

**Staff Person for Submission:** Ms. Jody Fortenberry

**PowerForm Link:** <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=d55e5c4b-a120-4f37-961e-d07d6e2319d6&env=na3&acct=f03caff0-d8b6-4e91-ba70-c12592a3e516&v=2>



Mississippi Department of Mental Health

Bureau of Behavioral Health Services

**SUBSTANCE ABUSE BLOCK GRANT SERVICES**

**PEER RECOVERY SUPPORT SERVICES**

Request for Applications

Due Date: **June 9, 2023**

**Please note that all grants are contingent on the funding by the Mississippi State Legislature and/or the Federal Government. The submission of this application to the Department of Mental Health is not a guarantee of funding.**

**The Department of Mental Health, Bureau of Behavioral Health Services/ Division of Peer Recovery and Support is now accepting funding proposals for the state fiscal year 2024. This proposal application is eligible to all Mississippi Department of Mental Health (DMH) certified providers who are certified in peer support services and/or recovery support services and are in good standing. However, DMH certification is not a guarantee of funding. All submitted proposals will be evaluated by a panel of reviewers using the posted competitive grant scoring rubric. Not all submitted proposals may be funded, but comprehensive feedback will be provided to all providers, particularly if their application was not funded for the current fiscal year.**

**The funding associated with the grant opportunity is meant to defray a proportion of operational costs for the service.**

**Cash requests will only be signed and processed for payment after the Department of Mental Health has received required data outcomes and/or metrics specific to the respective grant.**

## **Peer Recovery Support Services (PRSS)**

- I. The Mississippi Department of Mental Health’s Bureau of Behavioral Health Services is now accepting proposals for state fiscal year 2024 (July 1, 2023 – June 30, 2024).**

### **II. Application Guidelines – Peer Recovery Support Services Grant**

#### **A. Required Forms**

*Please submit the following required forms which can be found in the MS Department of Mental Health’s Service Provider Manual.*

1. Proposed Budget Summary Form: 100-1
2. Proposed Budget Personnel Form: 100-2
3. Proposed Budget Line Item Form: 100-3
4. Budget Narrative/Justification
5. Program Narrative (**not to exceed 3 pages**) which address section IV A-B.

### **III. Grant Description**

SAMHSA defines Peer Recovery Support, as services developed to help people become and stay engaged in the recovery process and to reduce the likelihood of relapse. Because

the services are designed and delivered by peers, who have been successful in the recovery process, they embody a powerful message of hope, as well as a wealth of experiential knowledge. Peer Recovery Support Services (PRSS) can effectively extend the reach of treatment, beyond the clinical setting, into the everyday environment of those seeking to achieve or sustain recovery. Although PRSS are supportive of traditional and formal treatment modalities, these services are non-clinical and should not be considered treatment as it relates to the common clinical sense of the term. PRSS should offer and use a conglomerate of effective tools to prevent relapse and promote long term recovery. PRSS should extend the continuum of recovery beyond a single treatment episode by offering strength-based and evidence-based services that emphasize social support as a key factor. PRSS should promote not just a lifestyle change, but a new way of thinking and behaving.

PRSS is conducted by a Certified Peer Support Specialist Professional- Adult & Recovery (CPSSP-A/R) with first-hand lived experience. CPSSP-A/R's offer PRSS to their peers who are striving and working towards recovery. CPSSP-A/R's should have a clear understanding that recovery is unique and relative to the individual. True recovery may not, and sometimes, cannot be complete or successful over a pre-determined time-period. For some individuals, recovery is ongoing and lifelong. PRSS should be offered for as long as the individual and their family need the services.

Certified Peer Support Specialist Professionals (CPSSP-A/R), working in Peer Recovery Support Services, should have a dual focus:

- Reaching out to treatment facilities throughout the State, seeking to make early contact with individuals who are being discharged from SUD treatment facilities and are returning to the regional coverage area of the Certified Peer Support Specialist-R.
- Offering PRSS to the whole family unit; individual in recovery, their significant other, and those family members committed to assisting their loved one remain in recovery. As well as, offering continued and ongoing peer recovery support services to individuals with a history of substance use and misuse problems who are seeking to remain in recovery.

