

Governors Challenge – Peer to Peer Subgroup

Meeting Minutes

Peer to Peer Subgroup Meeting

| | |
|-----------------|-------------------|
| Date | September 3, 2020 |
| Time | 11:00 a.m. |
| Location | Zoom Meeting |

Attendance

| | |
|----------------|-------------------|
| Kelly Ackerman | Jess Hegstrom |
| Taryn Phillips | Heather Zimmerman |
| Megan Grotzke | Robert Mortenson |
| Doug Stepina | Matt Furlong |

Meeting Minutes

Discussion Topics

| | |
|-------|------------|
| Kelly | Welcome |
| Jess | MOU Update |

Jess reviewed the MOU template she created for the Department of Veteran Affairs Health Care Services and Lewis and Clark Public Health Suicide Prevention Program. Jess read each paragraph of the document. The MOU discussed the purpose, the background, terms, responsibilities for both the VA and L&C Public Health, and general provisions. This MOU's purpose is to increase supervised Peer Support Specialists that will be based through the VA. For the terms of the MOU, the group decided for the expiration date to be one year starting from the date signed. Matt and Doug asked if there needs to be an added paragraph or sentence to discuss the terms of data reporting and due dates for that data. Heather suggested to have data ready by January 2022. Megan mentioned CONNECT was supposed to be discussed about at the VA for them to adapt CONNECT into their use. There has been no update on whether is has been discussed and decided on. Doug mentioned he was working with Matt from the VA on the CONNECT Referral System back in January, but things had come to a halt with the pandemic. Matt reached out to Doug about 2 weeks ago and is starting to work on this again. Megan suggested to leave the few bullets discussing the CONNECT Referral System until more is known. Doug mentioned he will try to arrange a meeting in Helena on the 14th or 15th and discuss what will happen with CONNECT and will report back to the group the progress.

Matt posted this comment to the group for a change in wording, **“should state one hour for every 20 hours to align with licensing, and legislation. 2 hours would be for full time, but it would be overkill on a part time volunteer”**.

Jess read through the rest of the document and asked if there was any questions, thoughts, and additions. Megan asked if there should be any language on the output measures for the CONNECT Referral System. Jess added a bullet to analyze the CONNECT Referral System data. Megan suggested to add a sentence to work with state level CONNECT Referral System to pull data for the entire state.

Bob asked if Eric Kettering with the Helena Vet Center also needed to sign this document. Doug said the Helena Vet Center would have to sign a separate document, and mentioned Eric is retiring so the signature will be voided. The interim director is located in Great Falls. Doug said this conversation will have to be had with Chris Jensen because he has no knowledge of the program being implemented. Doug said he is willing to pursue and will set up a meeting with Chris and Eric since Eric is aware of the program. Doug mentioned he believes the workers at Helena Vet Center are not licensed so the supervision would fall on Chris.

The MOU was sent to Paul Harmon for review. Kelly asked if the MOU should be sent the Helena Vet Center to be reviewed as well, and Doug mentioned it would be good to do that when he meets with them. Doug asked if the document shows the Vet Centers responsibility or just the VA, and it had only the VA. Doug mentioned to add a section of responsibilities for the Vet Center. The document was edited so the VA and Helena Vet Center sign the same document instead of each having their own MOU.

Jess will edit the document and send it to the group.

Jess

Toolkit and Tasks Due

Kelly asked where the group was with the toolkit. Jess said Megan has edited the document and the toolkit is done with editing. The design will be updated but will wait until after the VSOs review the toolkit and give feedback. Kelly said she will send the toolkit to the VFW and American Legion right when she receives the toolkit. Kelly will compile the feedback and share with the group at the next meeting or via email. Jess read through the final draft of the toolkit. Doug is perusing the Veteran Navigation Network for the volunteer coordination. Jim Hanjy will have his peer courses launched soon, and Jess will add those courses to the Facebook page. Jess showed the paper copy of the wallet card and explained the sections. Heather suggested to ask each organization that receives the toolkit to elect one person to do a phone interview instead of a survey. Jess said she will have the toolkit sent to Kelly by September 18th. Kelly made the goal to have the 60-day pilot completed by January 1st, 2021. The group agreed the toolkit should be available for the holiday season.

Jess reviewed the scope of work to see which tasks need to be completed soon and if any are overdue. Kelly read through the Action Items from the last meeting minutes. Bob, Jess and Matt will meet on the week of September 7th to create the forms, processes, and contracts. It was decided to push due dates from September 15th to September 30th. The action item of creating recruiting advertisement and materials will be pushed to the next deadline in December 2020. The last tasks due September 30th is finishing the toolkit and scholarship work. Kelly scheduled a follow-up meeting on October 1st at 11:00 a.m.

Jess suggested to have everyone update their progress on teams before the deadlines on September 30th.

Doug asked how far out can we schedule the training for the Peer Support Specialist certification. The group has not discussed the training for formal Peers, and it was decided to revisit the conversation after the tasks that are due now are completed. Jess has documents showing a continuum of the toolkit that she will email to the group for discussion at the next meeting.

| Action Items | | |
|---------------------------|--|-----------------------------------|
| Person Responsible | Action | Due Date |
| Matt Furlong | <ul style="list-style-type: none"> • Create scholarship forms and process for paying for peer training, including technology, equipment, registration, tuition, travel, and per diem • Create contract for peers designating their time commitment and other requirements for service at either the Helena Vet Center or Fort Harrison VA Hospital • Montana Peer Network training update to Kelly Ackerman | September 30 th , 2020 |
| Jess Hegstrom | <ul style="list-style-type: none"> • Create multi-platform communication plan to recruit peer candidates who are service members, veterans, or family members of service members • Send group the edited MOU | September 30 th , 2020 |
| Kelly Ackerman | <ul style="list-style-type: none"> • Select 5 VSOs to pilot the Toolkit • Send Toolkit to VSOs | September 30 th , 2020 |
| Taryn Phillips | <ul style="list-style-type: none"> • Work with Megan to create a planner/calendar | |
| Doug Stepina | <ul style="list-style-type: none"> • Meet with Eric Kettering and Chris Jensen • Update group on CONNECT Referral System progress • Update the group on progress with the Veteran Navigation Network | |