



Oregon

Theodore R. Kulongoski, Governor

Department of Human Services Health Services

Office of Mental Health and Addiction Services

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February 10, 2009

To: Consumer and Family Run Organizations
Peer Delivered Service Providers

From: Richard L. Harris
Interim Assistant Director

Subject: Process for reviewing Peer Delivered Services (PDS) curriculum

AMH recognizes the value of peers and family members who form a vital service and support network that enhances an individual's recovery and resiliency. For this reason, and because the principles of resilience and recovery guide services supported by the division, AMH has embraced opportunities to partner with individuals, families and organizations providing PDS for people of all ages. AMH appreciates the many stakeholders who helped develop a process for reviewing and approving curricula designed for individuals seeking to work in Peer Delivered Service (PDS) roles within the adult mental health, children's mental health and addictions recovery arenas.

There are four attachments related to the process for applying to AMH to become an approved PDS training program. These include attachment #1 Roles, Functions and Responsibilities, #2 Directions for Completing the Application #3 Application Form and #4 The criteria used to review and approve the programs. This process may change or be amended based on final language in the Integrated Services and Supports Rule (ISSR) now under development.

Please see the AMH web site at:

<http://www.oregon.gov/DHS/addiction/recovery.shtml#peer> for information about PDS training program approval. If you have questions regarding the approval process please contact Pat Davis-Salyer, Workforce Development Coordinator at 503-945-7813.

If you have questions about services in the various program areas, please contact any of the following staff members:

If you need this letter in alternate format, please call 503-945-5763 (Voice) or 503-945-5895 (TTY)

"Assisting People to Become Independent, Healthy and Safe"

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HSS1601 (04/05)

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Addictions Recovery:

Therese Hutchinson, Program & Policy Development Specialist – 503-945-5765

Children's Mental Health:

Judy Rinkin, Family Partnership Specialist - 503-947-5525

Adult Mental Health:

Terry Mastin, Adult Services Coordinator – 503-945-6722

Thank you for the important work you do to assist individuals and their family members.

Department of Human Services
Addictions and Mental Health Division
Attachment #1
PDS Training Program Roles, Functions and Responsibilities

February 10, 2009

AMH PDS Review Committee Role and Function

- The AMH PDS Review Committee will consist of three consumers with diverse perspectives including, but not limited to, experience with mental health and addiction services and an understanding of lifespan issues (child to older adult), two substance use or mental health service providers, and two AMH staff with an understanding of recovery, resiliency, and workforce development issues. This committee will review and approve training program curriculum. The AMH PDS Review Committee will meet periodically.

AMH Role and Function

- AMH will coordinate the activities of the AMH PDS Review Committee and carry out the responsibilities listed below.
- AMH will coordinate among the program areas including adult mental health, children's mental health, and addictions recovery to facilitate shared learning and common practice standards in PDS.

AMH Responsibilities

- AMH will ensure that programs meet the minimum hours requirements: 24 hours for PDS in adult mental health, 14 hours for PDS in addiction recovery, and 69 hours for Family Navigators working in the children's mental health system.
- AMH will post approved programs on the AMH website.
- AMH will provide a letter to the approved training program stating that the submitted program's curriculum has met the AMH standards.
- AMH will approve all past and current deliveries of that program, as long as the curriculum is the one approved by AMH through this process.

PDS Training Program Responsibilities

- PDS programs will submit an application for review to AMH using the attached application form.
- The PDS training program will provide documentation of successful completion to participants.
- A PDS training program may submit updated or modified criteria at any time.

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Attachment #2

Directions to apply for AMH approval for Peer Delivered Services (PDS) Training
Program Curriculum

February 10, 2009

1. Complete attachment # 3 to provide basic program information.
2. Make a single copy of the following and include all with attachment #3 :
 - The program goals, objectives and agenda
 - The course outline and a detailed description of the curriculum as it is delivered
 - Copies of the written materials you provide for the participants including handouts
 - Copies of your presentations, including PowerPoint, over heads, or the notes you use as you present
 - Copies of the instructions for the “exercises” you use during the program if they are not included in the curriculum description
 - Lists of materials you use such as videos, panel members roles (not names), places you take students to learn i.e. a treatment agency
3. See attachment #4 which lists the principles and elements that the AMH PDS Review Committee will use to review your program. In order for AMH to approve a program curriculum, it must contain each of the elements. It must also include materials and exercises that demonstrate the program supports each of the principles.
4. Send the completed application form, attachment #3, with the copies of the course materials listed on attachment #2 that document the curriculum, includes the principles and elements identified in attachment #4 to:

DHS Addictions and Mental Health Services Division (AMH)
Attention: Pat Davis-Salyer, Workforce Development Coordinator
500 Summer Street NE E86, Salem, OR 97301-1118
5. If your application is incomplete, AMH will let you know and hold the application for 30 days before returning it to give you time to send in the rest of the materials.

Department of Human Services
Addictions and Mental Health Division
Attachment # 3

Application for Peer Delivered Services (PDS) Training Program Review

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Please complete this form and send a copy of your training curriculum (agenda outline and course materials) to the AMH PDS Review Committee. The criteria for curriculum approval are on attachment #4.

Section 1: Program Description and Contact Information

Applicant Name	
Organization	
Address Phone E-mail	
PDS Training Program Name	
Authors Name and Contact Information	
Indicate focus of peers trained: mental health, addiction, co-occurring, or family	
Name and Qualifications of Your Program Trainer(s)	
Date of first delivery	
Number of classroom hours	
What confirms a participant's successful completion?	

Submit this application form and a copy of your training curriculum to:

DHS Addictions and Mental Health Services Division (AMH)
Attention: Pat Davis-Salyer, Workforce Development Coordinator
500 Summer Street NE, E86
Salem, Oregon 97301-1118

If your training program is available electronically, you may submit your application and materials using the following address: patricia.m.davis@state.or.us. If you have questions regarding the application process, please call Pat Davis-Salyer, Workforce Development Coordinator, Addictions and Mental Health Services Division, 503-945-7813.

Thank you for your application.

Attachment #3

Department of Human Services
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Attachment #4

The AMH PDS Review Committee will determine if a training program incorporates the core principles and teaches the elements in the curriculum.

PRINCIPLES

- Culturally Appropriate
- Informed Choice
- Partnership
- Person Centered
- Strengths-Based
- Trauma Informed

ELEMENTS

Communication

- Crisis Intervention
- Listening Skills
- Problem-Solving Skills
- Relationship Building

Education

- Provide basic information of the arena you are preparing people to serve in; Adult Mental Illness, Addiction or Children's Mental Health
- Provide basic information of the arena you are preparing people to serve in : Strengths-Based and /or Recovery Processes and Tools

Ethics

- Boundaries
- Development of a Personal Support System
- Role of Peer Delivered Services

Knowing the Law

- Americans with Disabilities Act , Civil Rights and Fair Housing
- Confidentiality
- Documentation
- Mandatory Reporting

Resources

- Understanding the Service Delivery System in the program arena
- Finding Community and Support Services i.e. Disability, Childcare
- Agencies Advocating for Rights and Services