

June 23, 2014

To: Certified Peer Support Specialists
From: Katherine Roberts
Re: Annual Training Requirements

In the updated Section 2 Policies and Procedures – Rehabilitative Behavioral Health Services Manual... *peer providers must complete a minimum of 20 hours of continuing education training annually of which 12 hours must be face-to-face training. All trainings must be approved by the SCDHHS or other authorized entity.* Certification is good for one year following initial course and exam completion. Continuing training requirements begin on the first business day of the month following your initial certification date. For your class this means the first business day of February 2013. You will need to acquire 20 hours of credits between February 2013 and February 2014.

Peer Support Specialists will be required to submit the titles of training, conferences and/or workshops attended and proof of attendance to the Office of Client Affairs in order to receive a letter certifying your continued authorization to bill Medicaid for peer services at the South Carolina Department of Mental Health. A copy of the letter will be sent to the CPSS supervisors and the centers credentialing and/or quality management officer.

Continuing education information should be sent to the Office of Client Affairs, by the middle of the month your certification expires to ensure a timely certification re-authorization. The center credentialing or quality management officers will be notified on the first business day of the month following certification expiration that a peer specialist is out of compliance with continuing training requirements and are suspended from billing Medicaid for peer services. Suspensions will remain in effect until continuing training requirements are met. In both cases letters suspension and/or compliance will be sent, following voice or email notification, to the peer specialists and the center credentialing or quality management officer.

12 hours of Face-to-Face Training: Approved trainings include but are not limited to

- SCDMH Case Management Training
 - SC SHARE WRAP, Recovery for Life or other offerings
 - SCDMH Office of Client Affairs trainings developed for CPSS's
 - Quarterly Multi-Cultural Affairs Committee Lunch and Learn sessions
- (In light of budget constraints Video Conferencing: offered through the Office of Client Affairs counts as face-to-face training.)

The remaining **8 hours** can be accomplished through:

- Approved conference/workshop attendance
- Pathlore computer training - (Pathlore: includes SCDMH any non-assigned employee curriculums that would improve the knowledge and education of the certified peer support specialist. all conference or workshop titles/subjects should be submitted for prior approval for continuing education credit.

Additional Information:

- Video Conference Schedules are posted at the beginning of each calendar year on the SCDMH at http://www.state.sc.us/dmh/client_affairs/client_home.htm
- Multi-Cultural Affairs Committee Lunch and Learn sessions are advertised through ETR

- Free and low costs training opportunities offered through ETR are posted monthly on the SCDMH homepage Other Local, State or National training opportunities sent to the Office of Client Affairs will continued to be forwarded to CPSS's

NOTE: No mandatory SCDMH employee training, including Pathlore trainings, can count towards re-certification.

Frequently Asked Questions:

- 1. Can I count training hours I did before my initial certification expired?** No, you may not substitute hours of training earned prior to the date of certification expiration nor can you bank training hours to be used at a later date.
- 2. If I am the “trainer” not the trainee can I count those hours?** It depends, if you conduct training as a routine part of your job then no, the hours do not count. If you are doing training, an original training, for part of staff development or for an outside entity such as an advocacy organization or school and it is not a routine part of your job to do then yes, the training hours count. Developing training specifically for peer support will count as well although the training curricula needs to developed in conjunction with the peer support training coordinator. It is the time you spend developing the curriculum that is important.

No Examples:

- The CPSS Training Coordinator cannot count the time spent in initial certification or continuing training education hours toward maintaining pss certification because that is the job they were hired to do.
- Trained CPSS trainers cannot count initial certification training because they did not develop the curriculum.

Yes Examples:

- The CPSS Training Coordinator develops a training that is unique not necessarily just for peer support and is not a routine part of the job -
- Trained CPSS trainers develop a continuing education module for other CPSS or for staff development – it counts because it is not a routine part of the job

- 3. Can I attend a training more than once and get credit, for example WRAP training at SC SHARE?** Yes, as long as it has been at least 1 year between attending.
- 4. If I am working on a degree (A.A., B.A.-B.S. or Graduate) can I count those classes?** No, you may not substitute classroom hours for a degree for training hours.
- 5. What is the mechanism for reporting?** CPSS's must complete and sign the Peer Support continuing *Training and Reporting Form* found on line at http://www.state.sc.us/dmh/client_affairs/peer_support.htm