Should relapse occur, the CPSSP-A/R can offer support to the individual to help reduce the negative effects, and if necessary, refer to treatment. This ongoing support is **not** designed to be program-driven or time-limited but is instead it is designed to be a person-centered support service that can build upon the individual's strengths and resilience. PRSS offers an array of comprehensive services and supports that can be adjusted, combined, or re- directed to meet the needs of the individual seeking to stay in recovery.

**NOTE:** Providers that are currently employing staff in the role of Recovery Support Specialist, whom are **not** peers (no lived experience), can consider the **non-peer** staff member for the position(s) of CPSSP-A/R only if:

- The Recovery Support Specialist is currently employed by the agency and was hired in the Recovery Support Services position before January 1<sup>st</sup>, 2019.
- In this instance, the agency may submit a waiver request to the Peer Recovery & Support Director. Waiver Requests will be assessed on a case-by-case basis and reviewed by the DMH Peer Recovery & Support Team.

#### References:

Kaplan, L., *The Role of Recovery Support Services in Recovery-Oriented Systems of Care*. DHHS Publication No. (SMA) 08-4315. Rockville, MD: Center for Substance Abuse Treatment, Substance Abuse and Mental Health Services Administration, 2008.

Center for Substance Abuse Treatment, *What are Peer Recovery Support Services?* HHS Publication No. (SMA) 09-4454. Rockville, MD: Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services, 2009.

## **Outcome Measures**

### **Goals**

- To provide uninsured and underserved individuals access to the Peer Recovery Support Services program during the assessment process.
- To make referrals or offer services to individuals in accordance with their requested person-centered needs identified on their Recovery Support Plan.

### **Performance Measures**

- Number of individuals served.
- Of the number of individuals referred to the PRSS program, how many were enrolled or received services.
- Number of referrals made by the CPSSP on behalf of the individual. Types of referrals made i.e.:
  - Number of housing referrals.
  - Number of job readiness referrals.

### **Reporting on Performance Measures**

DMH grant recipients must review the performance of data submitted to DMH, assess the agency's progress, and use this information to improve the management the grant services. Grant recipients are also required to report on their progress addressing the goals and objective whether the agency is achieving the goal, objective, and outcomes in intended to achieve and whether adjustments need to be made. Grant recipients will be required to submit a monthly report on the performance measures of the grant when the agency submits their monthly cash requisitions. See attached **Outcome Measures Monthly Tracking Form** for FY 24 on page 12.

**Subgrantees are required to submit the agency's Peer Recovery Support Services Grant End of Year Service Data Report for FY 23 (July 1, 2022 to June 30, 2023) to the Bureau of Behavioral Health Services before the close of business Friday, July 15, 2023.**

## **A. Specific Requirements & Funding Criteria**

### Peer Recovery Support Services – Expectations:

The priorities for each provider receiving funds from the Peer Recovery Support Services (PRSS) grant are to promote self-empowerment of individuals and families in recovery through advancing education, employment opportunities, housing referrals, defined social roles, improved relationships, decreased criminal justice involvement, and retained abstinence.

The success of the PRSS program hinges on the providers ability to identify, hire, and retain qualified CPSSP-A/R.

The CPSSP-A/R position requires a high school diploma and a MS DMH Peer Support Specialist Professional– Adult & Recovery Certification.

The CPSSP-A/R will:

- Create working relationships with statewide A&D Treatment facility directors or the facility's outreach connections.
- Network and make connections with other Recovery-Oriented organizations and groups to promote learning, social skill development, and recreational skills for those in recovery to help them integrate back into their community and acquire a sense of belonging.
- Connect peers in recovery with professional and nonprofessional services. available in the community that can help meet his or her needs on the path to recovery.
- Provide concrete assistance to help individuals in recovery complete and accomplish goals and tasks.
- Share knowledge and information and/or provide life or vocational skills training.
- Demonstrate empathy, caring, or concern to bolster the self-esteem and confidence of individuals in recovery.
- Offer one-on-one support, coaching, and/or mentoring sessions.
- Facilitate or lead recovery-oriented groups and group activities.

