



# **Maine Community Health Workers (MECHW) Assessment Candidate Guide**

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## Purpose of the Assessment Candidate Guide

The purpose of the MECHW Candidate Guide is to provide candidates with specific information about the Maine Community Health Workers' certification assessment. Candidates are encouraged to review the information contained in this guide to support their assessment preparation.

## About the Maine Community Health Workers Certification

**Purpose** Establish clear standards for Community Health Worker practice, training, and competency in order to improve access to care, reduce health disparities, and promote community well-being.

**Areas of Focus** Required competency, training and service hours requirements, continuing education and professional development, and continued engagement with the Core roles of Community Health Workers as defined by the C3 Council.

**Target Audience** Community Health Workers seeking to obtain professional certification in Maine.

## Rules and Security

Failure to follow candidate instructions or engaging in conduct that results in a violation of security or disruption of the administration of an assessment may result in dismissal from the assessment, voided assessment scores, and forfeiture of assessment fees.

**Examples of misconduct include, but are not limited to:**

1. Writing on anything other than the authorized scratch paper provided at the administration site.

2. Looking at another candidate's examination.
3. Discussing examination content before, during, or after administration orally, electronically, or in writing with any person or entity.
4. Copying or removing examination information from the testing area.
5. Using cellphones or other electronic devices.

All assessment content is strictly confidential. No unauthorized persons will be admitted into the testing area. Candidates may only communicate about the assessment using appropriate forms provided within the assessment delivery system.

No books, papers, or other reference materials may be taken into the testing area. A separate area will be provided for the storage of such materials.

No questions concerning the content of the assessment may be asked during the assessment period. The candidate should listen carefully to the directions given by the Proctor and read the assessment directions thoroughly.

## Assessment Results

A preliminary score report will immediately be generated after the assessment to inform the candidate of their pass/fail status, allowing the Maine Community Health Workers Initiative (MECHWI) to verify the candidate has no outstanding ethical issues before awarding the credential. The score results are then verified to ensure accuracy and reported to MECHWI for confirmation and distribution. Candidates are notified of their official status by MECHWI.

## Interpreting the Score Reports

The Official Score Report provided by the MECHWI details the final score and the percentages of questions answered correctly in each content domain.

## Failing an Assessment

Candidates who do not pass the assessment are provided with the percentage of questions they correctly answered in each content domain. Candidates are encouraged to refer to these domain percentages to identify areas to target in the content outline when preparing to retake the assessment. For security reasons, candidates will not be provided with either a copy of the assessment or their answers.

## Assessment Retakes

Candidates interested in retaking the assessment must wait a minimum of 30 days after their assessment. To schedule a retake, candidates will need to complete an application for an assessment re-take and pay the applicable fee. Candidates will not need to resubmit other certification materials. Once candidates are informed of their eligibility for a retake, they will need to contact MECHWI to schedule the assessment. Candidates who fail the assessment (3) times must wait 90 days to reschedule.

## Rescheduling and Canceling Assessment

Cancelling or rescheduling an assessment must be done directly through MECHWI by contacting Bridgette Dairyko ([Bdairyko@mcd.org](mailto:Bdairyko@mcd.org)) at least **24 hours** PRIOR to the scheduled assessment date. There will be no additional fee incurred under these circumstances.

Candidates will be required to pay a rescheduling or cancellation fee of \$25.00 if they cancel or reschedule less than 24 hours before the scheduled assessment time. Candidates that no-show for an assessment will be charged a \$25.00 reassessment fee. Exceptions will be handled on a case-by-case basis by the governing body.

## Missed Assessments

Candidates who either fail to show for a scheduled assessment or do not have proper identification will not be permitted to take the assessment. They will be considered a “no show,” assessment fees will be forfeited, and they will be required to reregister and pay all fees prior to scheduling another assessment. If a candidate cancels or reschedules within less than 24 hours or is a “no show”, they will not be able to take the assessment for 60 days. After 3 “no-shows”, the candidate will have to wait 90 days to re-schedule and pay the fee again.

## Inclement Weather

MECHWI takes a proactive approach when monitoring inclement weather. If MECHWI chooses to close their testing center, MECHWI will make its best effort to inform candidates. However, it is recommended that candidates contact MECHWI directly at [Bdairyko@mcd.org](mailto:Bdairyko@mcd.org) to confirm whether their testing center is still open on the day of their assessment.

If candidates are unable to make a testing appointment due to inclement weather, but their testing center does not close, they must contact [Bdairyko@mcd.org](mailto:Bdairyko@mcd.org). MECHWI will confirm that there has been severe weather in the area and reschedule the examination.

# Initial Certification

Passing the MECHW assessment does not guarantee that a candidate will receive the MECHW credential. Credentials are issued once the MECHWI has determined all eligibility criteria, including passing the assessment, have been satisfied.

# Recertification

Recertification requirements are established by MECHWI. Professionals wishing to renew or recertify should refer to the MECHWI website for further information. Certified individuals wishing to recertify shall contact MECHWI directly.

