

## **Academy of Peer Services (APS) Advisory Council Charter**

The Academy of Peer Services (APS) Advisory Council (herein referred to as the Council) is created for the purpose of working with the Rutgers development team and shall limit its activities to advising on matters that directly concern the Academy of Peer Services (herein referred to as the Academy) activities identified in the Rutgers Scope of Work (SOW) attached to this charter as Appendix A. The specific purposes of the Council may include the following responsibilities:

- Advise on the development, administration and evaluation of yearly needs assessments for peer providers and managers of peer provided services.
- Identify interested and competent Subject Matter Experts (SMEs) to inform the content and design of Academy curriculum.
- Collaborate with the Rutgers team and NYAPRS staff to identify content and topics for Communities of Practice (CoP) activities (in person and virtual).
- Evaluate accessibility issues and review plans for equal access to course materials.

### II. Committee Charge

The Council is expected to offer recommendations for curriculum offerings and Community of Practice (CoP) activities and to provide information relevant to enhancing the instructional program to the Rutgers development team.

### III. Membership

Members serve voluntarily and will constitute a cross-section of the community including regional and national experts, peer providers, managers of peer provided services, accessibility experts, instructional designers, and users of the Academy. Membership will be reaffirmed at the annual spring meeting (May of each contractual year).

### IV. Procedural Rules

**Meetings:** The committee will meet at least three times a year. Written notices of upcoming meetings will be emailed to members at least ten days before a meeting.

**Subcommittees:** Membership on subcommittees is voluntary. Membership to any subcommittee will consist of a subgroup of a minimum of three members from the full advisory council. These subcommittees will meet as needed independent of the full council to make decisions and report back to the full council.

**Minutes:** Minutes of each meeting will be recorded and emailed to each council member within 48 hours of the meeting.

**Appendix A: Academy of Peer Services  
Rutgers Scope of Work**

1. **Program Overview:** This five year project will enhance the existing Academy of Peer Services (APS) by expanding its current array of curriculum based on comprehensive needs assessments that will establish the necessary knowledge, skills, competencies and attitudes of peer providers and those who supervise and manage peer provided services. These online courses will assist management and peer provider staff to develop the capacity to operate innovative services, including Recovery Centers, that foster community integration and prepare peer providers. In addition to online learning opportunities, the Academy will develop and implement strategies to prepare both peer managers and direct service staff to offer services that foster wellness, recovery and community inclusion by facilitating regional and virtual Community of Practice (CoP) meetings and learning opportunities. These meetings will be supplemented by a broad array of virtual opportunities including webinars, technical assistance and support via web cast, and discussion blogs.
  
2. **Program Specifics, Target Population & Capacity/Persons Served:** A description of the type of program(s), location(s) and the specific groups of people (individuals, families, or community members) who will be served or directly interact with the program(s), including referral sources, geographic location and demographics, as well as a description of the program(s) capacity, including the number of contracted units (e.g., residential programs or case management programs), the number of unduplicated persons being served annually (e.g. community support programs), and the number of days/hours the program is in operation).

Program Name/Type	Service Capacity	Location (County/City)	Target Population
Needs Assessment	2/year	TBD	Peer Providers and Supervisors/Managers of Peer Provided Services
Online Training Curricula	8-12 courses/year; number of users is unlimited	Online: Moodle platform	Peer Providers and Supervisors/Managers of Peer Provided Services
Communities of Practice (CoP)	2-4 meetings/year	5 regions of NY State	Peer Providers and Supervisors/Managers of Peer Provided Services
Virtual Communities of Practice (VCoP)	Number of users is unlimited	Online: Wordpress Site linked to Moodle	Peer Providers and Supervisors/Managers of Peer Provided Services

3. **Services Provided:** A detailed explanation of the program(s)' core features (e.g., the kinds of services provided). Licensed programs are not required to repeat any standards already included in the applicable regulations and/or guidelines for those programs.
  - a. Needs Assessment: At least twice annually, the project will engage in activities to assess the training needs of peer workforce staff and managers to meet the standards of a professional peer workforce as described by the "Pillars of Support" (Daniels et al., 2012; 2015). The needs assessment will be informed by input from the New York State Office of Mental Health personnel, consultation with and the guidelines of the Certification Board, a review of the Center for Medicaid and Medicare Services (CMS) regulations, regular reviews of the literature,

and offerings in other states (e.g., Kaufman et al.'s 2014 report, *Peer Specialist Training and Certification Programs: A National Overview*).

