

CPS Oversight Committee Meeting Notes
Thursday, December 8, 2016 10 AM to 12 noon

Old Business

- The notes and minutes from the last meeting were accepted.
- The upcoming Train-the-Trainer program, has 9 people enrolled. They will train others to write workshop proposals and train at conferences. While the Transformation Center will not be doing a conference, as originally planned, the Alternatives and Hearing Voices conferences will be held in Boston in August, and MassPRA will be held in October. These all provide opportunities for local people to present.

Program Update

- *The upcoming class:* A total of 57 people were interviewed for the next class. Probably 30 people will be accepted, since 5 were pre-accepted to this class (4 were pre-accepted to the spring Boston/Cambridge session, dates TBD). The next class is the “all retreat” style class, with two residential sessions with a break between. The people being interviewed often expressed a special interest in this format, thinking it was a good fit for them.
- *The last class* had 3 drop outs, who decided they needed to work further on their own recovery before working in peer support.
- *Racial diversity* in the incoming class is limited.
- *The Recovery-to-Practice Next Steps* curriculum (developed by iNAPS) may be offered in the spring.
- *The Training Team:* Expanding the training team is a matter of ongoing discussion, with the possibility of having a core group with trainers who are available regionally or for specific modules. While there are enough trainers on the team now, not all are equally versed in all of the modules

New Business

Program Director: The Oversight Committee discussed defining the role of the Program Director, and evaluating what is currently work well and what needs improving. Having an assistant for the Program Director has been very beneficial for logistical coordination.

Oversight Committee Expansion

Three potential members have been invited.

Next Meeting

A call-in option will continue to be available.

Grievance Sub-Committee: tentatively scheduled for Tuesday, January 3 (12:30-2:00)

Next meeting date: Thursday, January 12

CPS Oversight Committee Meeting Minutes
Thursday, Nov 10, 2016

Old Business

The notes and minutes from the last meeting were accepted.

Fidelity of peer support

As a follow-up to discussions at the last meeting, the Oversight Committee discussed its potential role in suggesting, defining, or just providing resources related to essential components of peer support (or the role of the CPS). Fidelity measures could provide some guidance to agencies hiring CPSs as well as to people working as CPSs. Some existing materials related to peer support fidelity had been circulated; other resources exist related to defining and measuring recovery-oriented systems. The consensus was that the Oversight Committee will remain available to reply to, react to, and comment on any prepared documents related to fidelity and the CPS role definition, but will not take a leading role in developing these materials.

Program Update

Of the 6 people who retook the exam recently, 5 passed. All 5 who passed had participated in tutoring.

Interviews have begun for the January/February class that will be all-retreat-style on the Cape. There have been about 60 applicants and about 5 people accepted. Some also have been accepted for the Boston class in the spring, and interviews for that class will be held in February. The retreat-style class involves lodging costs but decreases travel costs. The financial estimate at this point is that the costs for the two types of training are about the same.

New Business

Transformation Center Peer Conference

At this point, it looks like the June conference will not happen. Instead, there will be listening sessions about continuing education. So, the “train-the-trainers” training is not going to be focused on that conference, but will still happen to encourage applicants to upcoming local conferences, including the Hearing Voices congress (August 16-18, 2017), the Alternatives conference (August 18-21, 2017), and the the MassPRA conference (fall 2017). The train-the-trainers session will focus on how to prepare a workshop proposal for a conference and also how to present, once a workshop was accepted. There have only been 3 applicants for the train-the-trainers so far, but other people have expressed an interest.

CEUs

By engaging CPSs in the upcoming train-the-trainers program, we build capacity among CPSs to provide training—not just through conference workshops, but also other venues, such as in-house agency training.

