



**For Reviewer**  
Circle: First or Second

*Supporting the workforce of Indiana's CHWs as part of the health care delivery system*

## CHW Curriculum Submission Form

**Directions for Applicant:** Please complete the Curriculum Submission Form. Curriculum is valued at 69 points with one point to be earned for meeting each Learning Outcome. Ensure all Learning Outcomes are met by your curriculum. For each Learning Outcome, please identify **ALL** of the materials (text, activities, discussions, handouts, video, etc.) where this Learning Outcome is addressed under Item(s). Next to each Item indicate where it can be found by writing the chapter and page number of either the Text or the Curriculum. See example below. A score of 66/69 is required for certification of curriculum.

<b>Core Role 2: Providing coaching and social support</b>					
Learning Outcomes	<i>For Reviewer Only</i> Score: Check box if Learning Outcome to the left is met by Items on the right.	Item	Text (Chapter/Page #)	Curriculum (Chapter/ Page #)	Other
2.1: Identify and apply strategies to assist clients in setting health-related goals	<input type="checkbox"/>	Text 9.2: Developing an Action Plan Handout: Stages of Change	Ch. 9; 225- 230	Ch. 6; Slide 7	
2.2: Utilize motivational interviewing to support clients in reducing health-risk behaviors	<input type="checkbox"/>	Case Study: Sachiko Activity: Using OARS Text 9.4: Motivational Interviewing Video: Rolling with Resistance	Ch. 9; 238- 243 Ch. 9; 235- 245	Ch. 7; 42	<a href="#">Youtube Video</a>

Once you have completed the Curriculum Submission Form:

- Submit 1 copy of your CHW Curriculum Submission Form and 1 copy of your CHW Curriculum and any supporting documents (handouts, etc.), and the \$2,250 Review and Approval Fee to:  
Attn: Certification Committee  
Indiana Community Health Workers Association  
520 N. Madison Ave. Suite F  
Greenwood, IN 46142
- You should also submit 2 electronic copies of your Curriculum Submission Form- one Word File and one PDF File- and 2 electronic copies of your CHW Curriculum and any supporting documents (handouts, etc.)- one Word File and one PDF File- to [CertAdmin@inchwa.org](mailto:CertAdmin@inchwa.org).

Additional material may be requested as needed. After submission you may be contacted to address clarifying questions. INCHWA will return a decision on the certification of your CHW Curriculum up



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to 12 weeks after receipt of your CHW Curriculum Submission Form, CHW curriculum and any supporting documents, and the Review and Approval Fee.

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<b>Core Role 1: Cultural mediation among individuals, communities, and health and social service systems</b>					
<b>Learning Outcomes</b>	<b>For Reviewer Only Score Check box if learning outcome to the left is met by corresponding Items on the right.</b>	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
1.1 Demonstrate through role play or discussion how to bridge understanding and knowledge of health and social systems for individuals	<input type="checkbox"/>				
1.2 Identify ways to assist the community in helping individuals of diverse cultures	<input type="checkbox"/>				
1.3 Demonstrate through role play or discussion how to inform health and social systems regarding cultural paradigms of their clients by use of registers, cultural beliefs, etc.	<input type="checkbox"/>				
1.4 Demonstrate through role play or discussion how to broker equitable delivery of care (i.e. appropriate educational materials, cultural advantages that will allow for greatest opportunity to receive quality care)	<input type="checkbox"/>				



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<b>Core Role 1: Cultural mediation among individuals, communities, and health and social service systems</b>					
<b>Learning Outcomes</b>	<i>For Reviewer Only</i> <b>Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
1.5 Define and apply cultural humility and transference of power	<input type="checkbox"/>				
1.6 Demonstrate through role play or discussion how to apply the LEARN model	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/6	Reviewer's Signature:			
Reviewers Comments on score given.					

