Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID)

Frequently Asked Questions (FAQ) for Peer Support Specialists (PSS)

Q: How do I become an Adult Peer Support Specialist (APSS)?
A: You must first meet the educational and experience requirements set forth in Section 2 of the APSS regulation at: https://apps.legislature.ky.gov/law/kar/908/002/220.pdf. Then, prior to providing adult peer support services, you shall successfully complete the department approved training and continuing education requirements established by Section 4 in the same regulation.

Q: How do I become a Family Peer Support Specialist (FPSS)?
A: You must first meet the educational and experience requirements set forth in Section 2 of the FPSS regulation at: https://apps.legislature.ky.gov/law/kar/908/002/230.pdf. Then, prior to providing family peer support services, you shall successfully complete the department approved training and continuing education requirements established by Section 4 in the same regulation.

Q: How do I become a Youth Peer Support Specialist (YPSS)?
A: You must first meet the educational and experience requirements set forth in Section 2 of the YPSS regulation at: https://apps.legislature.ky.gov/law/kar/908/002/240.pdf. Then, prior to providing youth peer support services, you shall successfully complete the department approved training and continuing education requirements established by Section 5 in the same regulation.

Questions about Training Requirements

Q: Where can I complete the department approved trainings to become a certified APSS?
A: For APSS, the list of approved training providers can be found on the Department's website at: http://dbhdid.ky.gov/dbh/documents/pss/approved-adult.pdf. Just contact the training provider that is closest to you to find out their schedule of trainings, costs of training, etc.

Q: Where can I complete the department approved trainings to become a certified FPSS?
A: For FPSS, the list of approved training providers can be found on the Department's website at: http://dbhdid.ky.gov/dbh/documents/pss/approved-family.pdf. Just contact the training provider that is closest to you to find out their schedule of trainings, costs of training, etc.

Q: Where can I complete the department approved trainings to become a certified YPSS?
A: For YPSS, the list of approved training providers can be found on the Department's website at: http://dbhdid.ky.gov/dbh/documents/pss/approved-youth.pdf. Just contact the training provider that is closest to you to find out their schedule of trainings, costs of training, etc.

Questions about Educational/Experience Requirements:

Q: What happens after completing the department approved trainings and passing the exam?
A: Upon completing training and passing the PSS exam, a DBHDID TRIS account is created for each individual by the training provider that you took your training through. You will then receive an email from csa@ky.gov to confirm your account, get their username, and get instructions for setting up their password.

Q: What if I don't receive the email from csa@ky.gov?
A: Many times, the account setup email will either land in your inbox or spam/junk folder, so please check both. If you still cannot locate the email, please email csa@ky.gov so we can send you another one. **Note: training providers have 20 days following the completion of the training to create your DBHDID TRIS account.

Q: What will I use my DBHDID TRIS account for?
A: The Department for Behavioral Health, Developmental and Intellectual Disabilities Training Records Information System (DBHDID-TRIS) is a web-based system for maintaining training information for DBHDID. PSS will use their DBHDID TRIS account to submit their required continuing education (CE) credits.

Q: How do I submit my CE's in DBHDID TRIS?
A: Once you can login to your DBHDID TRIS account, you will go under "My Account" then "Submit Continuing Education Credits" and follow the prompts to upload and submit your CEs.

Q: How many Continuing Education Credits does a PSS need?
A: PSS need to complete 6.0 hours of continuing education training each year and shall submit proof of that training, which includes: the name of the provider or presenter of the training, and the number of hours of each training to the Department through their DBHDID TRIS account.

Q: When are my Continuing Education Credits due?
A: The TRIS system automatically tracks your CEs based on your initial PSS training end date. So, for example, if you finished your certification training on 10/1/2023, then you would need to earn 6.0 hours of CEs between 10/1/2023 – 9/30/2024, then every year thereafter. **Note: The TRIS system is set to send you automatic reminders of when your CEs are due. You will receive an email at 90 days, 60 days, and 30 days prior to CEs being due.

