**Youth Peer Support Specialist (YPSS) Certification Requirements, Expectations, and Implications**

Certification process requires a minimum of 12 months for completion. The following are the requirements for initial certification. There are training requirements for:

* YPSSs only
* Supervisors only
* YPSSs and Supervisors together

**Requirements for YPSSs:**

* Attend 5 full days of classroom training with 100% attendance
  + Training will be provided as an initial three day training with an additional two day follow up component
* Actively participate in all training activities
* Actively work directly with and provide YPS services to youth with SED who are authorized to receive services in the public mental health system during the certification process
* Attain average rating or above in training evaluation/observation results and scores
* Full participation on 11 monthly, regularly scheduled coaching calls with 100% attendance
* Participate in additional coaching calls as requested by Youth Peer Support (YPS) coordinator/trainer, YPSS, and/or supervisor(s)
* Attend and actively participate in 3 out of 4 quarterly Professional Development (PD) meetings

**Requirements for YPSSs and Supervisors:**

* Participate in Technical Assistance (TA) meetings with the Statewide Coordinator. TA meetings will alternate between face to face contacts and phone calls and will be held monthly or as requested by the Statewide Coordinator.

**Requirements for Supervisor:**

* Attend the designated portion of the YPSS training for each YPSS they send to the training (which could include the CMHSP, contract and /or Youth Peer supervisors, depending on the structure of the site).

After YPSSs complete the initial three days of the MDHHS training, they are authorized to use Medicaid. They need to continue to fulfill additional certification requirements as identified above to receive full YPSS certification.

The Statewide Coordinator, in collaboration with MDHHS and YPSS supervisor(s) reserve the right to determine if additional training, coaching, and technical assistance is required during or at completion of the above requirements in order to confer full certification. If needed, an individual support plan will be created and implemented.

If at any time during the certification process the YPSS does not meet the above requirements, they will be placed on ‘inactive’ status and an individualized support plan will be developed collaboratively with the Statewide Coordinator, MDHHS and the YPS supervisor(s) upon their return to active status.

In order to maintain YPS certification after the first year, the following requirements must be met:

* Attendance at and active participation in 2 out of 4 quarterly PD meetings
* Participate in additional coaching calls and/or TA visits/calls as determined by the Statewide Coordinator in collaboration with MDHHS and YPSS supervisor(s)

**Description of Training Requirements:**

*Coaching Calls*

* YPSSs are required to participate in regularly scheduled coaching calls each month.
* If the YPSS cannot participate in the regularly scheduled call, they must contact the Statewide Coordinator and the Lead Trainer in advance (except in emergency situations) to request the scheduled make-up opportunity. If there is an emergency situation, YPSSs must contact Statewide Coordinator and Leader Trainer as soon as possible to schedule a make-up call.
* To create an open-discussion learning environment, coaching calls are for YPSSs only. Supervisors are encouraged to have discussions about coaching calls with YPSSs.
* If a YPSS is unable to fully participate in coaching calls due to too many missed calls or because they are not working directly with and provide YPS services to youth with SED who are authorized to receive services in the public mental health system, they may need to repeat the calls or fulfill another supportive and individualize plan of action at the discretion of Youth Peer Support training team and MDHHS.

*Technical Assistance*

* YPS Supervisor and all YPSSs are required to participate in all Technical Assistance (TA) meetings with the Statewide Coordinator.
* TA meetings will alternate between face to face contacts and phone calls and will be held monthly or as requested by the Statewide Coordinator. YPSSs must attend all monthly TA meetings to be certified.
* If a YPSS or YPS supervisor is unable to attend a scheduled TA meeting, the supervisor is expected to contact the Statewide Coordinator in advance to reschedule.

*Quarterlies*

* YPSSs are expected to attend and fully participate in a minimum of three out of the four YPS Professional Development (PD) quarterly meetings in the year following the initial 3 Day training.
* Quarterly PD meetings run from 10:00 and end at 4:00 with lunch included. YPSSs are required to attend the full meeting and participate in all discussions and activities for the quarterly to be considered completed.

Failure to meet the above requirements may result in the YPSS being placed on “inactive status” and their ability to claim Medicaid encounters may be suspended per MDHHS. In collaboration with Statewide Coordinator, the YPSS and YPS Supervisor will need to complete an individualized supportive supervision plan. Once the plan requirements are met, the YPSS’s ability claim Medicaid will be restored. Certification will be delayed until all of the above requirements are fulfilled.