Tennessee Department of Mental Health
and Substance Abuse Services

Certified Peer Recovery Specialist Program

Handbook of Guidelines, Standards, and Procedures

TN Department of Mental Health & Substance Abuse Services

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TN Department of Mental Health & Substance Abuse Services

Tennessee's Certified Peer Recovery Specialist Program

I. Introduction

Tennessee's Certified Peer Recovery Specialist program provides State certification for individuals who provide direct peer-to-peer support services to others who have mental illness, substance abuse, or co-occurring disorders. Because of their lived experience, Certified Peer Recovery Specialists (CPRS's) can, with specialized training and guidance, draw from their own journey of recovery to inspire hope and provide support to others who are facing similar situations. This document defines the role, purpose, functions, and responsibilities of the Certified Peer Recovery Specialist in Tennessee. The certification defines the minimum standards of competency, which are the knowledge and the skills required of the position.

This certification does not imply that Tennessee Certified Peer Recovery Specialists are qualified to diagnose an illness, prescribe medication, or provide clinical services. Tennessee Certified Peer Recovery Specialists do not provide treatment of any kind. Tennessee's Certified Peer Recovery Specialist program is not an offer of employment or job placement by the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS). Certification in no way guarantees employment. Each person certified as a Peer Recovery Specialist should apply for positions available in his or her community. Each Certified Peer Recovery Specialist must be under supervision as defined by the state.

II. Certified Peer Recovery Specialist Definition

A Certified Peer Recovery Specialist (CPRS) is someone who has self-identified as being in recovery from mental illness, substance abuse, or co-occurring disorders of both mental illness and substance use disorder. To become certified, a CPRS has completed specialized training recognized by the Tennessee Department of Mental Health and Substance Abuse Services on how to provide peer recovery services based on the principles of recovery and resiliency.

Certified Peer Recovery Specialists can provide support to others with mental illness, substance abuse, or co-occurring disorder and help them achieve their personal recovery goals by promoting self-determination, personal responsibility, and the empowerment inherent in self-directed recovery.

Direct peer-to-peer services can include a variety of support services, such as:

- assisting in the development of strengths-based individual goals
- serving as an advocate, mentor, or facilitator for resolution of issues that a peer is unable to resolve on his or her own
- assisting in the development of recovery goals
- developing community support
- providing information on ways to maintain personal wellness and recovery
- providing information on behavioral health system navigation

With regard to Medicaid-reimbursable services, a Tennessee Certified Peer Recovery Specialist who is:

1. Employed by an agency that is licensed by the Tennessee Department of Mental Health and Substance Abuse Services, **and**
2. Under the direct clinical supervision of a licensed behavioral health professional in accordance with acceptable guidelines and standards of practice as defined by the State

is authorized to provide Medicaid-reimbursable peer recovery services in outpatient and inpatient programs under the employer's contract with the health plans. A Tennessee Certified Peer Recovery Specialist is never authorized to provide peer recovery services on their own for pay or for reimbursement from a health plan and doing so constitutes unethical behavior and a violation of the scope of activities for a Certified Peer Recovery Specialist.

For information comparing Certified Peer Recovery Specialist roles with other behavioral health staff, see the following chart.