- b. **Online Training Curriculum:** Existing course offerings will be revised and updated annually. The annual needs assessment, with the input of the continuous quality improvement process, and evaluation results will help prioritize educational offerings in 8-12 additional topics each year. Each course will have multiple modules that will have specific goals and learning objectives with associated lesson content, and supporting materials. Each course will also have an exam to test the individual's acquisition of knowledge. Each course's curriculum will consist of several modules of approximately 1 hour each.
  - c. **Communities of Practice (CoP) and Virtual Communities of Practice (VCoP):** The in-person activities will include occasional regional meetings of managers and peer providers facilitated by NYAPRS. While CoPs best form according to an expressed need or special interest, they can be nurtured through a combination of "live" CoP meetings and a statewide communication network consisting of a virtual community of practice (vCoP) that invites people to join and encourages people to stay involved. The vCoP offerings will be determined based on input from group discussion with NYAPRS, the Certification Board, the collaborating SMEs, the APS Advisory Board, the Rutgers development team and the peer managers and peer supporters themselves. This CoP planning team will also include Regional Representatives to explore local issues with a balanced representation by geography and population.
4. **Staffing/Resources:** A general description of the staffing resources, qualifications, and ongoing staff development/training activities; and relevant experience of the provider organization to support the program(s).
- **Staffing:** This project will employ the following staff/project personnel who have been working on the Academy projects/deliverables since 2010. This group will continue to ensure delivery of this grant cycle's products.
    - Project Coordinator- Kenneth J. Gill, Ph.D., CPRP; Project Director- Amy Spagnolo, PhD, CPRP; Instructional Design Team- 3 part time Instructional Designers; Web Specialists- 2 full time web specialists.
    - The staff/project personnel listed above will also collaborate with NYAPRS staff to organize CoP activities, VCoP activities, and provide end user support for Moodle and technical issues.
    - Additionally, Subject Matter Experts from NY State and Nationally will inform the content and design of the course curriculum. An Advisory Board for the Academy will also be established to inform all activities of the project.
5. **Specific Deliverables and Timeframes (If Applicable):** A detailed description of the specific activities and steps required to operate the program(s) and/or project(s).

The timeline and activities below represent the following objectives proposed for the project: bi annual needs assessment (for course development and community of practice activities); design and delivery of 12 courses per year (4 for managers, 4 for peer providers, and 4 for peer run organization staff); Academy Advisory Board (AAB) meetings; ADA compliance testing and course revisions; and regularly scheduled launch of all APS courses (3 times per year). As other needs and activities are identified, additional activities can be added to the schedule of deliverables. This yearly plan applies to all years in the five year grant cycle.

Start	Event
<b>MONTHS 1-3</b>	<b>NEEDS ASSESSMENT</b> Develop needs assessment procedures and instruments for peer and manager competencies Identify participants for needs assessment of peer providers 30 Identify participants for needs assessment of managers Conduct needs assessments
<b>MONTH 1</b>	<b>ADVISORY BOARD MEETING</b>
<b>MONTH 2-4</b>	<b>ADA COMPLIANC TESTING</b> Review of 4 core courses for ADA compliance
<b>MONTH 4-8</b>	<b>ADA COMPLIANCE REVISIONS</b> Edits to 4 of the core courses for ADA compliance
<b>MONTH 5-6</b>	<b>NEEDS ASSESSMENT TRANSLATION</b> Develop list of competencies, knowledge and skills areas based on needs assessment findings Translate competencies, knowledge and skills areas to course topics
<b>MONTH 5-8</b>	<b>COURSE DEVELOPMENT</b> Identify Subject Matter experts for the development of four courses (year 1) Develop and Design four courses (2 manager track, 1 peer support track, 1 peer run program staff) Alpha test 4 courses Beta test 4 courses
<b>MONTH 5</b>	<b>ADVISORY BOARD MEETING</b>
<b>MONTH 8-9</b>	<b>ADA COMPLIANCE TESTING</b> ADA Compliance testing of 4 core courses
<b>MONTH 9-12</b>	<b>COURSE LAUNCHES</b> Offer 4 new courses (term 1 2017; 12 weeks) Re-launch of 4 edited and ADA compliant core courses
<b>MONTHS 9-10</b>	<b>NEEDS ASSESSMENT</b> Develop needs assessment procedures and instruments for 30 CoP and vCoP activities

<b>MONTH 9</b>	<b>ADVISORY BOARD</b>	1
<b>MONTH 9-10</b>	<b>ADA COMPLIANC TESTING</b> Review of 4 core courses for ADA compliance	
<b>MONTH 10-12</b>	<b>COMMUNITY OF PRACTICE NEEDS ASSESSMENT</b> In Person CoP and vCoP	
<b>MONTH 9-12</b>	<b>COURSE DEVELOPMENT</b> Identify Subject Matter experts for the development of four courses (year 1) Develop and Design four courses (2 manager track, 1 provider track, 1 peer run program staff) Alpha test 4 courses Beta test 4 courses	
<b>MONTH 11-12</b>	<b>COURSE EVALUATIONS</b> Evaluate Term 1 2017 Course Offerings and make revisions	