# Assessment Specifications

## Question Breakdown and Assessment Length

Maine Community Health Workers Certification	
Number of Scored Questions	50
Number of Unscored Questions	10
Total Number of Questions	60
Length of Administration	3 Hours

## Content Domains and Assessment Blueprint

All questions on the assessment will address content covered in the Domains/Core Roles listed below and expanded upon in the following pages. The “weight” of a domain on the assessment indicates the number of questions in any given domain relative to the other domains. Domains with a higher weight will have mor questions than domains with a lower weight. Candidates can use this information for their individual assessment - preparation planning.

<b>Domain/Core Roles</b>	<b>Weight of Domains on Assessment (%)</b>
<i>DOMAIN/CORE ROLE 1: Cultural Mediation Among Individuals, Communities, and Health and Social Service Systems</i>	10
<i>DOMAIN/CORE ROLE 2: Providing Culturally Appropriate Health Education and Information</i>	10
<i>DOMAIN/CORE ROLE 3: Care Coordination, Case Management, and System Navigation</i>	14
<i>DOMAIN/CORE ROLE 4: Providing Coaching and Social Support</i>	12
<i>DOMAIN/CORE ROLE 5: Advocating for Individuals and Communities</i>	10
<i>DOMAIN/CORE ROLES 6: Building Individual and Community Capacity</i>	8
<i>DOMAIN/CORE ROLE 7: Providing Direct Services</i>	10
<i>DOMAIN/CORE ROLE 8: Implementing Individual and Community Assessments</i>	8
<i>DOMAIN/CORE ROLE 9: Conducting Outreach</i>	12
<i>DOMAIN/CORE ROLE 10: Participating in Evaluation and Research</i>	6

## **DOMAIN/CORE ROLE 1: Cultural Mediation Among Individuals, Communities, and Health and Social Service Systems**

- A. Educating individuals and communities about how to use health and social service systems (including understanding how systems operate)
- B. Building health literacy and cross-cultural communication
- C. Educating systems about community perspectives and cultural norms (including supporting implementation of Culturally and Linguistically Appropriate Services [CLAS] standards.



## DOMAIN/CORE ROLE 2: Providing Culturally Appropriate Health Education and Information

- A. Conducting health promotion and disease prevention education in a manner that matches linguistic and cultural needs of participants or community
- B. Providing necessary information to understand and prevent diseases and to help people manage health conditions (including chronic disease)

## DOMAIN/CORE ROLE 3: Care Coordination, Case Management, and System Navigation

- A. Participating in care coordination and/or case management
- B. Making referrals and providing follow-up
- C. Facilitating transportation to services and helping address barriers to services
- D. Documenting and tracking individual and population level data
- E. Informing people and systems about community assets and challenges

## DOMAIN/CORE ROLE 4: Providing Coaching and Social Support

- A. Providing individual support and coaching
- B. Motivating and encouraging people to obtain care and other services
- C. Supporting self-management of disease prevention and management of health conditions (including chronic disease)
- D. Planning and/or leading support groups

## DOMAIN/CORE ROLE 5: Advocating for Individuals and Communities

- A. Advocating for the needs and perspectives of communities
- B. Connecting to resources and advocating for basic needs (e.g. food and housing)

- C. Conducting policy advocacy

## DOMAIN/CORE ROLES 6: Building Individual and Community Capacity

- A. Building individual capacity
- B. Building community capacity
- C. Training and building individual capacity with peers and among CHW groups

## DOMAIN/CORE ROLE 7: Providing Direct Services

- A. Providing basic screening tests (e.g. height, weight, blood pressure)
- B. Providing basic services (e.g. first aid, diabetic foot checks)
- C. Meeting basic needs (e.g., direct provision of food and other resources)

## DOMAIN/CORE ROLE 8: Implementing Individual and Community Assessments

- A. Participating in design, implementation, and interpretation of individual-level assessments (e.g. home environmental assessment)
- B. Participating in design, implementation, and interpretation of community-level assessments (e.g. windshield survey of community assets and challenges, community asset mapping)

## DOMAIN/CORE ROLE 9: Conducting Outreach

- A. Case-finding/recruitment of individuals, families, and community groups to services and systems
- B. Follow-up on health and social service encounters with individuals, families, and community groups
- C. Home visiting to provide education, assessment, and social support

D. Presenting at local agencies and community events

## DOMAIN/CORE ROLE 10: Participating in Evaluation and Research

- A. Engaging in evaluating CHW services and programs
- B. Identifying and engaging community members as research partners, including community consent processes
- C. Participating in evaluation and research:
  - I. Identification of priority issues and evaluation/research questions
  - II. Development of evaluation/research design and methods
  - III. Data collection and interpretation
  - IV. Sharing results and findings
  - V. Engaging stakeholders to take action on findings

## Sample Questions (TBA)

The following are sample questions that are like those you will find in the assessment.

The questions on the assessment are multiple-choice type questions with three (3) answer choices. There is only one correct or best answer for each question. Carefully read each question and all the choices before selecting and choosing the single best answer.

Mark only one answer for each question. You will not be given credit for any question for which you indicate more than one answer. It is advisable to answer every question since the number of questions answered correctly will determine your final score. There is no penalty for guessing.