Peer Recovery Specialists and Role Comparisons

	12-Step Sponsor	Peer Recovery Specialist	Case Manager	Psychosocial and Recovery Staff	Substance Use Disorder Professional	Mental Health Professional
Planning Service	Reviews the meaning of the 12 Steps and emphasizes their importance.	Assists the individual in developing and monitoring a recovery plan.	Assists the individual in developing a service plan.	Assists the individual in developing an employment/housing plan.	Develops treatment plan with individual.	Develops treatment plan with the individual.
Resource Service	Accesses professional help if assistance outside the scope of the 12 Step Program is needed.	Teaches, role models, coaches how to use resources and navigate the mental health and/or substance use disorder systems.	Provides referral and linkage.	Identifies resources needed to implement plan.	Conducts clinical assessment.	Conducts clinical assessment.
Illness Management Service	Encourages the person to work with others in recovery as soon as possible and begins to take him or her on Twelfth Step calls.	Teaches, supports, coaches the acquisition and exercise of skills needed for management of symptoms.	Ensures individual has access, continuity of care throughout the mental health and primary healthcare system.	Assists the individual so that illness symptoms do not negatively impact employment and housing goals.	Provides clinical education and training regarding symptomatology and medication management.	Provides clinical education and training regarding symptomatology and medication management.
Medication Management Service	Refers the person to the literature that discusses medication. Encourages appropriate use of medication. Encourages the person to talk openly with their doctor about their symptoms and about being a person in recovery.	Encourages appropriate use of medication; holds the person accountable for his or her actions; teaches, models monitoring symptoms and/or medication reactions, effective communication with doctors, therapists.	Ensures individual has resources to acquire medication, has transportation for appointments, and attends appointments.	Educates employers, landlords on the treatment process, the role of medication, and symptoms in the management of the illness, as appropriate.	Provides clinical treatment to include individual and group therapy focusing on education of the role of medication in the recovery process.	Provides clinical treatment to include individual and group therapy focusing on education of the role of medication in the recovery process.
Employment/ Housing Services	Encourages personal responsibility, including getting a job and becoming a productive member of society.	Teaches, models, coaches skills and attributes needed to attain and maintain employment and housing.	Ensures individual has access to psychosocial rehab, supportive employment, and housing options.	Provides employment and housing support by facilitating opportunities for housing and job placement.	Provides clinical consultation and assessment.	Provides clinical consultation and assessment.
Education Services	Promotes awareness of 12 Step literature, scope of the 12 Steps, and the three Legacies (Recovery, Unity and Service)	Teaches recovery education such as WRAP®, BRIDGES, IMR, and/or 12 Steps for knowledge and skills needed to manage illness	Encourages individual to utilize community/natural supports to assist in illness management.	Teaches skills needed to maintain housing and employment.	Provides clinical support through individual or group therapy sessions.	Provides clinical support through individual or group therapy sessions.

III. CPRS Program Operation

The Tennessee Department of Mental Health and Substance Abuse Services' Office of Consumer Affairs and Peer Recovery Services operates Tennessee's Certified Peer Recovery Specialist Program with consultation from the CPRS Advisory Committee.

The Office of Consumer Affairs and Peer Recovery Services shall develop and reserves the right to make any necessary changes to CPRS Guidelines, Standards and Procedures without prior notification so that appropriate authority to grant certification and acceptable professional standards are established.

CPRS Advisory Committee

The CPRS Advisory Committee meets on an on-going basis and shall be made up of, but is not limited to, Certified Peer Recovery Specialists, behavioral health service providers, and the TDMHSAS. The CPRS Advisory Committee has the duty and responsibility to function in such a manner as to promote and protect the public's health, safety, and welfare. Thus, the Committee makes recommendations that include, but are not limited to, requirements of certification, training, and acceptable continuing education.

IV. Certification Guidelines

Each applicant must meet all minimum requirements as outlined by CPRS Guidelines, Standards and Procedures. After the TDMHSAS has reviewed the application, applicants will be sent an email confirming their status and will receive their certificate in the mail.

Certification Standards

To become certified as a Peer Recovery Specialist in the State of Tennessee, all applicants must meet the following minimum requirements:

1. Be at least age eighteen (18) years of age or older;
2. Hold a high school diploma or General Equivalency Degree (GED);
3. Have current or past mental illness, substance abuse, or co-occurring disorder;
4. Self-identify as a person who is in recovery from mental illness, substance abuse, or co-occurring disorder as part of his or her personal recovery process;
5. Have demonstrated self-directed recovery for a minimum of 24 consecutive months as described in the CPRS Application, Part One;
6. Have successfully completed the state's Certified Peer Recovery Specialist Training within the past year. If more than one year has passed since taking the training, it must be retaken. To apply for the Certified Peer Recovery Specialist Training, complete Part One of the Certification Application, which can be found at https://www.tn.gov/behavioral-health/mental-health-services/peer-recovery-services/peer-recovery-services/certified-peer-recovery-specialist-program.html
7. Have successfully demonstrated competency through testing and evaluation as required by the state Certified Peer Recovery Specialist Training.

