**CHEC’s COEC Program** is a two-part, 80-hour training program that covers core competencies Community Health Workers need to provide effective community outreach and health education work in community-based settings. The training emphasizes skills to prepare CHWs to serve in a variety of functions including culturally appropriate health education and outreach, navigating the health and human service systems, assuring access to services, advocating for individual and community needs, and building individual and community capacity. In addition, the training encourages CHWs to become proficient on health issues affecting diverse communities and introduces them to a public health framework for understanding these issues.

- **To complete the COEC program,** you must attend all CORE sessions and a minimum of 19 hours of health modules. Only CHEC’s courses are valid. Outside trainings not accepted.

- **Enrollment is available for:** Community Health Workers and/or volunteers who are currently employed by community health centers, hospital or community based organization that do at least 20 hours a week of Community Health Work. Priority will be given to CHWs employed by Accountable Care Organizations and Behavioral Community Partners.

- **You and your supervisor will be held to CHEC’s training policies.** Policy Agreement must be obtained, read, and signed by both Community Health Worker and Supervisor prior to or upon registration.

- **Your registration confirmation is valid only** when you have spoken directly (no messages faxed or voicemail messages accepted) to a CHEC staff who will then email you to verify that you will be present at all sessions and arrive no later than 9:45 am to avoid automatic cancellation.

This project is funded by the MassHealth Delivery System Reform Incentive Payment (DSRIP) Statewide Investment program through the Commonwealth of Massachusetts Executive Office of Health and Human Services. The grant program is administered by Commonwealth Corporation.
Comprehensive Outreach Education Certificate Program (COEC)
April - June 2020

Please tell us what you do:
(check all that apply)

☐ educate “hard to reach communities”
☐ counsel clients about healthy lifestyles
☐ connect people to needed services
☐ advocate for clients and communities
☐ navigate clients through health and social services systems
☐ inform health care providers about “hard to reach” community needs

Basic Requirements:
(check all that apply)

☐ Have experience doing community based health work such as an Community Health Worker, Volunteers, Health Advocate or Case Manager.
☐ Employed by an organization to work at least 20 hours a week doing community health work.
☐ Have read and signed CHEC’s Trainee Policies & Procedures Agreement prior to or upon registration by you and your supervisor.

For more information, please call CHEC at (617) 534-5181 or email: CHECenter@bphc.org.
Please see COEC Registration form on reverse side.

<table>
<thead>
<tr>
<th>SESSIONS</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Capacity Building/Leadership</td>
<td>Wednesday, April 1</td>
<td>9:30 am–1:00 pm</td>
</tr>
<tr>
<td>2. Outreach Methods/Strategies Part I</td>
<td>Wednesday, April 1</td>
<td>1:30 pm–4:30 pm</td>
</tr>
<tr>
<td>3. Outreach Methods/Strategies Part II</td>
<td>Thursday, April 2</td>
<td>9:30 am–4:00 pm</td>
</tr>
<tr>
<td>4. Effective Communication</td>
<td>Monday, April 6</td>
<td>9:30 am–4:00 pm</td>
</tr>
<tr>
<td>5. Professional Skills &amp; Conduct</td>
<td>Tuesday, April 14</td>
<td>9:30 am–4:00 pm</td>
</tr>
<tr>
<td>6. Public Health Concepts &amp; Approaches</td>
<td>Wednesday, April 15</td>
<td>9:30 am–4:00 pm</td>
</tr>
<tr>
<td>7. Cultural Responsiveness</td>
<td>Thursday, April 23</td>
<td>9:30 am - 4:00 pm</td>
</tr>
<tr>
<td>8. Client Advocacy/Care Coordination</td>
<td>Monday, April 27</td>
<td>9:30 am–4:00 pm</td>
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<tr>
<td>9. Documentation Part I</td>
<td>Tuesday, April 28</td>
<td>9:30 am–12:30 pm</td>
</tr>
<tr>
<td>10. Documentation Part II</td>
<td>Thursday, April 30</td>
<td>9:30 am–12:30 pm</td>
</tr>
<tr>
<td>11. Client &amp; Community Assessment</td>
<td>Wednesday, May 6</td>
<td>9:30 am - 4:00 pm</td>
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<tr>
<td>12. Community Organizing</td>
<td>Thursday, May 7</td>
<td>9:30 am–4:00 pm</td>
</tr>
<tr>
<td>13. Behavioral Change</td>
<td>Wednesday, May 13</td>
<td>9:30 am–4:00 pm</td>
</tr>
</tbody>
</table>
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or email: CHECenter@bphc.org

Coffee and tea is provided plus free parking with validation. Participants must bring their parking ticket for validation.

Participants will be responsible for the entire parking fee if ticket is misplaced, participant arrives late, leaves early or is turned away.

There is no charge for this Certificate Program.

Deadline for registering is March 18, 2020

Date: ____________________  Name: ________________________________________________
Job Title: ________________________________________________________________
Telephone: ____________________ Email: ____________________________________________
Name of Employer Organization: ____________________________________________
Name of Employer Program: ________________________________________________
Employer Organization Address: ____________________________________________
How many years at this position? Is this position full time or part time? ______
Supervisor's name: ________________________________________________________
Telephone: ____________________ Email: ____________________________________________
Do you need individual arrangements (i.e., ASL)? ________

Photo release: I do/do not give my consent for the release of my photo if needed.
(Please circle one)

For more information, please call CHEC at (617) 534-5181

Email: CHECenter@bphc.org  Fax: (617)-534-5485

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