

**Nebraska Department of Health & Human Services
Women's & Men's Health Programs
Application Packet**



**Health Navigation:
Community Health Worker (CHW) Course**

(Applications due [May 20, 2022](#))

...Expand Access by Bridging Care

CHW COURSE FREQUENTLY ASKED QUESTIONS

When will I be notified of my acceptance status?

Applicants will be notified of acceptance no later than two weeks following the submission of their application or one week following the registration deadline of [May 20, 2022](#).

Will other Community Health Worker (CHW) courses be available this year if I am unable to attend the current class?

This is the only DHHS CHW course for 2022 at this time and will continue being offered virtually due to the pandemic. The next course offered will be in the spring of 2023.

What is the fee for the course?

Currently, the training offered this summer will be completely virtual and offered at no charge to participants. Virtual sessions have replaced our actual in-person sessions. The training dates of July 6 & 7th and August 24 & 25th are required for CHW students. Keep in mind these virtual training dates are replacing our in-person sessions. We will be adjusting the schedule to provide adequate breaks and will attempt to create the best learning environment possible. We will be using the Zoom platform for our training sessions and have found it to be extremely user friendly.

Where do I send my application?

Please send your completed application by fax or email to the contact information below:

Community Health Worker Course

DHHS Women's and Men's Health Programs

PO Box 94817

Lincoln, NE 68509

Fax: 402.471.0913 || Email: dhhs.chw@nebraska.gov || Phone: 402.471.0568 or 800-532-2227

CHW COURSE DETAILS

COURSE OBJECTIVE - The purpose of this course is to provide a basic understanding of the role of patient navigation for community health workers.

- To provide referral linkages for clients by researching and accumulating community, state and national resources.
- To provide awareness or educational events for individuals, groups or communities.
- The course content is intended to build understanding of the information and concepts presented in the online course and the in-person trainings.

COURSE WEBSITE: <http://training.nehealthnavigation.com/login.php>

COURSE CORRESPONDENCE - You can contact the instructors and support staff through the CHW email, by phone or their direct email, but **prefer you use the CHW email account** dhhs.chw@nebraska.gov. That email can be accessed by all facilitators and is checked daily Monday through Friday.

COURSE INSTRUCTORS & TEACHING ASSISTANTS:

Natalie Kingston || Natalie.Kingston@nebraska.gov || (402) 471-0568

Jessie Perez || Jessie.Perez@nebraska.gov || (308) 390-2560

Aaron Sweazy || Aaron.Sweazy@nebraska.gov || (402) 471-6567

Keeley Hagge || Keeley.Hagge@nebraska.gov || (531) 530-7106

Yolanda Reynolds || yyreynolds@gmail.com || (402) 707-9897

Community Health Worker COURSE SYLLABUS – 2022 Summer Session

If a situation arises in which you are not able to meet a course deadline, please contact your Facilitator at: dhhs.chw@nebraska.gov to determine next steps. ***Please note these trainings will be held virtually.**

First Half of Training

WEBINAR: Online Orientation		Tuesday, May 24, 2022 @ 12:00-1:00 pm	
	Topics of Study	Begin	Module Due Dates
Week 1 May 24-31	Overview of CHW Course/Expectations Meet & Greet Course Facilitators	Webinar: Tuesday, May 24, 2022 12-1 PM	May 31, 2022
	Complete Orientation Module & Pre-Assessment		
Week 2 June 1-7	Organization	June 1, 2022	June 7, 2022
Week 3 June 8-14	Documentation	June 8, 2022	June 14, 2022
	Webinar: Teaching & Advocacy 12-1 PM	Webinar: Tuesday June 8, 2022 12-1 PM Assignment to follow	
Week 4 June 15-21	Assessment	June 15, 2022	June 21, 2022
	E-learning: Capstone Project – Instructions	TUES., June 15 th 12-1 PM *will be recorded	
Week 5 June 22-28	Service Coordination	June 22, 2022	June 28, 2022 ***
	E-learning: Confidentiality /Boundaries	TUES., June 22 nd 12-1 PM *will be recorded	
Week 6 June 29-July 5	*** IMPORTANT! All assignments, forums & quizzes, must be completed by the due dates of each module for the student to move on to the second half of the course. Week of June 29-July 5 CATCH UP *Forums are worth 150 points which is 30% of your total grade		
+ Wk 6 Bonus	Meet during this week with Facilitator to discuss Capstone Project	*Your Facilitator will reach out to schedule	Via Zoom invite

