**Tagging Checklist for Continuing Professional Development Activities**

NC AHEC uses tags to coordinate statewide CPD activities to increase collaboration and provide opportunities for more efficient tracking and reporting. Activities can be tagged in Docebo in the “Statewide Tags” dropdown. This document serves as a guide for appropriate tagging.

1. **Community Health Worker (CHW)**

**Definition:** CPD activity related to 1) the NC AHEC Community Health Worker (CHW) Program, an NC AHEC statewide project that involves all the Regional AHECs and/or 2) CPD that includes learning objectives related to the CHW workforce.

**Criteria for Tagging:**

Does the CPD activity cover at least one of the following?  If yes, then tag the CPD activity.

* Advances the CHW workforce in NC by addressing topics such as:
* The role of CHWs.
* The benefits of the CHW workforce in bridging health equity gaps.
* The integration of CHW workforce into health systems.
* The intended audience includes CHWs.
* The learning objectives and content are almost completely focused on CHWs.
* For a series event: at least 50% of the sessions in the series include content described above.

1. **Collaboration with Practice Support**

**Definition:** CPD activity that engages Practice Support Coaches in the assessment, planning, implementation, and/or evaluation of the CPD activity, i.e., NC CARE360. For the NC AHEC strategic plan, the target is at least 5%.

**Criteria for tagging:**

Was Practice Support involved in at least one of the following? If yes, then tag the CPD activity.

* Needs assessment
* Planning of the activity
* Implementation of the activity
* Evaluation of the activity

1. **Diversity, Equity, and Inclusion (DEI)**

**Definition:** CPD activity that addresses health inequity in the healthcare system, specifically focusing on the role of factors such as social determinants of health, health disparities, and health outcomes by race and ethnicity for the purposes to advance knowledge and improve practice.

**Criteria for tagging:**

Does the CPD activity cover at least one of the following? If yes, then tag the CPD activity.

* How culture influences attitudes, behaviors and expectations related to health, medications, treatment regimens, healthcare, and healthcare providers,
* Race, ethnicity, or language data to discuss disparities that exist in health outcomes to improve provider practice, or
* How to meet diverse needs of patients with disabilities and/or cognitive or mental health impairments.
* For a series event: at least 50% of the sessions in the series include content described above.

1. **Healthy NC 2030: Drug Overdose**

**Definition:** CPD activity that addresses the AHEC-selected Healthy NC 2030 (HNC2030) drug overdose indicator.

**Criteria for tagging:**

* Does the CPD activity cover at least one of the following? If yes, then tag the CPD activity.
  + - Prevention of substance use,
    - Recognizing signs of and treatment of substance use,
    - Best practices in prescribing and/or management of substance use,
    - Treatment of substance use,
    - Impact of substance use on families and communities or
    - Community resources available to persons affected by substance use
  + According to HNC2030, drug categories include medications and drugs like heroin, natural opioid analgesics and semisynthetic opioids, methadone, other synthetic opioid analgesics, benzodiazepines, cocaine, and psychostimulants with abuse potential
  + The learning objectives and content are almost completely focused on the category or categories above.
  + For a series event: at least 50% of the sessions in the series include content described above.

1. **Healthy NC 2030: Suicide**

**Definition:** CPD activity that addresses the AHEC-selected Healthy NC 2030 (HNC2030) suicide indicator.

**Criteria for Tagging:**

* + Does the CPD activity cover at least one of the following? If yes, then tag the activity.
    - Topics related to mental health and suicide prevention
    - Addressing and/or responding to suicidal ideation and crises
    - Risk assessment and referral
    - Trauma-informed schools with access to mental health providers
    - Decreasing access to lethal means
  + The learning objectives and content are almost completely focused on the category or categories above.
* For a series event: at least 50% of the sessions in the series include content described above.

1. **National Board for Certified Counselors (NBCC)**

**Definition:** CPD activity that is accredited by the NBCC and requires additional tracking of directly provided and co-sponsored programs for reporting purposes. The use of this tag is optional for use of CPD planners and will be used only for regional reporting purposes.

**Criteria for tagging:**

* Does the CPD activity offer NBCC credits? If yes, then tag the CPD activity as Directly Provided or Co-Sponsored, as indicated.
  + - NBCC – Directly Provided (programs provided directly by Regional AHEC with NBCC accreditation)
    - NBCC – Co-Sponsored (programs provided in partnership with an entity that is not accredited with the NBCC)

1. **Statewide Activities**

**Definition:** CPD activity that was planned to meet a statewide need from the beginning of the planning process, has a documented statewide need among NC health care professionals, will be marketed statewide, and for which the workflow policy was followed.

**Criteria for tagging:**

Does the CPD activity meet all the following criteria? If yes, then tag the CPD activity as statewide.

* The needs assessment determined a distinct statewide need at the beginning of the planning process.
* A distinct statewide need for the activity among the targeted NC health care professionals is documented.
* The activity will be marketed statewide.
* The CPD workflow policy was followed, i.e., activity was put into planning early in the process, and activity does not duplicate other AHEC activities that are meeting the need.

1. **Tailored Care Management (TCM)**

**Definition:** An activity that is funded in whole or part by the Tailored Care Management project coordinated by MAHEC. These activities need to be reported with other TCM activities.

**Criteria for tagging:**

Does the CPD activity meet the following criteria? If yes, then tag the CPD activity as TCM.

* The activity funded in whole or part by the Tailored Management Care project.

**Requesting New Tags**

In the event aCPD activity does not currently qualify for tagging based on the above criteria, but a new tag should be considered for tracking purposes (i.e., statewide project, requires extensive reporting, and/or are grant supported), email your request to Caroline Collier (Caroline\_Collier@ncahec.net).