Both positions are required to show the following:

- Must have a current MS DMH CPSSP and/or acquire a CPSSP-A/R during any upcoming DMH Certified Peer Support Specialist Professional Training by **December 31, 2023.**
- Must be able to adapt to many stages and modalities of recovery, as well as adapt to different service settings and organizational contexts.
- Must have a strong understanding of cultural diversity and inclusion.

## **B. Certified Peer Support Specialist Professional- Adult & Recovery - Job Description**

The role of the CPSSP-A/R includes, but is not limited to, the following:

- Peer-to-peer mentoring and coaching, in the form of telephone contact, follow-up contact, and face-to-face support meetings.
- Facilitate or lead recovery-oriented support groups, i.e.:
  - Relapse Prevention Groups
  - Life-Skills Groups
  - Family and Marriage Education Groups
  - Substance Misuse Education Groups
- Assist and encourage the individuals on-going recovery needs after acute treatment is completed by offering PRSS to individuals and families. These services are offered, when possible, before, and after the individual is discharged from a treatment facility to help ensure a smooth transition from treatment back into the community.
- Create and utilize a formal referral process for individuals who received PRSS services prior to discharge from any statewide treatment facility and who are relocating to another region where PRSSs are offered. This formal referral is to ensure there is little or no gap between treatment and the beginning of the individual's recovery process.
- Refer individuals to employment services, job trainings, housing assistance, and local self-help/support groups (such as 12 step programs).
- Refer individuals and their family to Al Anon, spiritual/faith-based supports groups, parent education groups, and/or child development groups and services.
- Research and use evidence-based (EB) modalities, interventions, and tools that promote on-going sobriety, well-being, and continued recovery; and offer the researched EB interventions to individuals in recovery and their families.

## **C. Additional Requirements & Grant Criteria**

1. Every Provider approved for this grant agrees to provide reports, service information, and fiscal information to the MS Department of Mental Health as required and requested.
2. Services funded through grants administered by the MS Department of Mental Health must follow the most recent version of the MS DMH Operational Standards of Service (DMH Operational Standards, Rule 42.1-2)

3. All services must be provided non-discriminately regardless of race, sex, age, creed, national origin, disability, or the ability to pay (DMH Operational Standards, Rule 10.7.B.1).
4. A maximum funding amount of **\$68,750** may be requested for Peer Recovery Support Services (PRSS), which includes the positions of a minimum of **two** Certified Peer Support Specialist Professionals-Adult & Recovery (CPSSP-A/R).
5. The PRSS Grant allows for a minimum of two CPSSP-A/R salaried positions. Two salaries at 100% Full-time Equivalent (FTE) plus fringe and travel can be reimbursed from the awarded amount.
  - a. These positions are **high school diploma** level positions that requires a DMH Peer Support Specialist Professional Certification which includes a **recovery curriculum**.
  - b. **Only** the CPSSP-A/R salaries, (at 100% FTE), fringe (not to exceed 28% of salary), and travel costs (in-region and out-of-region) are allowable for reimbursement, unless special permission has been granted by the DMH Peer Recovery & Support Director.
  - c. No other DMH funding source can be used to supplement the CPSSP-A/R positions.

6. Providers approved for this grant must have the CPSSP-A/R positions filled by **July 1, 2023**, or the grant may be rejected.
  - a. The provider must provide the name, phone number, email address, and credentials of the agency's CPSSP-A/R employees.
  - b. The provider is required to notify the DMH Peer Recovery & Support Director within 10 days of vacancies or staff changes, and name and contact information for the person who will assume the role and responsibilities of one or both CPSSP-A/R positions in the interim.
7. CPSSP-A/R Caseloads: The following caseloads are suggested for the CPSSP-A/R positions: Peer Support Services are provided one-on-one or in a group. When rendered in groups, the ratio of staff to individuals receiving the service should be, at minimum, one (1) staff member to eight (8) individuals, (1:8 ratio). (DMH Operational Standards, Rule 42.1.D).
8. Both CPSSP-A/R positions are 100% salaried positions therefore this grant will be a **COST REIMBURSEMENT** only.
9. Travel reimbursement listed in the budget cannot exceed the current State of Mississippi mileage reimbursement rate, currently \$0.655 per mile. Mileage reimbursement rates are located on the Mississippi Department of Finance and Administration website: [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates | GSA](#)  
It is the responsibility of the providers to check the website frequently to ensure compliance.
  - a. In-State conference and trainings should be clinically oriented in an Evidence-Based modality.
  - b. All conferences and trainings must receive permission and authorization from the DMH Peer Recovery & Support Director.
  - b. Out of State Travel: Out-of-State is **not** allowed.
10. Indirect cost is **not** allowed. No exceptions.
11. Equipment Purchases: The purchase of equipment is **not** allowed. No exceptions.
12. Furniture Purchases: The purchase of furniture is **not** allowed. No exceptions.
13. Meal Purchases: The purchase of light refreshments and meals are **not** allowed. No exception.