8. Complete a minimum of 75 hours of supervised paid or volunteer work within the past year providing peer recovery services with individuals who have mental illness, substance abuse, or co-occurring disorders.
   - Sponsorship in 12-step programs does not qualify to meet this requirement, in part because of the supervision requirement.
   - No less than three hours of supervision (one hour for every 25 hours of service provided) from an approved supervisor (see Supervision section in this handbook)
   - Peer recovery services can include providing one-on-one support, leading support groups, and providing recovery education.
   - Examples of recovery education include stress management presentations, presenting tools to deal with triggers, and teaching the Wellness Recovery Action Plan (WRAP®), among many others.
9. Read, understand, and agree to the following:
   - Successful completion of the state's Certified Peer Recovery Specialist Training
   - Supervised employment or supervised volunteer work providing peer support services supervised by an approved supervisor (see Supervision section in this handbook)
   - The CPRS Scope of Activities
   - The CPRS Code of Ethics
10. Enclose all of the following documents prior to mailing or faxing the application packet:
   - Completed CPRS Application, Part Two
   - Completed Employment/Volunteer Summary by the supervisor
   - Three completed professional references
     - Two of the three professional references may come from a Certified Peer Recovery Specialist.
     - Do not use family members, therapists, or psychiatrists as a professional reference.

Certification Procedure

It is the applicant's responsibility to ensure that all required documents are submitted and completed as accurately as possible. The completed application and other required documents are to be submitted by the applicant and emailed to CPRS.TDMHSAS@tn.gov or mailed directly to:

Peer Recovery Coordinator
Office of Consumer Affairs and Peer Recovery Services
Department of Mental Health and Substance Abuse Services

Andrew Jackson Building, 5th Floor
500 Deaderick Street
Nashville, Tennessee 37243

Please allow fourteen business days for documents mailed to the Office of Consumer Affairs and Peer Recovery Services to be received. A status report will be mailed to the applicant at the email address listed on the application. If Federal Express or special courier services are used, the Office of Consumer Affairs and Peer Recovery Services shall not be responsible for any charges incurred. The average application processing time is three weeks. Once complete, each application is reviewed and a certification determination made. Upon successful review, the applicant will receive an email and the certificate will be mailed.

If the application is not complete upon receipt by the Office of Consumer Affairs and Peer Recovery Services, a deficiency letter will be emailed to the applicant. Supporting documentation requested in the letter must be received in the Office of Consumer Affairs and Peer Recovery Services ninety (90) calendar days from the date of the deficiency letter before the applicant can be certified. Applications not completed within ninety (90) calendar days after the date of the deficiency letter will be closed. Once an incomplete file has been closed, all applicants must submit a new application and all required documentation.

For applications, contact the Office of Consumer Affairs and Peer Recovery Services toll-free at 800-560-5767 or visit: https://www.tn.gov/behavioral-health/mental-health-services/peer-recovery-services/peer-recovery-services/certified-peer-recovery-specialist-program.html

Peers currently certified in other states can become certified in Tennessee through the state to state process, which includes completing the state to state application, providing documentation of current certification in previous state and providing documentation of education level (if not required by previous state). Once certification has been verified from the previous state, the peer is issued a CPRS Training Manual and Workbook and allowed one month for study. The final step is for the peer to complete testing and role plays with a CPRS Trainer at TDMHSAS.

NOTE: Everyone who is certified as a Peer Recovery Specialist must notify the Office of Consumer Affairs and Peer Recovery Services, in writing, within fourteen business days of the following:

- Change in name, address, email, or other contact information.
- Change in the agency staff person responsible for providing supervision (even if agency does not change). **Each Certified Peer Recovery Specialist must be under supervision as defined by the State.**

V. CPRS Scope of Activities

The scope of activities outlines the range of peer recovery services that a Certified Peer Recovery Specialist can provide to assist others in living their lives based on the principles of recovery and resiliency. Certification does not imply that the Certified Peer Recovery Specialist is qualified to diagnose an illness, prescribe medication, or provide clinical services and doing so constitutes at minimum a violation of the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) Certified Peer Recovery Specialist Code of Ethics.

1. Utilizing unique recovery experiences, the Certified Peer Recovery Specialist shall:
   a. Teach and model the value of every individual's recovery experience;
   b. Model effective coping techniques and self-help strategies;
   c. Encourage peers to develop a healthy independence; and
   d. Establish and maintain a peer relationship rather than a hierarchical relationship.

2. Utilizing direct peer-to-peer interaction and a goal-setting process, the Certified Peer Recovery Specialist shall:
   a. Understand and utilize specific interventions necessary to assist peers in meeting their individualized recovery goals;
   b. Demonstrate and impart how to facilitate recovery dialogues through the use active listening and other evidence-based and/or best practice methods;
   c. Demonstrate and impart relevant skills needed for self-management of symptoms and prevention of relapse;
   d. Demonstrate and impart how to overcome personal fears, anxieties, urges, and triggers;
   e. Assist peers in articulating their personal goals and objectives for recovery and sobriety
   f. Assist peers in creating their personal recovery plans (e.g., WRAP®, Declaration for Mental Health Treatment, crisis plan, relapse prevention plan, etc.); and
   g. Appropriately document activities provided to peers in either their individual records or program records.