***“I alone cannot change the world,
but I can cast a stone across the waters
to create many ripples.”***

-Mother Teresa

Second Half of Training

If a situation arises in which you are not able to meet a course deadline or you find yourself falling behind for any reason, please contact us right away at: dhhs.chw@nebraska.gov to determine next steps.

	Topics of Study	Begin	Module Due Dates
--	-----------------	-------	------------------

Week 7 July 5-12	CHW Virtual Session 1 via Zoom	Wednesday, July 6, 2022	First ½ of Resource Manual due
	CHW Virtual Session 2 via Zoom	Thursday, July 7, 2022	*Capstone options
Week 8 July 13-19	Colorectal Health & Screening	July 13, 2022	July 19, 2022
	E-learning: Pre-Diabetes & Diabetes	TUES., July 13 th 12-1 PM *will be recorded	
Week 9 July 20-26	Breast Health & Screening	July 20, 2022	July 26, 2022
	Webinar: Communication / Presentation 12-1 PM	Webinar: TUES., July 20, 2022 survey to follow	
Week 10 July 27-Aug 2	Cervical Health & Screening	July 27, 2022	August 2, 2022
	E-learning: Women's & Men's Health Programs	TUES., July 27 th 12-1 PM *will be recorded	
Week 11 Aug 3-9	Cardiovascular Health & Screening	August 3, 2022	August 9, 2022
	E-learning: Infant Mortality	TUES., August 3 rd 12-1 PM *will be recorded	
	Complete Post-Assessment		
Week 12 Aug 10-16	Complete Capstone Project Worksheet and submit for approval ; Complete CHW Manual and turn in	August 10, 2022	August 16, 2022
Week 13 Aug 17-23	Capstone Review by Facilitator & feedback provided to students by the end of this week, August 23 rd) Students please: <ul style="list-style-type: none"> Schedule Zoom meeting w/ Facilitator for final review and grading of Resource Manual Work on Health Topic Presentation (will be scheduled to present on August 23rd or 24th at these virtual training sessions) 	August 17, 2022	August 23, 2022
Week 14 Aug 24-30	CHW Virtual Sessions 3	Wednesday, August 24, 2022	Resource Manual DUE Health Topic Presentations
	1 to 1 Zoom connect this week with Facilitator to grade last ½ of Resource Manual		
	FINAL Virtual Session 4	Thursday, August 25, 2022	Resource Manual DUE Health Topic Presentations
Week 15 & beyond Aug 31-Oct 31	Implementation of Capstone Project (Students have over 2 months to implement their approved project)	SEPT – OCT 2022 Project IMPLEMENTATION Write final report on provided template *SUBMIT by Tuesday, November 15th if you would like feedback from your Facilitator before final submission	*Tuesday, Nov 22nd Facilitator REVIEW COMPLETE (optional with early submission) Tuesday, December 6th 2022 FINAL Report DUE

*****IMPORTANT!** All assignment, forums & quizzes, must be completed by the due dates of each module.

Forums are worth 150 points which is 30% of your total grade

CHW COURSE APPLICATION



(We encourage you to keep a copy of your application for your records.
If you have any questions, contact us by phone or email.)

Section I. Applicant Information

Name of Applicant _____

Work Phone _____ Cell Phone _____

E-mail _____

Mailing Address _____

City _____ State _____ Zip Code _____

Degree(s) (if applicable) _____

Organization or Place of Employment (if applicable) _____

Job Title(s) _____ Education _____

Is one of your duties taking blood pressure? No Yes If yes, how often? _____

Number of years in current position (check one):

0–1 years 2–4 years 5–9 years 10 years or more

Primary Language: _____ Country of Origin _____

Please list any accessibility needs: _____

In your own words, please describe your current responsibilities and public health activities in your organization and/or tell us why you would like to take the Health Navigation course:

CHW COURSE APPLICATION



(We encourage you to keep a copy of your application for your records.
If you have any questions, contact us by phone or email.)

