

**CPS Oversight Committee Meeting Minutes**  
*Thursday, May 11, 2017 10 AM to 12 noon at ABH*

**Old Business**

- The notes and minutes from the previous meeting were accepted with minor edits (date, grammar).
- *CPS Program Update:* The current class is halfway through, with no attrition. The last class session will be June 2. The Vinfen Training Center is a great space, with ample parking. A dashboard was handed out with a summary of applicant data.
- *Program Coordinator Position:* While there are viable candidates for the role, recruiting will continue. The next round of interviews will be held in August. In the meantime, the Director of Program will perform the functions of CPS Program Coordinator, but will not have the title of acting or interim CPS Program Coordinator. The hope remains to get a new Program Coordinator on board for the fall class.
- *Next class:* tentatively scheduled to start on September 11 in Central Mass, with a class in the Northeast to be held in the winter.
- *Projects:* The *Recovery Out Loud* will not happen in this fiscal year. One of the people trained in the Train the Trainers Program did a presentation at a local agency.
- *Policy Manual Revisions/Update:* With some minor changes, all proposed edits and revisions were accepted (unanimous vote).
- *Procedures Manual:* The revised manual was presented for review.

**New Business (tabled until the next meeting)**

- Education initiative for providers regarding:
  - CPS vs. other peer roles
  - Selecting and supporting people for CPS training
  - Supervision needs (value of a CPS supervisor)
- Meeting with DMH to clarify role and expectations for CPS?
- Review Program Coordinator's experiences, since it will be her last meeting.
- Plan how to find out which agencies require a CPS for certain positions.
- If/when/how to step into the area of substance use and recovery coaches.

**NEXT MEETING:** July 13, 2017

***Tentative (all are scheduled as Thursday 10 AM to noon):***

August 10            September 14            October 12            November 9            December 14

## CPS Oversight Committee Meeting Minutes

Thursday, April 13, 2017

### Old Business

The notes and minutes from the last meeting were approved, with one change to the list of who was present and some grammatical edits.

*Appeals:* Both appeals were dismissed.

### Program update

- The new class starts tomorrow. Trainees will number 34 or 35. The new class will be at the Vinfen Training Center in Somerville.
- The dashboard with demographics for new class was handed out, showing a somewhat younger group.
- The CPS Program Coordinator search is continuing. The job posting is on the TC website and other sites and has been sent through iNAPS. Word of mouth will be an important recruitment tool. The Committee discussed needed qualifications and other considerations for evaluating candidates.

### *Other program-related activities:*

- A “how to do a workshop” training was offered at an agency, as a follow up to the *Train-the-Trainer* project.
- The *Recovery Out Loud* program will be two full days and was offered as an in-house training at the Transformation Center. It will be offered in May as a train-the-trainer program in hopes that it will be more widely disseminated. The CPS prep program is still available as an online training.
- The *Community Voices* program will have two upcoming gatherings. The topic is *Committing to Education, Advocacy, and Ethics: The Next Level in Peer Support*.
- There will be a summit in June focused on CPSs and peer support workers, using a work group type format, focused on continuing education recommendations/requirements.
- The video project is on hold.

### New Business

- *Policy manual:* Tabled until the next meeting.
- *Possible meeting with DMH:* A meeting might be useful to clarify the purpose of the CPS training, the CPS role, and DMH requirements for which staff are required by contract to have the CPS credential. More discussions with DMH may be useful regarding workforce development (e.g., in CBFS).

### Agenda items for next meeting:

- Update Policy and Procedures Manuals
- Education initiative for providers regarding the CPS role, selecting and supporting people for CPS training, and supervision needs (value of a CPS supervisor)

**NEXT MEETING:** May 11, 2017

## **CPS Oversight Committee Meeting Minutes** *Thursday, March 9, 2017*

The notes and minutes from the last meeting were approved, with one edit: the ESPs have been privatized already; the SE is the last area to be privatized.

### **Old Business**

*CPS Program Update:* Interviews are complete for the new class. Admissions will include people who were pre-accepted and on the wait list from the last class. The priority remains admitting people working in the role of CPS. People who submitted incomplete applications will not be accepted. There does seem to be a steady trend of increasing numbers of applications,, including veterans.

*Grievance Subcommittee:* Two upcoming meetings are scheduled to review grievances and appeals related to admission, just in case they are needed.

### *Ongoing Projects*

- The *Recovery Foundations* training has a new name, “*Recovery Out Loud.*” It is built on the “Next Steps” training from iNAPS, which was designed as an advanced training. It will be offered as a train-the-trainer program in May 17-18, but has not yet been announced.
- A few people from the *Train-the-Trainers* project on workshop presentations may submit proposals for presentations (e.g., at MassPRA).
- The *video project* will offer the CPS training on Saturdays to about 15 or 20 people who agree to be videotaped. The primary purpose of this is to develop a set of recordings for training future CPS Training Team members, and having the videos available later to use as a training or exam preparation resource. Participants in the video project will take the class live, but will not be visible on the video (their voices may be recorded). At present, the expectation is that trainees who complete this would be eligible to take the exam and, if they do not pass the first time, they could access tutoring.