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<b>Core Role 2: Providing coaching and social support</b>					
<b>Learning Outcomes</b>	<b>For Reviewer Only Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
2.1. Identify and apply strategies to assist clients in setting health-related goals	<input type="checkbox"/>				
2.2. Demonstrate through role play or discussion motivational interviewing to support clients in reducing health-risk behaviors	<input type="checkbox"/>				
2.3. Given a scenario, understand how to help a client find social supports					
2.4. Demonstrate through role play or discussion the CHW Scope of Practice when coaching clients and at what point to refer clients to counseling services outside of scope	<input type="checkbox"/>				
2.5. Define self-care and identify ways of practicing self-care	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/5	Reviewer's Signature:			
Reviewers Comments on score given.					

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<b>Core Role 3: Providing culturally-appropriate health education and information</b>					
<b>Learning Outcomes</b>	<i>For Reviewer Only</i> <b>Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
3.1 Identify strategies for providing information in ways that your clients and community will understand and accept	<input type="checkbox"/>				
3.2 Identify different techniques for delivering health education to different audiences including 1:1, families, different types of groups, and in large presentations	<input type="checkbox"/>				
3.3 Identify how the cultural contexts of clients- values, customs, sexual orientation, etc.- might influence the delivery and context of health education	<input type="checkbox"/>				
3.4 Identify ways to connect with resources when interacting within an unfamiliar cultural context to understand how these unfamiliar values, customs, sexual orientation, etc. might influence the delivery and context of health education	<input type="checkbox"/>				

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<b>Core Role 3: Providing culturally-appropriate health education and information</b>					
<b>Learning Outcomes</b>	<b>For Reviewer Only Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
3.5 Teach within CHW Scope of Practice and specialty certifications	<input type="checkbox"/>				
3.6 Define chronic disease, factors that contribute to chronic disease development and progression, and identify strategies for directing clients to make healthy choices including following the directions of their clinical team	<input type="checkbox"/>				
3.7 Demonstrate through role play or discussion the CHW Scope of Practice as it relates to chronic disease management and how to apply client-centered concepts and skills	<input type="checkbox"/>				
3.8 Define trauma, types of traumatic events, PTSD, and traumatic responses	<input type="checkbox"/>				
3.9 Define Adverse Childhood Experiences (ACEs) and explain their effect on health	<input type="checkbox"/>				
3.10 Demonstrate through role play or	<input type="checkbox"/>				



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<b>Core Role 3: Providing culturally-appropriate health education and information</b>					
Learning Outcomes	<i>For Reviewer Only</i> Score Check box if learning outcome to the left is met by corresponding Items on the right.	Item(s)	Text (Chapter/Page)	Curriculum (Chapter/Page)	Other
discussion how to deliver trauma-informed care					
3.11 Define types of learners and know strategies for engaging each type	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/11	Reviewer's Signature:			
Reviewers Comments on score given.					





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<b>Core Role 4: Care coordination, case management, and system navigation</b>					
<b>Learning Outcomes</b>	<b>For Reviewer Only Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
4.1 Demonstrate through role play or discussion how to enhance access to services	<input type="checkbox"/>				
4.2 Define client/patient-centered care and identify strategies for delivering client/patient-centered care	<input type="checkbox"/>				
4.3 Demonstrate through role play or discussion how to assist clients in navigating health and social systems	<input type="checkbox"/>				
4.4 Define the healthcare system, identify the different payers of healthcare, and define the Federal Poverty Level (FPL)	<input type="checkbox"/>				
4.5 Define care management, stages of care management, and concepts of care management	<input type="checkbox"/>				
4.6 Define social determinants of health	<input type="checkbox"/>				
4.7 Identify follow-up strategies to ensure clients get the services they need	<input type="checkbox"/>				
4.8 Demonstrate through role play or discussion how to help clients stay	<input type="checkbox"/>				



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<b>Core Role 4: Care coordination, case management, and system navigation</b>					
<b>Learning Outcomes</b>	<i>For Reviewer Only</i> <b>Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
on target for their health goals and treatment plans					
4.9 Given a scenario, identify barriers that prevent clients from accessing care, proper nutrition, and making overall healthy choices	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/9	Reviewer's Signature:			
Reviewers Comments on score given.					