CPS Training Team Expansion

While the current training team is good and experienced, it is very difficult for someone who is currently working as a CPS to free up the time to work with the Training Team. The Committee discussed how to expand the trainer pool, such as adding people who could come in for smaller topics or to provide regional support for the training. Each CPS training day typically covers 3 modules, with discussions and practice. A variety of presenters is useful to maintain interest, but trainees also benefit from some consistency of pace and methods. Also, diversity of trainers is very important at many levels (cultural, ethnic, racial, experiential, agency/employer).

Next Meeting

If there is a grievance related to admissions for the next training class, there will be a grievance sub-committee before the January class starts. This is now scheduled for Tuesday, January 3, from 12:30 to 2:00 by phone. Details will be provided later.

Call-in Option for CPS Oversight Committee Members

The Oversight Committee agreed that having a call-in option is good, but that it's important that members do come in person from time to time. Technical quality issues were discussed, but not resolved.

NEXT MEETINGS

December 8, 2016	February 9, 2016	April 13, 2017	June 8, 2017
January 12, 2017	March 9, 2017	May 11, 2017	July 13, 2017

CPS Oversight Committee Meeting Minutes

Thursday, Oct 20, 2016

Old Business

The notes and minutes from the last meeting were accepted. The Transformation Center website now lists the current Oversight Committee members. There was no need for a grievance or appeal meeting after the last admissions cycle.

Continued Discussion: Testing

Language: The Committee discussed whether there may be a language barrier and whether there is a need for Spanish-speaking CPSs who are not also bilingual in English. There was a CPS training that was designed to have Spanish-only breakout and discussion groups, but there weren't enough Spanish-speaking people to make it work well. If clinical documentation is required in English, then English literacy is needed. However, for a warm-line or RLC, English fluency may not be critical.

Culture: There may be cultural as well as linguistic challenges for translation or interpretation of curriculum materials, as translation is tricky—not all words, phrases, or concepts have a direct parallel between, for example, English and Spanish. Cultures differ in the acceptability of discussing any personal issues outside of the family. Even within a broad category, smaller cultural groups will have differences—such as Dominicans and Puerto Ricans, or differences among people from various Asian countries or backgrounds.

Testing ability: While tutoring is available, many people who fail the exam seem unwilling to request tutoring assistance. Some people can pass the exam but may struggle with the work. Others may struggle with the exam but might do well on the job.

Testing content: Groups that accredit certifying bodies do look at whether there are multiple paths to the exam. The Massachusetts CPS exam is very closely tied to our course.

Other barriers: Some applicants find that the requirement of an email request for an interview is too much of a burden, although the basic process of applying is designed as part of determining the person's likely fitness for the course and the job.

Integrated care: How the requirements of doing effective peer support in a integrated dual diagnosis program would look is not clear—how it might be different from work in either the DMH or DPH systems. About 80% of people in the CPS classes report a history of substance use. Martha says clinical supervision is required by the state for Medicaid reimbursement for recovery coach services. There could be a continuing ed option that builds on recovery coach or CPS training to bring in the other perspectives. The path to certification for the two is very different—the CPS program has existed for 10 years without a renewable certification and reimbursement ability, whereas the recovery coach program began with the requirements related to reimbursement.

MassHealth reform: DMH does not want to be prescriptive with CSAs (children's services), but there are prescription components for children's services, such as fidelity assessment. Justin discussed population-based funding vs. fee-for-service, and the need for determination of medical necessity. The population-based funding with a multi-disciplinary team gives more flexibility. Commissioner Mikula said DMH should develop a fidelity model for peer support. Discussion on this topic will continue at the next Oversight Committee meeting.

Program Update

Holyoke class just finished the retreat. Four more classes are left. Interviews are being scheduled for the retreat style class, and already about 50 people have requested interviews. Eight people took the retake and seven passed, but five people who were eligible did not take it.

Today is the 10-year celebration for the CPS program! There will be a formal event at DMH, including some people from the first class. It is also Global Peer Supporter Celebration Day.

New Business

State MH Planning Council: The presentation on the CPS program went well.

