

Medi-Cal Peer Support Specialist Certification Program
 Roles and Responsibilities
 September 9, 2021

Summary: This chart identifies roles and responsibilities for county behavioral health agencies, certification programs (county-run or designated certification entity), and DHCS in launching and maintaining the Medi-Cal Peer Support Specialist Certification program.

Task	County	Certification Program	DHCS
Certification Process			
Maintain record of past and present peer support specialists and the status of certification (active & lapsed)			
Review applications for peer support specialist certification to ensure applicant meets all standard requirements			
Organize peer support specialist trainings and continuing education to include development of curriculum with state oversight and approval			
Provide certification training and exams when reasonable accommodation requests are made			
Peer support specialist certification exam, to include: <ul style="list-style-type: none"> • Developing exam questions to include written and practical application portions, seeking necessary approvals from the state • Proctor exam as necessary for individuals seeking peer support specialist certification • Grade exams and provide scores to individuals 			
Grandparenting <ul style="list-style-type: none"> • Review applications for grandparent peer support specialist certification per a state-approved process • Evaluate unique grandparent applications that do not meet the standard application requirements on a case-by-case basis 			
Reciprocity <ul style="list-style-type: none"> • Review applications for reciprocal peer support specialist certifications from other states per a state-approved process • Review applications for reciprocal peer support specialist certification from one California Medi-Cal Peer Support Specialist Certification program to another 			

Task	County	Certification Program	DHCS
Facilitate biennial renewal of peer support specialist certification, to include maintaining record of trainings and continuing education hours			
Peer support specialist supervisor training, to include: <ul style="list-style-type: none"> • Developing curriculum, seeking necessary approvals from the state • Administering supervisor trainings Maintaining records of completed supervisor trainings			
Certification Process (cont'd)			
Provide technical assistance to individuals seeking peer support specialist certification, and serve as a point of contact for new applicants			
Develop curriculum and requirements for specialized trainings (seeking necessary approvals from the state) to include: <ul style="list-style-type: none"> • Crisis services • Forensic • Homelessness • Parent peers 			
Review and approve certification, supervision, and continuing education curriculum submitted by counties or designated entity			
Review and approve Implementation Plan for Medi-Cal Peer Support Specialist Certification Program			
Peer Support Services Benefit			
Determine appropriate staffing for supervision of county-employed peer support specialists, adherent to state policy			
Determine DMC-ODS and SMHS rates for DHCS approval			
Maintain employment records			
Complete formal hiring of peer support specialists prior to provision of Medi-Cal services			
Ensure that appropriate federal authorities are in place for the reimbursement of Medi-Cal Peer Support Services			
Determine interim rates for DMC			
Program Integrity			
Administer utilization controls to ensure program integrity of reimbursed peer support services			
Verify the Medi-Cal eligibility of each beneficiary for each month of service prior to billing for services			

Task	County	Certification Program	DHCS
Report to the state any overpayments made for peer support specialist services			
Receive all complaints made against a peer support specialist, and determine appropriate course of action to include: <ul style="list-style-type: none"> • Corrective action including educational classes • Suspension of certification • Revocation of certification 			
Receive appeals of any adverse action taken against a peer support specialist and determine a resolution			
Maintain record of complaints, corrective actions, suspensions, revocations, and appeals related to Medi-Cal peer support specialists, and to execute actions to include: <ul style="list-style-type: none"> • Suspension of certification • Revocation of certification • Required educational classes 			
Monitor the peer support services benefit through regular reviews			
Reporting			
Maintain billing and employment data, and provide to the state as appropriate, to be included in state and federally required Medicaid reports including annual program reports			
Provide data to the state as appropriate, to be included federally required (42 CFR § 431.424) and annual program reports <p>Data to be collected must include, but is not limited to:</p> <ul style="list-style-type: none"> • Data specified in the California 1115 Demonstration Waiver Evaluation Design Plan 			
Maintain certification data, and provide to the state as appropriate			
Provide data to federal partners as specified in the California 1115 Demonstration Waiver Evaluation Design Plan (42 CFR § 431.424)			