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<b>Core Role 5: Providing direct services</b>					
<b>Learning Outcomes</b>	<b>For Reviewer Only</b>	<b>Item(s)</b>	<b>Text</b> <b>(Chapter/Page)</b>	<b>Curriculum</b> <b>(Chapter/Page)</b>	<b>Other</b>
	<b>Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.				
5.1 Define community health worker and understand the history of CHWs	<input type="checkbox"/>				
5.2 Define and embody characteristics vital to perform CHW work successfully	<input type="checkbox"/>				
5.3 Define the CHW Scope of Practice, core roles, and skills	<input type="checkbox"/>				
5.4 Identify existing CHW organizations, resources to support CHW work, and the five models of care	<input type="checkbox"/>				
5.5 Identify the three core functions and the Triple Aim of Public Health	<input type="checkbox"/>				
5.6 Demonstrate through role play or discussion how to apply the CHW Code of Ethics and the framework for ethical decision-making	<input type="checkbox"/>				
5.7 Demonstrate through role play or discussion how to provide direct care via services CHWs are trained and qualified to provide	<input type="checkbox"/>				

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<b>Core Role 5: Providing direct services</b>					
Learning Outcomes	<i>For Reviewer Only</i> Score Check box if learning outcome to the left is met by corresponding Items on the right.	Item(s)	Text (Chapter/Page)	Curriculum (Chapter/Page)	Other
5.8 Demonstrate through role play or discussion how to assist clients in addressing gaps in social determinants of health	<input type="checkbox"/>				
5.9 Identify referral strategies to ensure clients get the services they need	<input type="checkbox"/>				
5.10 Define and apply the concepts of HIPPA, confidentiality, and informed consent	<input type="checkbox"/>				
5.11 Demonstrate through role play or discussion how to function as part of a multi-disciplinary team	<input type="checkbox"/>				
5.12 Define sources of conflict, conflict styles, and apply de-escalation and conflict resolution strategies	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/12	Reviewer's Signature:			
Reviewers Comments on score given.					

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<b>Core Role 6: Building individual and community capacity</b>					
<b>Learning Outcomes</b>	<i>For Reviewer Only</i> <b>Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
6.1 Demonstrate through role play or discussion how to support <i>clients</i> , utilizing power within, in developing skills and confidence to promote and advocate for their own health and well-being	<input type="checkbox"/>				
6.2 Demonstrate through role play or discussion how to support <i>communities</i> , utilizing power within, in developing skills and confidence to promote and advocate for community health and well-being	<input type="checkbox"/>				
6.3 Define the Community Action Model	<input type="checkbox"/>				
6.4 Demonstrate through role play or discussion how to apply strategies to engage clients support systems for better outcomes	<input type="checkbox"/>				
6.5 Demonstrate through role play or discussion the ability to work with and mobilize groups and	<input type="checkbox"/>				



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<b>Core Role 6: Building individual and community capacity</b>					
<b>Learning Outcomes</b>	<b>For Reviewer Only Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
community networks to build the capacity to speak out and take action in their own lives and communities					
6.6 Define the Socio-ecological Model and how it impacts health of the individual and community	<input type="checkbox"/>				
6.7 Identify personal finance strategies to facilitate clients obtaining financial health	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/7	Reviewer's Signature:			
Reviewers Comments on score given.					

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<b>Core Role 7: Advocating for individuals and communities</b>					
Learning Outcomes	For Reviewer Only Score Check box if learning outcome to the left is met by corresponding Items on the right.	Item(s)	Text (Chapter/Page)	Curriculum (Chapter/Page)	Other
7.1 Demonstrate through role play or discussion how CHWs are agents of influence for policy change in their communities	<input type="checkbox"/>				
7.2 Demonstrate through role play or discussion how to educate communities to understand the individual needs of vulnerable populations	<input type="checkbox"/>				
7.3 Identify ways CHWs can speak out on behalf of clients and their community within their local communities	<input type="checkbox"/>				
7.4 Demonstrate through role play or discussion how to ensure clients are treated respectfully and are given access to basic resources	<input type="checkbox"/>				
7.5 Define self-disclosure and demonstrate appropriate boundaries when serving clients, communities, and organizations	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/5	Reviewer's Signature:			



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<b>Core Role 7: Advocating for individuals and communities</b>					
Learning Outcomes	<i>For Reviewer Only</i> Score Check box if learning outcome to the left is met by corresponding Items on the right.	Item(s)	Text (Chapter/Page)	Curriculum (Chapter/Page)	Other
Reviewers Comments on score given.					