Peer Support Conference: This one-day Transformation Center event is planned for June 2016. A train-the-trainer program will be offered to teach trainers to instruct people on how to present. The hope is to recruit local people who are doing interesting things. This is being organized and supported by the Transformation Center Board, and has developed out of the regional voices meetings. CEUs will be offered at the conference.

Other 2017 Conference Events: Alternatives, Hearing Voices, and MassPRA also are going to be local, and provide other opportunities for learning and presenting. National PRA will be in Atlanta in June.

Oversight Committee Expansion

This is ongoing. Some suggestions were shared for recruiting Oversight Committee members.

NEXT MEETINGS (all are scheduled as Thursday 10 AM to noon):

The next meeting is November 10.

December 8, 2016	February 9, 2016*	April 13, 2017*	June 8, 2017*
January 12, 2017*	March 9, 2017*	May 11, 2017*	July 10, 2017*

*not confirmed

CPS Oversight Committee Meeting Minutes

Thursday, Sept 8, 2016

Old Business

- The notes and minutes from the last meeting were approved. File names had been reversed for notes and minutes—this has been corrected.
- *Continuing education document*: This document was revised, based on discussions at the last meeting, and was approved.
 - There is still a plan for a one-day conference in the spring, organized by the Transformation Center Board Subcommittee on Training and Education.
 - Certificates should be handed out for any training to document hours of participants, even though CE is not yet required in Massachusetts.
- *Policy Manual*: Some updates have been made and were distributed prior to and again after the last meeting. The revised manual was approved.

Program Update

- Interviews are complete and the accept decisions were sent on August 29. No appeals or grievances received to date. People with paid work in the role for an agency have priority for admission to the CPS class.
- The Oversight Committee discussed written material describing the peer role, such as toolkits and the iNAPS practice guidelines, as well as the TRANSCOM work. The upcoming issue of the *Psychiatric Rehabilitation Journal* is on peer specialists.

A discussion on diversity led to issues of literacy and a decision to review to CPS curriculum to determine if there are sections that could reduce memorizing and include more skill-focused practice. Of course, billing requirements, the medicalizing of the field, and legal risk management all combine to drive literacy requirements for CPSs. Next meeting will continue the conversation on knowledge vs. practice education.

New Business

- *The iNAPS conference*: A big topic was the national CPS credential being developed by Mental Health America, which is a test, not a training. The MHA content apparently was developed by asking payers about what they would pay for, rather than surveying peer leaders and current CPSs. A national group in Canada accredits people who do CPS trainings and then the national group does the exam. Some states, like Arizona, have multiple training entities and the state approves who can offer the training. Other states adopt a commercial entity to come in and do their training for them. iNAPS cooperated with the Psych Rehab Association to offer some courses for CPRP CEUs at the conference.

NEXT MEETINGS (all are scheduled as Thursday 10 AM to noon):

May 12, 2016	July 14, 2016	September 8, 2016	November 10, 2016
June 9, 2016	August 11, 2016	October 20, 2016*	December 8, 2016

***Next State MH Planning Council is October 13, 2016 (topic is Peer Support); Oct 20 is a tentative meeting date**

CPS Oversight Committee Meeting Minutes
Thursday, August 11, 2016

Old Business

- The notes and minutes for the last meeting were approved.
- *Self-assessment:* There is now a link on the TC job posting website to the section on job match and job descriptions. SAMHSA lists sample job descriptions for peer workers in integrated care at <http://www.integration.samhsa.gov/workforce/recruitment-retention#hiring>.
- *Continuing education document:* The Oversight Committee will send a description of continuing education recommendations to the Transformation Center Board, as requested. While the CPS Oversight Committee seems to be willing to provide input when asked, the Committee members agreed that the Committee will not take any major responsibility for designing or implementing a CE program.
- *Public listing of Oversight Committee members:* Oversight Committee member names will be listed on the Transformation Center website.
- *Program update:* 70 people were interviewed in Holyoke. Of the internship class, 33 started, 23 finished. The pass rate for both classes was 76-77%. Consistently, everyone who has participated in tutoring passed the exam. The pass rate has not changed since shifting to the new exam format (not oral, all written). The exam can be administered orally as an accommodation.