3. The Certified Peer Recovery Specialist shall maintain a working knowledge of current trends and developments in the fields of mental health, substance use disorders, co-occurring disorders, and peer recovery services by:
   a. Reading books, current journals, and other relevant material;
   b. Developing and sharing recovery-oriented material with other Certified Peer Recovery Specialists;
   c. Attending authorized or recognized seminars, workshops, and educational trainings.

4. The Certified Peer Recovery Specialist shall serve as a recovery agent by:
   a. Providing and promoting recovery-based services (e.g., BRIDGES, WRAP®, 12-Step Groups, etc.);
   b. Assisting peers in obtaining services that suit each peer's individual recovery needs;
   c. Assisting peers in developing empowerment skills through self-advocacy;
   d. Assisting peers in developing problem-solving skills so they can respond to challenges to their recovery;
   e. When appropriate sharing his or her unique perspective on recovery from mental illness and substance abuse disorders and co-occurring disorders with non-peer staff; and
   f. Assisting non-peer staff in a collaborative process in identifying programs and environments that are conducive to recovery.

VI. CPRS Code of Ethics

These principles will guide Certified Peer Recovery Specialists in the various roles, relationships, and levels of responsibility in which they function professionally.

1. The primary responsibility of Certified Peer Recovery Specialists is to help peers achieve their own needs, wants, and goals.
2. Certified Peer Recovery Specialists will maintain high standards of personal and professional conduct.
3. Certified Peer Recovery Specialists will conduct themselves in a manner that fosters their own recovery.
4. Certified Peer Recovery Specialists will openly share with peers, other CPRS's and non-peers their recovery stories from mental illness, substance abuse, or co-occurring disorders as appropriate for the situation in order to promote recovery and resiliency.
5. Certified Peer Recovery Specialists at all times will respect the rights and dignity of those they serve.
6. Certified Peer Recovery Specialists will never intimidate, threaten, harass, use undue influence, use physical force, use verbal abuse, or make unwarranted promises of benefits to the individuals they serve.
7. Certified Peer Recovery Specialists will not practice, condone, facilitate, or collaborate in any form of discrimination or harassment based on ethnicity, race, color, pregnancy, creed, veteran's status, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical disability, or any other category protected by state and/or federal civil rights laws.
8. Certified Peer Recovery Specialists will promote self-direction and decision making for those they serve.
9. Certified Peer Recovery Specialists will respect the privacy and confidentiality of those they serve.
10. Certified Peer Recovery Specialists will promote and support services that foster full integration of individuals into the communities of their choice.
11. Certified Peer Recovery Specialists will be directed by the knowledge that all individuals have the right to live and function in the least restrictive and least intrusive environment.
12. Certified Peer Recovery Specialists will not enter into dual relationships or commitments that conflict with the interests of those they serve.
13. Certified Peer Recovery Specialists will never engage in sexual or other inappropriate activities with peers they serve.
14. Certified Peer Recovery Specialists will not use illegal substances, misuse alcohol, or other drugs (including prescription medications).
15. Certified Peer Recovery Specialists will keep current with emerging knowledge relevant to recovery and will share this knowledge with other Certified Peer Recovery Specialists.
16. Certified Peer Recovery Specialists will not accept gifts of significant value from those they serve.
17. Certified Peer Recovery Specialists will not provide services, either for employment or on a volunteer basis, without supervision.
18. Certified Peer Recovery Specialists will not provide services beyond their qualifications. This includes diagnosing an illness, prescribing medications, or providing clinical services.
19. Certified Peer Recovery Specialists shall only provide services and support within the hours, days and locations that are authorized by the TDMHSAS-approved agency with which they work.

VII. Grievance Procedure

When an applicant is denied certification, denied re-certification, or questions the results of the application review, the applicant may file a grievance. Grievances are reviewed by the CPRS Advisory Committee. The applicant must submit any grievance within thirty (30) calendar days of receipt of notice of denial or any other action deemed unjustified.