Q. Can I upload more than 6 CEs per year?
A: Yes. Although you need a minimum of 6 CEs per year, we encourage you to upload all your CEs into TRIS.

Q: How do I know if the CE trainings I am submitting are appropriate?
A: Per the PSS regulations, topics of CE trainings must be related to Peer Support Services or Behavioral Health.

Q: Where can I find webinars and trainings that will satisfy my 6 CEs per year?
A: This is not an exhaustive list:

Bridgehaven Center for Peer Excellence: STurner@bridgehaven.org
Copeland Center for Wellness and Recovery: https://copelandcenter.com/
Georgia Mental Health and Consumer Network: https://www.gmhcn.org/
Hazelden Betty Ford Foundation:
https://www.hazeldenbettyford.org/professionals/event-calendar/webinars/webinars-on-demand
Mental Health America Peer Support: https://www.mhanational.org/center-peer-support
National Association of Peer Supporters: https://www.inaops.org/webinars
NAMI-Lexington: https://www.namilexington.org/
National Council for Behavioral Health: https://www.thenationalcouncil.org/
UK Healthcare CE Central: UK HealthCare CECentral

Q. What if I watch a webinar or training that has been previously recorded and does not give CEs?
A: For webinars where you do not receive CE's, have your supervisor write on letterhead verifying that you took (name of training) on (date) and earned (number of hours). The verification note can then be uploaded into your TRIS account as proof of that CE training.

Q: When are my Continuing Education Credits due?
A: The TRIS system automatically tracks your CEs based on your initial PSS training end date. So, for example, if you finished your certification training on 10/1/2023, then you would need to earn 6.0 hours of CEs between 10/1/2023 – 9/30/2024, then every year thereafter. **Note: The TRIS system is set to send you automatic reminders of when your CEs are due. You will receive an email at 90 days, 60 days, and 30 days prior to CEs being due.

Q: Will the Department offer the required trainings to become a PSS and, if so, how much will it cost, when is it expected to occur, etc.?
A: BHDID does not provide the required trainings to become a PSS. These trainings can be taken through one of the Department's approved training providers. You can find a list of these approved training providers at: http://dbhdid.ky.gov/dbh/cap.aspx

Q: How often does BHDID provide recertification trainings?
A: BHDID does not provide training the required trainings to become a PSS. If a PSS becomes noncompliant with regulation, they must repeat the initial required PSS training again to provide PSS services.

Q: Is there specialized training for PSS supervisors?
A: Supervision-specific training is not required by PSS regulations and DBHDID does not provide training for PSS Supervisors. Supervisors are required to follow Sections 6 of the APSS or FPSS regulations or Section 7 of the YPSS regulation regarding Supervision of PSS. Although supervision training is not required, it is strongly encouraged that supervisors of PSS participate in a Peer Supervisor Training and understand the role and function of the PSS.

Questions about Billing Requirements:

Q: Are Peer Support Services a billable Kentucky Medicaid service?
A: Yes, and you must keep your CEs up to date to be eligible to bill Medicaid

Additional Questions:

Q: Who do I contact if I have additional questions?
A: Please email csa@ky.gov with any additional questions

Questions about Kentucky Regulations:

Q: What is the DBHDID regulation that governs the eligibility and training for providers of certified Peer Support Specialist?
A: The DBHDID Regulations are:

- 908 KAR 2:220 https://apps.legislature.ky.gov/law/kar/908/002/220.pdf Adult Peer Support Specialist: eligibility
- 908 KAR 2:230 https://apps.legislature.ky.gov/law/kar/908/002/220.pdf Family Peer Support Specialist: eligibility criteria

908 KAR 2:240 https://apps.legislature.ky.gov/law/kar/908/002/240.pdf Youth Peer Support Specialist: eligibility criteria and training requirements.