*Program Director Position:* Candidates have completed an initial interview and a decision will be made about who to call back to meet with the Training Team.

### **New Business**

*Harassment Policy:* Multiple versions of the harassment were presented consideration. This will be part of the proposed revisions to the *Policy Manual* to be voted on at the next meeting.

*Oversight Committee Expansion:* New members will be invited to join the Committee after the new Program Director is hired.

*Grievance:* A grievance was received on February 17 and resolved. The Oversight Committee ruled that the topic of the grievance was outside of the scope of the Committee’s responsibilities. Some discussion during the meeting addressed several issues related to the grievance.

**CPS Oversight Committee Meeting Minutes**  
*Thursday, February 9, 2017 10 AM to 12 noon at ABH*

The meeting was held by phone, due to a snowstorm. The notes and minutes from the last meeting were approved.

**Program update**

- The new class completed its first full week (4 days). Although 35 were admitted, three people dropped out at the last minute, two didn't show, and one dropped out during the week—leaving 29 people.
- So far, 90 interviews scheduled for the next class, with 9 pre-accepted and 7 who were wait-listed for the current class, meaning over 100 people are interested in a class that can only take 35, and that almost half of the upcoming class has been selected already.
- There were no grievances or appeals filed related to admissions decisions for the current class.
- A new training is planned for May, using a “collaborative circles” approach to discussing recovery and wellness. It will be organized as a train-the-trainer session.
- The video project, described at the last meeting, has the goal of capturing the CPS training modules on video. Two modules have been recorded so far, with the purpose of: (1) getting positive feedback on the training and noting areas for self-improvement, (2) coaching new trainers, and (3) having recorded material for CPS trainees to review.
- Participants from the train-the-trainer program on doing a workshop met to practice drafting workshop proposals. One person a workshop proposal for feedback. Another person plans to present at his agency. The Alternatives Conference call for proposals is now out, and the MassPRA call for proposals will be out soon.
- A number of resumes have been received for the Program Director position.

**New Business**

- A sexual harassment policy needs to be added to the Policy Manual. A draft was circulated for consideration at next month's meeting.
- There was a bill filed by Ken Donnelly (SD893) related to peer specialist certification that would appoint a commission to look into this.
- The peer specialist database, “Doors to Wellbeing,” lists Massachusetts as “soon will be Medicaid reimbursable,” although that does not seem completely accurate, as there is no fee-for-service funding now for CPSs.
- Justin brought up the issue of the qualifications of this applicant pool and the issue of whether positions are available if all of these people did get certified. It may be that many of these applicants are not really invested in working as a CPS—they may be more interested in becoming a volunteer group facilitator.
- DMH crisis programs (ESPs) are being privatized meaning that some family partners may be interested in CPS training. In response to a DMH request, the interested family partners will be offered an interview, but that the criteria for acceptance into the CPS program will not change.

**NEXT MEETING: March 9**

## **CPS Oversight Committee Meeting Minutes**

*Thursday, January 12, 2017 10 AM to 12 noon*

### **Old Business**

The notes and minutes from the last meeting were accepted, with a minor edit.

*Train the Trainer's update:* Seven people enrolled. The purpose was to develop a team of trainers who can teach people how to submit a proposal and present a workshop at a conference. The group will meet soon for practice writing a workshop proposal and will get feedback on the completed proposals. Trainings will be scheduled in the spring to encourage proposals for submission to the Alternatives conference (August) and to the MassPRA conference (fall).

### **Program Update**

A summary of the demographics for the new class was presented. In keeping with the DMH funding mandate, a high percentage of accepted participants are working as peer specialists. Already, 30 are scheduled for interviews for the April class (at the Vinfen Training Center). For the last class, 26 completed, 24 tested, and 21 passed. The two people who did not sit for the exam intend to take it later. Two people took the test for the third time and both passed.

The “pre-CPS” training, designed as preparation for the CPS course, has been revised to be “Recovery Foundations.” It will use the iNAPS curriculum on recovery that is based on work on “alternatives to violence” used in prisons. This will be offered on May 17-18.

New training resources are being planned, such as recorded content, which will facilitate learning and provide a resource for developing new trainers. The Oversight Committee discussed requirements for informed consent for anyone participating in a recorded training, and supported the idea of a separate version of the CPS training offered for the purpose of capturing it on video. Other potential training resources for future development include a recorded role play demonstrating the CPS role and mini-trainings (e.g., PowerPoints with audio, lasting only 5-7 minutes) to use as “pre-work” for orienting participants and/or as a summary for review.

### **New Business**

*Program Director:* Martha Barbone has resigned effective June 30, or upon replacement. The job description has been written and posted on the Transformation Center website. The hope is to hire someone by April first, to be available for the April class.

*DMH CBFS workgroup:* This workgroup may take up the issues of continuing education and standardization of job descriptions for specialized positions.

*Oversight Committee expansion:* The recent addition of 3 new members means the Committee is now over 50% CPSs, so expansion will not be on the agenda for the immediate future.