It is the applicant's responsibility to ensure that all required documents are submitted and completed as accurately as possible. The completed grievance form and any other documents required by the Office of Consumer Affairs and Peer Recovery Services must be mailed directly to:

Office of Consumer Affairs and Peer Recovery Services
CPRS Grievance
Department of Mental Health and Substance Abuse Services
Andrew Jackson Building, 5th Floor
500 Deaderick Street
Nashville, Tennessee 37243

Allow 14 business days for documents sent to the Office of Consumer Affairs and Peer Recovery Services to be received and reviewed. If Federal Express or other special courier services are used, the Office of Consumer Affairs and Peer Recovery Services shall not be responsible for any charges incurred. If any grievance is not complete upon receipt by the Office of Consumer Affairs and Peer Recovery Services, a deficiency letter will be emailed to the applicant. The supporting documentation requested in the letter must be received in the Office of Consumer Affairs and Peer Recovery Services thirty (30) calendar days from the date of the deficiency letter. Any required documents not submitted within thirty (30) calendar days of the deficiency letter will not be considered.

The Office of Consumer Affairs and Peer Recovery Services will forward the grievance to the CPRS Advisory Committee for review. The Tennessee Department of Mental Health and Substance Abuse Services will only discuss the grievance with the applicant and any applicant-authorized person or agencies. A report will be mailed to the applicant at the address listed on the form within twenty-one (21) business days.

To obtain a grievance form, contact the Office of Consumer Affairs and Peer Recovery Services toll-free at 800-560-5767 or visit the website at https://www.tn.gov/behavioral-health/mental-health-services/peer-recovery-services/peer-recovery-services/certified-peer-recovery-specialist-program.html

VIII. Certification Renewal Guidelines

To renew certification status annually, each Certified Peer Recovery Specialist must:

- Complete and submit a Renewal Application;
- Provide documentation of successful completion of continuing education hours as approved by TDMHSAS;
- Sign a statement certifying that no violations to the Code of Ethics have occurred in the past year;
- Have the current supervisor sign a statement certifying that the CPRS has not violated the Code of Ethics in the past year;
- Provide at minimum 25 hours of peer recovery services per year with a minimum of 1 hour of supervision from an approved supervisor. See the Supervision Requirement section in this Handbook for more information on supervision.

- Submit any other documents required by the TDMHSAS Office of Consumer Affairs and Peer Recovery Services.

Certification Renewal Procedure

Each Tennessee Certified Peer Recovery Specialist is responsible for maintaining his or her certification and must submit his or her Renewal Application and all other required documentation at least fourteen (14) calendar days prior to the end of the recertification date. Unless renewed annually, the certification shall expire on the certification renewal date. Expired certifications can be reactivated within twelve (12) months. Certified Peer Recovery Specialists who wish to reactivate their CPRS status following expired status must complete one hour of continuing education for every month they have been in expired status, not to exceed ten hours. If certification has been expired for more than twelve (12) months, the applicant must retake the CPRS Training.

To obtain a Renewal Application, visit https://www.tn.gov/behavioral-health/mental-health-services/peer-recovery-services/peer-recovery-services/certified-peer-recovery-specialist-program.html or contact the Office of Consumer Affairs and Peer Recovery Services at 800-560-5767 or CPRS.TDMHSAS@tn.gov.

IX. Continuing Education Guidelines

Continuing education is an ethical obligation for all Certified Peer Recovery Specialists, as stated in the CPRS Code of Ethics:

> *Certified Peer Recovery Specialists will keep current with emerging knowledge relevant to recovery and will share this knowledge with other Certified Peer Recovery Specialists.*

Continuing education is required for a Certified Peer Recovery Specialist to annually renew their certification and must be earned within the annual certification period.

- Continuing education trainings are not transferable to any other certification period.
- Educational trainings completed prior to obtaining certification as a Peer Recovery Specialist are not eligible for maintaining certification.

Continuing Education Standards

Certified Peer Recovery Specialists must complete ten (10) hours of continuing education trainings, seminars, workshops, or college courses per year. All continuing education must be approved by the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS). To gain prior approval, contact the Peer Recovery Coordinator at CPRS.TDMHSAS@tn.gov.

