

Iowa Peer Support & Family Peer Support Training Program

Advisory Committees

Iowa Department of Human Services
Peer Support Training and Coordination
MHDS 15-006

Background: RFP Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals to build the Peer Support and Family Support Peer Specialist workforce in Iowa. The Agency, Iowa Department of Human Services, is seeking proposals from qualified bidders to recruit, train, coordinate, manage, and monitor peer-led training and to further develop and maintain the certification program for Peer Support Specialists and Family Support Peer Specialists in Iowa.

The RFP directs that the Contractor, the University of Iowa, Center for Child Health Improvement and Innovation (CCHII), shall establish and maintain an advisory committee of Peer Support Specialists and Family Peer Support Specialists that meets at least quarterly.

The Contractor, CCHII, shall utilize the members of this group to:

- Advise on planning and implementation strategies and the progress of activities identified in the work plan from the perspective of an individual with lived experience,
- Advocate for peer support in the community, and
- Promote Provider recruitment of new individuals to be trained and hired as Peer Support Specialists.

The CCHII shall be responsible for all committee coordination and logistics including, but not limited to:

- i. Scheduling meetings and activities,
- ii. Publicizing meetings and activities,
- iii. Securing meeting locations,
- iv. Developing agendas,
- v. Recording and maintaining meeting minutes, and
- vi. Supplying materials as needed.

Peer Support Training and Coordination Collaborative (PSTCC) members: Center for Child Health Improvement and Innovation (CCHII), University of Iowa; National Resource Center for Family Centered Practice (NRC), University of Iowa School of Social Work; Child Health Specialty Clinics (CHSC), University of Iowa; ASK (Access for Special Kids) Resource Center, and the National Alliance on Mental Illness Iowa, Inc. (NAMI)

Bylaws

I. Name

The name of this Advisory Committee is: Peer Support Advisory Committee or Family Peer Support Advisory Committee

II. Purpose

The committees exist to advise, assist, support and advocate for the recruitment, training, certification and continued education of the peer support workforce in Iowa in relation to the requirements of the

RFP. The committees have no legislative, administrative or programmatic authority and serve in an advisory capacity only. Advisory committees work cooperatively with the Peer Support Training and Coordination Collaborative (PSTCC) in planning and carrying out committee work. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for the peer support specialist workforce. Advisory committees work to build consensus on the process for training, certifying and continued education for the peer support workforce in Iowa.

III. Members

- Members shall be selected and appointed by the PSTCC. The current advisory committee may suggest potential members.
- Individuals interested in serving on the advisory committee should submit a letter of interest to the Program Coordinator. The letter should include, contact information, statement of why you want to serve, skills and expertise relevant to the Scope of Work, whether or not you have lived experience, and any potential conflicts of interest.
- Members shall represent a cross-section of the workforce including stakeholders and the community served by peer and family peer support specialists. A minimum of 52% of the committee will be people who identify as having lived experience.
- Member terms will be one year. No member will serve more than 3 consecutive terms. A former member having served 3 terms may be reappointed after a one-year absence from the committee.
- Any member may resign from the advisory committee by giving written notice to the Program Coordinator. The resignation will be effective immediately upon receipt of such notice.
- All committee members are expected to declare any financial or personal affiliations that could interfere with their ability to represent the best interests of the peer support workforce or people using the services of a peer or family peer support specialist.

It is important members:

- (a) Attend and participate in all meetings.
 - (b) Become familiar with the RFP and goals of the grant contract.
 - (c) Respect the rights and opinions of other committee members.
 - (d) Accept and carry out assignments.
 - (e) Communicate concerns directly to the committee or Program Coordinator
 - (f) Keep committee communication and work product private until agreement about broader dissemination
 - (g) Promote the role of the peer and family peer support specialist.
- Committee representation: 3 MCOs, 3-4 Supervisors, 4-5 Peer/Family Peer Support Specialists, 2 related agencies, 2-3 Mental Health related agencies.

IV. Subcommittees

- Two subcommittees will be established; 1. Curricula review, 2. Recruiting.
- Subcommittee membership is on a voluntary basis.
- Subcommittees may be of any size, but will usually include three or four members.
- Subcommittees will elect their own chairs.
- Subcommittees will provide updates via electronic communication and at board meetings.

V. Meetings

- Notice of meetings shall be given at least 14 days prior to the meeting.
- The members present shall constitute a quorum.

- Meetings will take place in Iowa City. Members may attend meetings via conference call or Go-to-Meeting.
- Meetings are to be held at least once a quarter but more often if necessary.
- Additional meetings shall be scheduled as necessary to accomplish the Scope of Work.
- Decisions will commonly be made by consensus.
- A formal vote shall be taken when a decision is to be forwarded to the PSTCC as a recommendation.
- Committee work will take place outside meetings. Email will be used to communicate with members. Members may be asked to vote or give input via email.
- Meeting minutes will be recorded for each meeting. They will be distributed to each committee member, PSTCC members and DHS.

Four items should be considered as the committee discusses and undertakes its work:

- Past work and accomplishments
- Current and future needs of people seeking peer support
- Current and future needs of peer & family peer support specialists
- Current and future needs of providers employing the peer support workforce

VI. Amendment of Bylaws

These bylaws may be amended at any meeting of the advisory committee by a two-thirds (2/3) vote, provided that the amendment has been submitted to advisory committee members in writing at least thirty (30) days in advance of the meeting.

Bylaws adopted: 5/1/15

Bylaws amended: 4/15/16

Scope of Work

Work Plan 1: May 2015-July 2015, activities may include but are not limited to:

- Read the grant application, including Work Plan timelines
- Select members for subcommittees
- Promote participation in listening groups and online surveys
- Review proposed Bylaws, propose changes, approve
- Review data from listening groups
- Review process for curricula review
- Review pre/post test and evaluation
- Review proposed guidelines for qualifications of F/PSS
- Review proposed guidelines for qualifications of F/PSS trainers
- Develop strategy for recruiting new F/PSS for training
- Implement recruiting strategy
- Provide input on Realistic Job Previews
- Review the draft and final curricula before submission

Work Plan 2: Due to DHS on August 14th, 2015, activities may include but are not limited to:

- Review core competencies
- Promote awareness of core competencies
- Promote Community of Practice
- Assist in identifying peer support specialist eligible for IBC CMHPSS certification
- Review recommended standards for F/PSS supervisors
- Review proposed training for F/PSS supervisors
- Review recommended methods for certifying previously trained F/PSS

- Provide input on credentialing process for F/PSS
- Assist with dissemination of credentialing information approved by DHS
- Provide input on additional types of peer support certifications

Work Plan 3: Due to DHS on October 16, 2015, activities may include but are not limited to:

- Review recommendations for continuing education for F/PSS
- Review recommendation on training for supervisors
- Assist with continuous improvement strategy in delivery of training
- Identify additional employment opportunities for F/PSS
- Review evaluation of training and certification process

Resources:

North Dakota; Career and Technical Education; Program Advisory Committee Guide
 Adams State University; Cultural Awareness & Student Achievement Bylaws
 New Mexico State University; Handbook for Working with Advisory Committees
 Iowa Peer Support Training Academy Bylaws