New Business

- *Mental Health State Planning Council:* The issue of reimbursement for peer services was covered. A youth program with peer workers has had to change the job role to “therapeutic mentor” in order to be funded. Peer support is in the new MassHealth 1115 waiver—a required component of integrated care. Recovery coach also is in there. Another issue that came up in the Planning Council meeting is the need for supervision that is specific to peer workers, from a supervisor who truly understands and values peer support.
- *Training for CPS supervisors:* The online training on the Transformation Center website has been updated.
- *Policy Manual update:* Tabled for a vote at the next meeting.
- *Oversight Committee expansion:* Ongoing.

NEXT MEETINGS (all are scheduled as Thursday 10 AM to noon):

September 8, 2016

October is cancelled **Next State MH Planning Council is October 13, 2016**

November 10, 2016

December 8, 2016

Meetings will be cancelled due to weather if Natick Public Schools are closed

CPS Oversight Committee Meeting Minutes
Thursday, June 9, 2016 10 AM to 12 noon at ABH

The meeting began with introductions and a welcome to new members. The minutes from the last meeting were approved for posting on the Transformation Center website.

Old business

The question of grandparenting about 75 people who had taken the Peer Employment Training is still open. DMH has not responded yet to the proposal from the Oversight Committee.

Program Update

The last class in Lexington was yesterday, so now they are both over. The Easton class has been tested; the Lexington class will be tested at the end of June. The Lexington class met monthly and had an internship component—the monthly meetings did not work as well, due to the lack of connection among participants and continuity of content. The DMH contract related to the CPS program has determined that there will be 3 classes for FY2017. One of the three classes (January 2017) will be a retreat-style with two long sessions. The retention survey that was part of last year’s contract has been dropped.

New Business

Self-assessment revision: The self-assessment is posted on the Transformation Center website as a way of helping potential applicants evaluate their own readiness for the CPS training program. Edits were made and will be circulated to the Committee prior to posting the revised self-assessment on the website.

Continuing education: In 2008, there was a subcommittee of TRANSCOM to look at Medicaid reimbursement to include CPSs as “a unique provider type” (that’s the technical language). Currently, CPSs are bundled into team services for Medicaid reimbursement (not fee-for-service). Advocacy for the “unique provider type” had been set aside, given other policy efforts, and is now being revisited. The Transformation Center Board is planning a conference in Spring 2017 with events leading up to it that will address questions of continuing education. The Oversight Committee will be preparing a recommendation for the Transformation Center board regarding the need for continuing education and a renewable certification.

Oversight Committee: At least one more member will be added within the next year, with the goals of completing Committee expansion to get to 51% of the members being CPSs.

NEXT MEETINGS (all are scheduled as Thursday 10 AM to noon):

May 12, 2016	July 14, 2016	September 8, 2016	November 10, 2016
June 9, 2016	August 11, 2016	October 13, 2016	December 8, 2016

Meetings will be cancelled due to weather if Natick Public Schools are closed.

CPS Oversight Committee Meeting Minutes

Thursday, May 12, 2016

Old business

- The minutes for the last meeting were approved.
- There has still be no follow up from DMH regarding “grandparenting” into the Massachusetts CPS “registry” of graduates of the Peer Employment Training done by Recovery Innovations. The Oversight Committee had recommended a mini-training and adapted exam.

Program update

- A new dashboard on demographics from people who were accepted into the most recent classes will be posted on the Transformation Center website.
- The Easton class is testing tomorrow and Saturday. The Lexington class (the internship group) finishes next week. The class formats used this year have plusses and minuses to be considered in planning for next year’s contract.
- Although details are not finalized and the contract is still in negotiation, the current proposal for next year is to do one class in Holyoke in September (2 days once/week, then retreat of 3 days, 5 more classes once/week), and a second class will begin January 18 (Tuesday-Friday) then a second week (February 18 for a week). A third class would be offered in the Boston area using the September format.