Section I. Applicant Information *(continued)*

How Did You Hear About DHHS Health Navigation: Community Health Worker Course? (Check all that apply)

- Assessment Survey Brochure Supervisor Colleague
 Conference/Exhibit Past Participant Presentation/Workshop Website
 Recommendation (by whom, if known) _____
 Other _____

The following information will be used for aggregate reporting purposes and for our funders and is not used as admission criteria:

Sex: Female Male

Birth Date: ____ / ____ / ____

Race/Ethnicity:

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Latino/Spanish/Hispanic
<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> Mixed Race	<input type="checkbox"/> Other
<input type="checkbox"/> Prefer not to respond	

*(We encourage you to keep a copy of your application for your records.
If you have any questions, contact us by phone or email.)*

Section II: Community Health Worker Student Responsibilities

To be completed and signed by the applicant:

CHW students must be able to use the online course, attend webinars and participate in virtual trainings:
(Virtual trainings are: 2 days in the middle of the course, and 2 days at the end of the course. See Course Schedule)

- I will commit the time necessary to complete all parts of the online course and webinars, complete all assignments and answer questions about what I have learned. *(Please note, this may take an average of 4 - 6 hours per week.)*
- I will attend all **4 virtual course trainings** (2 full days in July on the 6th & 7th and 2 full days in Aug on the 24th & 25th)
- I will attend the **3 course webinars** starting with the **Online Orientation** on Tuesday May 24th from 12-1 p.m., **Teaching & Advocacy** on Tuesday, June 8th from 12-1 and **Communication** on Tuesday, July 20th from 12-1 p.m.
- I understand there are **E-learning opportunities** scheduled throughout the course (refer to the course syllabus) that *I will be required to watch* the recording if unable to attend the live session. E-learning are scheduled on June 15, 22 and July 13, 27 and August 3 from 12-1 p.m.
- I understand that I must attend all of the activities and presentations within the virtual trainings.
- I will be an active participant in the course forums and agree to participate in discussions during group learning activities.
- I will work with my mentor/employer in creating and completing a Community Health Worker Capstone Project that is related to public health and the skills learned in this course.
- I will have access to adequate computer hardware and software to participate in the online course and to complete assignments.
- I will have an email account so the course trainers are able to contact me through email.

As an applicant for **DHHS Health Navigation: Community Health Worker Course**, I have read the CHW Responsibilities above and agree to all of the conditions and requirements of the course.

For marketing purposes, I authorize use of my name as a student/alumnus of the course and of photographs taken during my participation in course activities

Student Signature: _____ Date: _____
(Electronic Signature allowed)

Print or Type Name: _____

(We encourage you to keep a copy of your application for your records.
If you have any questions, contact us by phone or email.)

Section III: Supervisor/Accountability Endorsement

To be completed and signed by (choose one)

- Applicant's Supervisor
- Mentor that the Applicant will be working with

As the immediate supervisor or mentor of _____, I have read the description of CHW Student Responsibilities, and agree to the following:

- I will allow her/him time off from regularly assigned duties to participate in all required activities of the 26-week **DHHS Health Navigation: Community Health Worker Course including the planning, creation and completion of a Community Health Worker Capstone Project** (The supervisor and applicant will agree on how to account for the excused time).
- I will allow her/him time off from regularly assigned duties to participate in **all mandatory virtual sessions** as outlined on page 3, *Course Schedule*.
- I will allow the student access to a computer for the on-line portion of the course and completing assignments and projects.
- I will support the student's use of newly learned knowledge, skills, attitudes, and competencies in their work.
- I will meet with the student weekly, or as needed, to review assignments and discuss coursework.
- I will assist the student in planning, creating, and completing a Community Health Worker Capstone Project that will be in line with priorities of our agency and use the new skills learned by the student.

Supervisor/Mentor Signature: _____ Date: _____
(Electronic Signature allowed)

Print or Type Name: _____

Position/ Title: _____

Organization Name: _____

Telephone: _____ E-mail: _____