- On-line trainings are limited to five (5) hours out of the 10 hours required and.
- A minimum of one (1) hour of continuing education per year must be in ethics.
- Continuing education focused on clinical treatment will not be accepted. It is a violation of the Code of Ethics for CPRS's to provide clinical treatment.
- Continuing education must be within, but not limited to, recovery in the fields of mental illness, substance abuse, or co-occurring disorders. For examples of appropriate CPRS continuing education topics, visit the website at http://www.tn.gov/assets/entities/behavioral-health/mh/attachments/CPRS_Continuing_Education_Fact_Sheet.pdfhttps://www.tn.gov/content/dam/tn/mentalhealth/documents/Continuing_Education_Fact_Sheet_7-18-17.pdf

Continuing Education Verification Procedure

The information below is required to confirm successful completion of approved continuing education hours:

- Certificate of attendance or completion
  - Certified Peer Recovery Specialist's name
  - Certificate signed by the instructor, trainer, or supervisor
  - Training date
  - Number of continuing education hours

  OR

- Provider agency in-service trainings as required by the Bureau of TennCare
  - Verification on official agency letterhead
  - Certified Peer Recovery Specialist's name
  - Letter signed by the immediate supervisor
  - Hours of attendance
  - Training date
  - Note: First aid, CPR, and Title VI trainings are not acceptable

  OR

- College or university courses in behavioral-health related subjects
  - A syllabus signed by the professor with a copy of grades for the course, or
  - Transcript showing course and grade

X. Employment Standards for Reimbursable Services

If the delivery of the Certified Peer Recovery Specialist service is to be rendered as a Medicaid (TennCare) covered service, then the following guidelines must be met:

- Applicants must be employed to work in the role as a paid Certified Peer Recovery Specialist by an agency that is licensed by TDMHSAS and authorized to participate in the Medicaid (TennCare) program.
- Agencies that are licensed by TDMHSAS and authorized to participate in the Medicaid (TennCare) program shall:
  - Establish criteria, under which they hire, train and retain Certified Peer Recovery Specialists.
  - Provide supervision for Certified Peer Recovery Specialists in accordance with acceptable guidelines and standards of practice as defined by the State and the Centers for Medicare and Medicaid Services.
- Each Certified Peer Recovery Specialist providing Medicaid-reimbursable services must be under the direct clinical supervision of a licensed behavioral health professional as defined by the State. The licensed behavioral health professional must work for an agency that is licensed by TDMHSAS and authorized to participate in the Medicaid program. The amount, duration and scope of supervision may range from direct oversight to periodic care consultation.

XI. Supervision Requirement

To be certified, a Certified Peer Recovery Specialist, as either an employee or a volunteer, must be under supervision. The amount, duration and scope of supervision of Certified Peer Recovery Specialists may range from direct oversight to periodic care consultation.

Supervisors of CPRS's will adhere to the following core principles:

1. Supervisors of CPRS's are trained in quality supervisory skills.
2. Supervisors of CPRS's understand and support the role of the CPRS.
3. Supervisors of CPRS's understand and promote recovery in their supervisory roles.
4. Supervisors of CPRS's advocate for CPRS's and for peer support services across the organization and in the community.
5. Supervisors of CPRS's promote both the professional and personal growth of the CPRS within established human resource standards.

Source: Daniels, A. S., Tunner, T. P., Powell, I., Fricks, L., Ashenden, P., (2015) Pillars of Peer Support – VI: Peer Specialist Supervision. www.pillarsofpeersupport.org; March 2015

A supervisor of Certified Peer Recovery Specialists shall meet the following criteria:

1. **TRAINING**: Complete supervision training that includes understanding how to support the role of Certified Peer Recovery Specialists.
2. **EDUCATION/EXPERIENCE**: Fulfill at least <u>one</u> of the following criteria:
   A. Be a current CPRS with at least 8,320 hours of experience working as a CPRS and have regular, on-going consultation with a mental health professional or qualified alcohol and drug abuse treatment professional,
   or

   B. Be a mental health professional or qualified alcohol and drug abuse treatment professional in accordance with acceptable guidelines and standards of practice as defined by the State and as defined in the TDMHSAS Licensure rules, Chapter 0940-05-01, as follows:

   "Mental Health Professional" means a board eligible or a board certified psychiatrist or a person with at least a Master's degree and/or clinical training in an accepted mental health field which includes, but is not limited to, counseling, nursing, occupational therapy, psychology, social work, vocational rehabilitation, or activity therapy.