New business

- *Continuing education:* The Oversight Committee agreed to review and update its 2011 document on recommendations for re-certification and continuing education requirements. The Transformation Center is planning a conference on ongoing education, and there is an opportunity in the process of planning that conference to have a peer specialist-based conversation about what might qualify as continuing education for the CPS. The conference discussion will include who can/will provide ongoing education, what is needed, and how it might be delivered. A spreadsheet was distributed of continuing education requirements listed by state (from a Texas report). One issue to discuss at the next meeting is to explore what would count as relevant CE for CPSs—the approved content. A second issue is the process by which any given CE offering would be evaluated for relevance and that CE would be approved.
- *Health Resources and Services Administration (HRSA) grant related to certification:* There will be three federal grants offered nationwide related to peer and paraprofessional certification programs for behavioral health workforce education and training—HRSA wants to integrate addictions and mental health and also to promote internships. The Transformation Center is interested in applying, possibly with a young adult focus with DMH (peer mentors). Grant proposal is due July 1. *Grant notice:* <http://www.grants.gov/web/grants/view-opportunity.html?oppId=283671>

NEXT MEETING: June 9, 2016

Topics: Continuing education, HRSA grant proposal

CPS Oversight Committee Meeting Minutes

Thursday, April 14, 2016

Old business

- The minutes from the last meeting were approved for posting on TC website
- There has been no follow up regarding “grandparenting” for the Peer Employment training graduates.
- The CPS training program contract for next year is still being negotiated.
- DMH Deputy Commissioner Clinical and Professional Services Director Kathy Sanders was at the MassPRA Annual Meeting and was quite supportive of shared decision-making.
- TRANSCOM is hoping to schedule a summit for fall 2016.
- Recovery coach training is being done by BSAS and is heading towards a certification, based on training plus work hours (and, later, an exam).

Program update

- The new contract negotiation is focusing on three or four CPS training sessions in the new contract and will include at least one retreat-style training.
- The internship class is doing well, with about 10 or 11 internship placements, although some people did not follow through well.
- Most CBFS and PACT jobs for CPSs require a driver’s license. Readiness issues may include ability to get from one place to another—this may need to be added to the self-assessment that people are encouraged to do as part of the application.

New business

- Rob Walker is bringing together CBFS providers and recovery coordinators.
- Oversight Committee expansion remains on the agenda, with the hope of adding three members with lived experience by the end of the summer.

CPS Oversight Committee Meeting Minutes
Thursday, March 10, 2016 10 AM to 12 noon

Old business

The Oversight Committee members present approved the minutes from the last meeting for posting on TC website.

Program update

- Discussions have begun regarding next year's DMH contract, with the possibility of offering classes in different scheduling formats.
- Six people passed the recent re-take exam, out of eight who took it.
- An internship handbook has been developed, including newly developed worksheets and tools that are now included as part of the CPS training. Martha has asked the mentors for the internships to review these tools and send feedback. There are 14 interns now.

DMH requested that the Transformation Center "look into retention," yet discussions to date suggest that vacancies and supervision are bigger issues than retention for CPSs. Vacancies in full time positions may be due, in part, to some CPSs being concerned about losing their existing benefits if they take a full time job. Also, for some, a requirement to have a driver's license (and sometimes a car) is a barrier. Some agencies have part time positions, but then lack opportunities for people to move into a full time job. The Committee discussed various ways to get information on available jobs to CPSs and to facilitate networking among CPS alumni. Beginning with recent classes, the CPS program will reach out to alumni in an effort to develop and maintain a current class list. At the upcoming roundtable discussions (Community Voice Gatherings), questions will be posed related to recruitment, retention, and barriers to applying for CPS jobs.

A new class starts tomorrow, so two classes are running concurrently but are at different points in the curriculum.

