

Family Peer Support Services through the Division of DD



Question	Response
<p>What are the qualifications of a Family Support Partner (FSP)?</p>	<p>A FSP is an individual who is hired by and works for a contracted DMH-DDD agency. A FSP:</p> <ul style="list-style-type: none"> - Is a parent or family member of a person with I/DD; - Has at least five years of lived experience supporting a family member with I/DD; - Is at least 18 years of age and has a high school diploma or its equivalent or must be in the process of obtaining a diploma or GED; - Passes all required criminal and background checks; - Successfully attends and completes orientation, DMH-DDD approved FSP curriculum/training, and successfully passes certification exam related to position; and - Has access to transportation in order to meet the requirements of the position.
<p>What is the role of a FSP?</p>	<p>A FSP is someone who has lived experience in providing care and support to a family member with I/DD. Through experience and required training, the FSP is able to assist a family by educating them on how to effectively support their child(ren) with I/DD and meet their family's needs. FSPs can assist families to identify their strengths, actively participate in identifying and planning for current and future needs of their child(ren), navigate DD and related systems, problem solve, and become better advocates for their child(ren) while focusing on building family resiliency skills.</p>
<p>Who can receive FSP services?</p>	<p>FSP services may be provided to a family on an individual basis or in a small group setting with up to four different families being represented as long as all of the families are receiving services through the Division's Partnership for Hope Waiver and have FSP services authorized. Group peer support can be provided if a FSP is working with two-four families who would benefit from engaging in the same relevant activity or information. Example: a small group focus may be around</p>

	educating families on various planning processes, learning how to effectively problem solve and work with team members, planning for transitions, etc. Different rates apply to individual and group peer support services. Please refer to provider bulletin #15 for rates at: https://dmh.mo.gov/dd/docs/providerbulletin15.pdf
How does the FSP complete the DMH-DDD approved curriculum/training?	In addition to the organization/agency's standard training requirements, FSPs must attend three consecutive days of FSP training that is scheduled and coordinated by DMH staff. Notification of scheduled training events will be shared through the DDD's e-mail notification system, where providers and/or FSPs will be directed to register for the training. Providers and FSPs may also contact Lisa Nothaus, DDD Supporting Families Lead, at lisa.nothaus@dmh.mo.gov to inquire about upcoming trainings. Upon completion of the training, FSPs must also successfully pass a certification exam related to their training. FSPs will receive an e-mail from DMH staff containing login information to take the exam electronically after successfully completing training. Additionally, the agency staff who is responsible for supervising the FSP shall be a Degreed Professional Manager and must complete the FSP training in order to provide sufficient oversight to the position. FSPs must also participate in any other required agency related trainings.
How are FSP services authorized?	FSP services should be identified as a need for an individual's family unit and authorized in the individual's Individualized Support Plan (ISP) and budget. The organization/agency the FSP works for must have an active contract with the DDD. For additional information on how to obtain a contract with DDD, please see: https://dmh.mo.gov/dd/provider/docs/faqpursuingcontract.pdf
Can a Support Coordinator and a FSP both attend a family member's Individualized Education Plan (IEP) meeting and bill for it?	Yes. If a Support Coordinator and a FSP attend the same IEP meeting, they must each document their specific individualized role while at the meeting. The FSP should be supporting the family through the IEP process at the meeting, while the Support Coordinator would be supporting and advocating for the child.
Are FSPs required to maintain log notes for their services?	Yes. FSPs must write and maintain log notes and document their activities and time spent providing FSP services to the family. Log notes should meet waiver documentation requirements.
Can a FSP contract directly with the DDD?	No. The FSP is employed and supervised by an organization/agency that has an active contract with the DDD. A FSP receives supervision from a Degreed Professional Manager hired by the same organization/agency. A FSP cannot obtain a contract on their own.

<p>How does a contracted organization/agency add FSP services to their contract?</p>	<p>The organization/agency first communicates their interest to the Provider Relations (PR) liaison at the Regional Office that covers their area. The PR liaison will review and ensure all other contractual requirements are satisfied. The organization/agency should then send designated staff to the required FSP training and provide verification of completion of training to the PR liaison. An organization/agency must have at least one supervisor who has completed the three-day course before the service is added to their contract. After verification is received, the PR liaison can then facilitate the contract amendment to add FSP services to the contract.</p>
<p>Can a FSP who works for an organization/agency contracted with both the Division of Behavior Health and the Division of Developmental Disabilities provide services through both contracts?</p>	<p>The experience requirements are different for each contract type. A FSP must meet the experience requirements for the Division in which it is providing services. If a FSP meets the criteria for Behavior Health but does not meet the requirements to work under the DDD, they cannot provide services through a Developmental Disability contract. (See FSP qualifications above).</p>
<p>Can a FSP assist a family to fill out required paperwork needed to access programs and benefits?</p>	<p>A FSP can support a family to complete necessary paperwork if it is something the family chooses. A FSP cannot make or require a family to complete paperwork or complete paperwork for the family.</p>
<p>How can a Support Coordinator link a family to FSP services?</p>	<p>Linking a family to FSP services occurs as part of the planning process when the need for the service is identified. The family is provided with Choice of Provider/Service options when meeting with their family member's Support Coordinator. Support Coordinators should refer to a current Data Central report when searching for organizations/agencies that provide FSP services through their contract.</p>
<p>What are the monitoring and oversight requirements of the FSP service?</p>	<p>FSPs are required to provide clear documentation about the time spent supporting a family at each visit. Documentation notes should describe the activities that were performed and any progress made toward the desired outcome of the support. The organization/agency is then responsible to compile documentation notes into a monthly summary and submit them to the individual's Support Coordinator.</p>