<b>Core Role 8: Implementing individual and community assessments</b>					
Learning Outcomes	<i>For Reviewer Only</i> Score Check box if learning outcome to the left is met by corresponding Items on the right.	Item(s)	Text (Chapter/Page)	Curriculum (Chapter/Page)	Other
8.1 Utilize Stages of Change Theory to identify where a client is in terms of their own process of behavior change	<input type="checkbox"/>				
8.2 Demonstrate through role play or discussion how to prepare for home visits by developing strategies for obtaining client's goals for the visit, how you will observe the home environment, and how you will preserve your client's privacy and your safety during the home visit	<input type="checkbox"/>				



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<b>Core Role 8: Implementing individual and community assessments</b>					
Learning Outcomes	<i>For Reviewer Only</i> Score Check box if learning outcome to the left is met by corresponding Items on the right.	Item(s)	Text (Chapter/Page)	Curriculum (Chapter/Page)	Other
8.3 Identify and apply strategies for risk and harm reduction	<input type="checkbox"/>				
8.4 Demonstrate through role play or discussion how to support and facilitate diverse leadership within the community	<input type="checkbox"/>				
8.5 Demonstrate through role play or discussion how to facilitate opportunities for the community to identify issues of concern, design research, and develop their own action plans	<input type="checkbox"/>				
8.6 Identify strategies to determine individual, neighborhood, and community assets	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/6	Reviewer's Signature:			
Reviewers Comments on score given.					

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<b>Core Role 9: Conducting outreach</b>					
<b>Learning Outcomes</b>	<b>For Reviewer Only Score</b> Check box if learning outcome to the left is met by corresponding Items on the right.	<b>Item(s)</b>	<b>Text (Chapter/Page)</b>	<b>Curriculum (Chapter/Page)</b>	<b>Other</b>
9.1 Define health inequalities within your community	<input type="checkbox"/>				
9.2 Identify ways to engage at-risk populations within your community	<input type="checkbox"/>				
9.3 Demonstrate through role play or discussion how different systems- transportation, education, food, work, etc.- can be addressed to improve health	<input type="checkbox"/>				
9.4 Identify ways to increase awareness of resources in the community for those that are unaware	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/4	Reviewer's Signature:			
Reviewers Comments on score given.					



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<b>Core Role 10: Participating in evaluation and research</b>					
Learning Outcomes	<i>For Reviewer Only</i> Score Check box if learning outcome to the left is met by corresponding Items on the right.	Item(s)	Text (Chapter/Page)	Curriculum (Chapter/Page)	Other
10.1 Identify reasons why CHW participation in evaluation and research is important	<input type="checkbox"/>				
10.2 Demonstrate through role play or discussion the importance of collecting data and how data can be utilized to inform advocacy efforts	<input type="checkbox"/>				
10.3 Identify the CHW's role in supporting ethical community fact-finding and research	<input type="checkbox"/>				
10.4 Identify and explain different types of research that can help identify changes needed in the community	<input type="checkbox"/>				
For Reviewer Use:	Score = ____/4	Reviewer's Signature:			
Reviewers Comments on score given.					



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<b>Signatures</b>	
I authorize the verification of the information provided on this form and understand that I may be contacted to answer clarifying questions. By initialing on each line, my organization agrees to the:	
<input type="checkbox"/> Process of review	
<input type="checkbox"/> Recertification terms	
<input type="checkbox"/> Remediation process if course requirements and/or CHW curriculum requires changes to meet INCHWA standards	
<input type="checkbox"/> Facilitation of an online course evaluation to all students on the final day of class administered by INCHWA	
<input type="checkbox"/> Enrollment of students in INCHWA membership and collect dues to send to INCHWA within 20 days of class completion	
Signature of Vendor's Executive Staff:	Date:
Signature of Developer(s)	Date:

**Bottom of Curriculum Submission Form**