Oversight Committee expansion

The plan is to bring three or four new people with lived experience onto the Committee, who may or may not be CPSs. If someone is not a CPS but could be eligible, there would need to be a time restriction, such as not being able to sit for the exam for three years after leaving the Oversight Committee. This is due to potential access to exam content for people on the Committee (even though to date, most of the Committee members are not actually familiar with exam content details), as well as due to the appearance of conflict or undue influence.

CPS Oversight Committee Meeting Minutes
Thursday, February 11, 2016 10 AM to 12 noon

Old business

The minutes from the last meeting were approved unanimously without change.

Follow up regarding “grandparenting”—No response was received from DMH regarding comments from the Oversight Committee regarding the DMH proposal to grandparent graduates of the Peer Employment training program as certified peer specialists.

Program update—The training program is halfway through for the class that started in January. Some participants have applied for internships, which are being arranged through the CPS program. This class meets monthly to facilitate and support participating interns. Acceptance decisions for the next class, due to start in March, have been made and candidates notified. Over 70 applied, but only 54 completed the application process (including the interview); 34 were accepted. Details of the class profile were provided.

New business

Appeal—After a thorough review, the committee agreed that the complaint was without foundation. As per common procedures, people who are rejected will continue to be encouraged to reapply to future trainings.

Continuing education—The Transformation Center Board will continue to emphasize that continuing education (CE) is essential for CPSs. The TC Board is committed to raising funds for a conference in 2017, as a local CE opportunity. Some discussion ensued about how to select topics and presenters.

MassHealth Meeting—Updates were provided by committee members who were at the meeting. At this point, there is no conclusion regarding reimbursement for peer services.

Oversight Committee expansion—As discussed previously, adding people with lived experience to the Oversight Committee is a priority for this year, with the hope of having several new members in place by August.

Planning for next meetings—March 10th conflicts with the DMH Center for Excellence training; a poll will determine whether to reschedule. No further appeals have been received to date, but the grievance subcommittee will keep its February 25th date open for timely consideration of applicants denied admission.

NEXT MEETINGS (all are scheduled as Thursday 10 AM to noon):

March 10, 2016
April 14, 2016
May 12, 2016
June 9, 2016

CPS Oversight Committee Meeting Minutes
Thursday, January 14, 2016 10 AM to 12 noon

Old business

The minutes were approved for the last meeting for posting on TC website. The Training Team appreciated being included at the last meeting. The general consensus is to have a joint meeting once a year—probably July or August.

Update on retention survey: The contract for this year included looking into retention jointly with the DMH. Based on recent discussions in the field, retention does not seem to be an issue with CPSs, and where turnover occurs, it seems most often to be for positive reasons. Looking into the retention issue is still part of the plan for this fiscal year, but there is no definite set of tasks identified yet.

Program update: The most recent class started; four accepted people were absent. Interviews are currently underway for the next class. Until there is a new contract with DMH, a fall class is not guaranteed.

New business

Admission process timeline: The current timeline in the Procedures Manual leaves one month between acceptance and class start to allow for people to make arrangements to attend, which should be adequate time if a person wishes to appeal an admissions decision. If needed, a special meeting will be scheduled of the Oversight Committee prior to the start of each class to allow for consideration of such appeals. The next class starts March 11 and acceptance notices go out on February 1, so there will be a tentative “Grievance/Appeal Subcommittee” meeting on Thursday February 25 from 10-12 by phone, if any appeal or grievance is filed that needs to be resolved before the class begins.

“Grandparenting” the Peer Employment Training graduates: At the request of DMH, the Oversight Committee explored options for granting reciprocity and certified status to this group. A proposal was drafted and will be submitted to DMH once finalized. There is a total of somewhere around 75 PET graduates, although some have gone on to take the Transformation Center training and are now CPSs in their own right.

Oversight Committee expansion: New members will be recruited who are people with lived experience and, possibly, CPSs.

NEXT MEETING: February 11, 2016