   "Qualified Alcohol and Drug Abuse Treatment Personnel" means persons who meet the criteria described in subparagraphs (a), (b) and (c) as follows:

   (a) Currently meet one (1) of the following conditions:

      1. Licensed or certified by the State of Tennessee as a physician, registered nurse, practical nurse, psychologist, psychological examiner, social worker, substance abuse counselor, teacher, professional counselor, associate counselor or marital and family therapist, or if there is no applicable licensure or certification by the State, has a bachelor's degree or above in a behavioral science or human development related area; or

      2. Actively engaged in a recognized course of study or other formal process for meeting criteria of part (1) of subparagraph (a) above, and directly supervised by a staff person who meets criteria in part (1) of subparagraph (a) above, who is trained and qualified as described in subparagraph (b) and (c) below, and who has a minimum of two (2) years'

experience in his/her area of practice; and

(b) Are qualified by education and/or experience for the specific duties of their position; and

(c) Are trained in alcohol, tobacco and/or other drug abuse specific information or skills. (Examples of types of training include, but are not limited to, alcohol or other drug abuse specific in-services, workshops, substance abuse schools, academic coursework and internships, field placement or residences).

NOTE: If the delivery of the Certified Peer Recovery Specialist service is to be rendered as a Medicaid (TennCare) covered service, then the supervision requirements outlined in the Employment Standards for Reimbursable Services apply.

The amount, duration and scope of supervision of Certified Peer Recovery Specialists may range from direct oversight to periodic care consultation.

XII. Frequently Asked Questions

1. **What is the purpose of Tennessee's Certified Peer Recovery Specialist program?**

   State certification as a Peer Recovery Specialist is intended to ensure that individuals who provide direct peer- to-peer services meet acceptable minimum standards to receive certification

2. **Who oversees Tennessee's Certified Peer Recovery Specialist program?**

   The Office of Consumer Affairs and Peer Recovery Services shall develop policies and procedures within Tennessee Department of Mental Health and Substance Abuse guidelines to grant certification and re-certify Peer Recovery Specialists annually.

3. **Where can a Certified Peer Recovery Specialist work?**

   Programs in which Certified Peer Recovery Specialists can work include, but are not limited to: Peer Support Centers, Crisis Stabilization Units, licensed alcohol and drug abuse treatment centers, alcohol and drug abuse recovery support services centers, detoxification centers, psychosocial rehabilitation programs, inpatient hospital settings, community mental health agencies, recovery courts, and veteran's hospitals, among others.

4. **Does the Tennessee Department of Mental Health and Substance Abuse Services provide employment or job placement?**

   No. Tennessee's Certified Peer Recovery Specialist Program is not an offer of employment or job placement by the Tennessee Department of Mental Health and Substance Abuse Services.

5. **Do provider agencies hold Certified Peer Recovery Specialist employees to the same standards as other employees?**

   Yes. Provider agencies should maintain the same expectations for Certified Peer Recovery Specialist employees as for all other employees.

6. **Where is the Certified Peer Recovery Specialist Training offered? Is there a fee?**

   There is no fee for the training itself; however, each training participant is responsible for his or her own transportation, lodging, meals, snacks, and beverages. For an application and dates of upcoming trainings,

contact the Office of Consumer Affairs and Peer Recovery Services toll-free at 1-800-560-5767 or visit http://www.tn.gov/behavioral-health/topic/peer-recovery-services

7. **How can provider agencies ensure that Certified Peer Recovery Specialist employees or volunteers maintain confidentiality?**

   Maintaining confidentiality and privacy of all individuals receiving services is a legitimate concern and a major issue to emphasize with all employees and volunteers, not just Certified Peer Recovery Specialists. All employees and volunteers should receive Title 33 training, Health Insurance Portability and Accountability Act (HIPAA) and 42 C.F.R. Part 2 training, and education on their duty to uphold confidentiality. Every employee should be aware that all information regarding a person's recovery and treatment status is confidential.

8. **How do I bill TennCare (Medicaid) for Certified Peer Recovery Specialist services?**

   Only agencies that have included peer recovery services in their contracts with the health plans, also called Managed Care Organizations (MCOs), can bill for a Certified Peer Recovery Specialist's services to TennCare members and only when deemed medically necessary. Individual CPRS's cannot bill TennCare (Medicaid).

9. **Once certified, can I provide peer recovery services from my own home or office?**

   No. To be a Certified Peer Recovery Specialist,, either for employment or volunteer, a peer specialist must be supervised by behavioral health professional in accordance with acceptable guidelines and standards of practice as defined by the State and as defined in the TDMHSAS Licensure rules, Chapter 0940-05-01.02 (6) and 0940-05-01.16 (7).