROFESSIONAL & ETHICAL PRACTICE	/ 23 =		0 / 23 =	0%	No
X. PROFESSIONAL DEVELOPMENT	/ 6 =		0 / 7 =	0%	No

BHA name

has has not met the minimum 80% requirement in all 10 BHA Checklist Competency Areas to advance or renew to BHA level:



K&S Signature Page

The clinical supervision of a behavioral health aide or practitioner may be direct, indirect, or general as defined in BHA Standards. BHA's must evidence competence in each of the areas detailed in this document that is commensurate with the level of certification being sought, provided that:

- The person providing clinical supervision must either be a licensed behavioral health clinician or masters level behavioral health professional, provided that a behavioral health practitioner (BHP) acting within the scope of his or her certification may provide day-to-day support and mentoring of behavioral health aides I, II, III;
- The behavioral health aide or practitioner must be supervised at whatever level of supervision is required for the specific service or care being provided;
- The supervisor may impose a higher level of supervision on the behavioral health aide or practitioner than that provided in this article, and
- The supervisor may develop an individualized protocol under which the behavioral health aide or practitioner is permitted to engage in a wider range of activities than that allowed under this article.

By signing below, I verify that I have reviewed and understand the BHA Knowledge & Skills checklist and Supervision requirements under Sec. 2.40.010*. By signing below, I also attest that the applicant has demonstrated the knowledge and skill needed for the certification being sought.

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BHAP Student Support

- Creating opportunities for BHAs to receive Clinical Practicum
 - NW Elders ECHO
 - In-person events
 - Clinical Supervision recruitment/TA
- Holding informational sessions on Certification updates every 6 months
 - Recording sessions for those who missed and also for Mentors, Supervisors, etc.
- Meet 1:1 as needed and create monthly group check ins
- Connecting with BHA THDs to ensure everyone is on the same page



OUR STORY

Check out our website at www.TCHPP.org



TRIBAL COMMUNITY HEALTH PROVIDER PROGRAM

TCHPP

TRIBAL COMMUNITY HEALTH PROVIDER PROJECT

NPAIHB



NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
Indian Leadership for Indian Health

PORTLAND AREA CHAP CERTIFICATION BOARD (PACCB)



About Us

Our program partners with Portland Area Tribes and invests in the future of our Tribal nations by working to increase access to high quality, culturally appropriate, behavioral health, dental health, and primary health care through training and employment of Community Health Aides/Practitioners (CHA/P), Behavioral Health Aides/Practitioners (BHA/P), and Dental Health Aides/Therapists (DHA/T).

- Mission:** To promote AI/AN leadership in healthcare for Tribal communities
- Vision:** Tribal communities may thrive in the way our ancestor intended.

PROMOTES ACCESSIBLE EDUCATION

ELEVATES NATIVE PROVIDERS

SUPPORTS TRIBAL INNOVATION, LEADERSHIP, SELF-GOVERNANCE, AND SOVEREIGNTY.

ADDRESSES SOCIAL AND STRUCTURAL DETERMINANTS OF HEALTH

INCREASES ACCESS TO PRIMARY CARE

Dental Health Aides Behavioral Health Aides Community Health Aides



The Portland Area Community Health Aide Program Certification Board (PACCB) sets standards for the community health aide program and certifies individuals as CHAs, DHAs, and BHAs. Each of these individuals is subject to specific requirements and engages in a specific scope of practice set forth in these Standards, which may also be referred to as the Portland Area Standards and Procedures (PASP). For historical reasons, these various health aides are often referred to generically as “community health aides” or Tribal Community Health Providers.”



TRIBAL COMMUNITY HEALTH
PROVIDER PROGRAM

CERTIFICATION PROCESS



CREATED FEBRUARY 2024

THE JOURNEY AHEAD

The Tribal Community Health Provider Program (TCHPP) team is excited to begin the process with Health Aide students to pursue national certification as a Health Aide in your chosen discipline! This process has recently undergone a lot of movement and we are progressing forward with assisting Health Aides in receiving their national certification.

In fact, in October of 2023, the very first Dental Health Aide (DHA) and Behavioral Health Aide (BHA) were the first two Portland area CHAP federally certified providers outside of Alaska.

From that process, we have some learning lessons to help students start to gather necessary documentation to begin their certification process. This booklet is designed to assist you in your certification journey.





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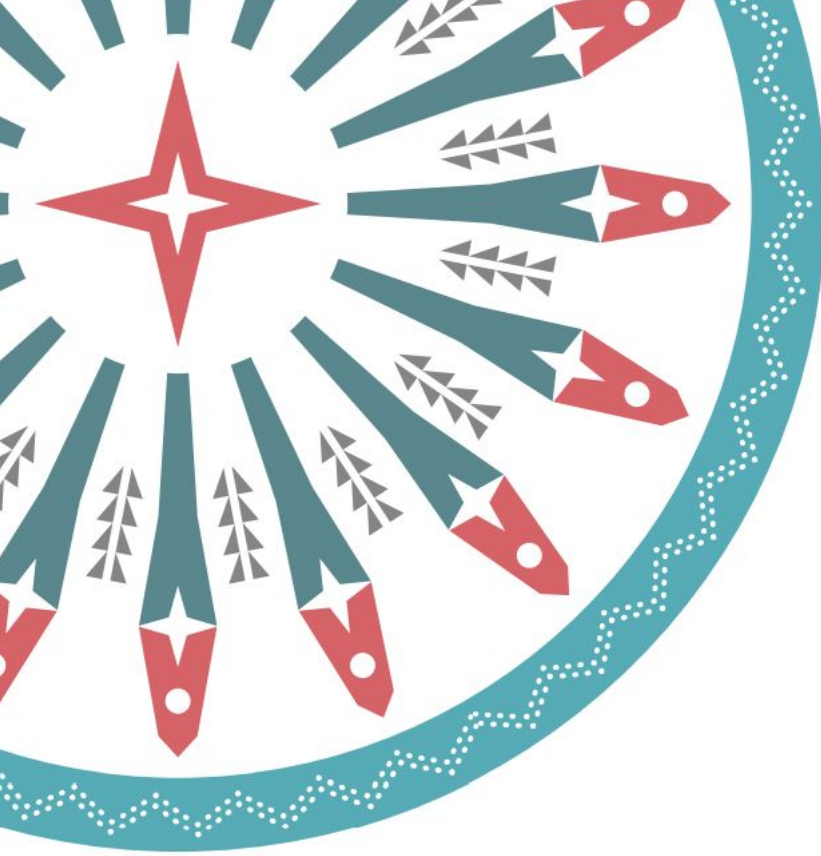
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Benefits of CHAP Certification

- Culturally relevant education
- Federal certification for two years- under authority of Indian Health Service (IHS) Circular 20-06; no exam or fees
- Provider Mobility
- Work to the full scope of practice
- Opportunity for work-force advancement (up to DHAT level & BHAP)
- Tribe may choose to amend their annual funding agreement (apply for Federal Tort Claims Act “FTCA” medical malpractice insurance coverage, allow tribes to bill Medicaid/Medicare for services, ect.
- Oversight from the Portland Area CHAP Certification Board-comprised of Subject Matter Experts (SMEs)working within tribal communities
- In collaboration with the supervisor-opportunity to provide certain services under general supervision



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THANK YOU
CHECK OUT OUR WEBSITE
AT WWW.TCHPP.ORG