**Peer Recovery Support Services Acknowledgements:**

**Initial Below:**

\_\_\_\_\_ The agency will comply with all regulations set forth in this document.

\_\_\_\_\_ I understand that upon receipt of award announcement, the agency will sign an Assurances Agreement with the MS Department of Mental Health for funds received in fiscal year (FY) 24: July 1, 2023 – June 30, 2024.

**Sign and Date Below:**

Name of Agency:

\_\_\_\_\_

Executive Director:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Peer Recovery Support Services Grant CONTINUE

### IV. Programmatic Components

#### A. Service Data for FY 2023

- Provide the total number of individuals served in FY 23 (July 1, 2022 - June 30, 2023).

**\*Subgrantees are required to submit the agency's Peer Recovery Support Services Grant End of Year Service Data Report for FY 23 (July 1, 2022 to June 30, 2023) to the Bureau of Behavioral Health Services before the close of business Friday, July 15, 2023.**

**Service data is not required to be submitted with this application.**

#### B. Programmatic Questions – Peer Recovery Support Services

*Please list the question before each response. Limit responses to questions 1 thru 5 to no more than THREE pages total.*

1. Provide a brief overview of the proposed PRSS program. Include the identified program needs and goals and describe implementation strategies with timelines.
2. Provide information on the number of clinical staff that currently treat clients in RECOVERY within the agency. Also include how many CPSSP are currently employed by your agency and what are their roles?
3. Provide the actual hire dates for the identified CPSSP-A/R. Describe their educational background, credentials (licenses and certifications earned), and related experience in the field. [NOTE: see mandatory requirements in introduction section.] List trainings have they attended to date?
4. What will be the providers RECOVERY EBP of focus for FY 24 (July 1, 2023 – June 30, 2024)? Why was this EBP(s) chosen?
5. Describe the providers process for monitoring fidelity and quality assurance for the PRSS program. Explain how the agency will support the PRSS program in their efforts.

# Mississippi Department of Mental Health

## Bureau of Behavioral Health Services

### RECOVERY SUPPORT SERVICES MONTHLY OUTCOMES MEASURES TRACKING FORM

Service Provider:						Name and Number of Contact Person:				
						(or person completing this form)				
Service Provider #:						Fiscal Year:				
1	2	3	4	5	6	7	8	9	10	11
Month	# of New Client Referrals	# of Clients Enrolled in Services	Employment Referrals	Employment Secured	Educational Enrollments	Housing Referrals	Housing Secured	Relapse (self report)	Relapse Treatment	Other
July										
August										
September										
October										
November										
December										
January										
February										
March										
April										
May										
June										
Totals	0	0	0	0	0	0	0	0	0	0

This Form must be submitted with the Monthly Cash Request Form.

Please read the following instructions before entering information on this spreadsheet:

- Column 1: The Service Month.
- Column 2: Enter total number of New referrals (from any source including self) during the Service Month.
- Column 3: Enter total number of New enrollments during the Service Month.
- Column 4: Enter total number of Employment Referrals made during the Service Month.
- Column 5: Enter total number of Secured Employments during the Service Month.

- Column 6: Enter number of Educational Enrollments during the Service Month.
- Column 7: Enter total number of Housing Referrals made during the Service Month.
- Column 8: Enter total number of Secured Housing during the Service Month.
- Column 9: Enter total number of Self Reported Relapses during the Service Month.
- Column 10: Enter the Relapse Treatment type used.
- Column 11: Any other pertinent information (if needed use lines below to elaborate).