

## Guide to Documenting Peer Support Services

The following information is required to be on all progress notes including those documenting Peer Support Services:

-Service start and end time -Service date -Service provider name, signature, and credentials/qualifications	-Name of individual served -Setting or location where the service was provided -Title of the service or service billing code -Narrative summary of the service provided
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The following information should be included in the narrative summary on the progress note:

- Clear description of the intervention (**\*Intervention = direct statement of service provided by the Peer Specialist\***)
- Purpose of the intervention
- Response of the person served to the intervention provided
- Plan for next steps

Examples of Peer Specialist interventions:

- Peer Specialist accompanied Sarah to 8<sup>th</sup> street NA meeting and introduced her to several people to give her a chance to build healthy friendships.
- Peer Specialist shared personal experience of taking medications to help in recovery. Peer Specialist showed Sarah how to research medications and their side effects on the internet and encouraged Sarah to talk to her doctor about her concerns.
- Peer Specialist listened to Sarah's concerns about dangerous things happening in her neighborhood. Peer Specialist helped Sarah make a list of things she would need to do to find a new place to live.
- Peer Specialist talked to Sarah about what she could focus on to help her cope with her depressed moods. Sarah said that spending time with her niece helps her cope. Peer Specialist encouraged Sarah to schedule time to see her niece regularly.
- Peer Specialist followed up with Sarah on her progress with cleaning and organizing her home. Peer Specialist encouraged Sarah and assisted her in creating 3 piles for her "stuff" – keep, throw away, donate.
- Peer Specialist showed Sarah how to search for job listings on the internet at the local library. Peer Specialist talked to Sarah about Peer Specialist's personal experience of going to job interviews and figuring out what information to share about the recovery process and what information to keep private.
- Peer Specialist talked to Sarah about personal struggles with keeping up with exercise during her recovery and encouraged Sarah to schedule a time for exercise because of the benefits exercise has for Sarah.

Peer Specialist Sample Documentation

*The following scenarios are summarized from the Peer Specialist Basic Training Curriculum*

Beth is a peer who has recently returned from inpatient substance abuse treatment. She is proud of completing treatment, but fearful of relapsing. She has three children and she is concerned that they may be taken away from her. She is currently staying with a friend of the family, but she would like to have a place for both her and her children. She has a lot of outstanding debt that has ruined her credit score. She would also like to find a job, but she has not completed her GED.

Sample Note

<b>Service Date:</b> 08/26/15 <b>Travel Start/End Time:</b> 9:02am-9:17am <b>Service Start/EndTime:</b> 9:17am-10:12am <b>Service Location:</b> Client's home	<b>Staff Name:</b> Lucy Goosey <b>Client Name:</b> Beth Jones <b>Service Provided:</b> Peer Support (H0038)
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**Summary of Service Provided:**

Peer Specialist traveled from previous appointment to Beth's home for scheduled visit. Peer Specialist and Beth discussed Beth's recent completion of substance abuse treatment, and Peer Specialist congratulated Beth on the accomplishment. Beth talked with Peer Specialist about her current life situation and explained that she is scared of relapsing. Beth also talked to Peer Specialist about wanting to find her own place to live with her children and getting a job. Beth stated she's afraid that her bad credit score will make getting her own place really difficult, and that she's worried that she won't be able to get a job without her GED.

Peer Specialist talked with Beth about her personal experience of being afraid of relapsing early in recovery, and reassured Beth that fear is normal and doesn't mean she will relapse. Peer Specialist reminded Beth to try to catch her negative thoughts when they happen and remind herself that she's working hard in her recovery and doing what she needs to do to avoid relapse. Peer Specialist encouraged Beth to focus on her next goal and think about whether she would like to work towards getting her GED. Peer Specialist provided information about local GED programs. Beth was excited to get the information and talked about how she might be able to have a friend watch her kids during some evenings so she could go to GED prep class. Peer Specialist and Beth set next appointment date and time. Peer Specialist plans to follow up with Beth on signing up for the GED prep program and arranging child care.

Location of service

Intervention

Explains purpose for intervention

Interventions

Plan for next steps/  
intervention

Client's response to intervention

Ronald is 35 and has been coming to “Day Treatment” for 10 years. He is not in a goals-oriented psychosocial rehabilitation program. When you ask him about his plans for the future or any goals he wants to work on he typically says “You know that I have been sick for a long time. I’m schizophrenic. The medication helps. I don’t hear voices or see things much now. I like coming to the program. I have some friends here. I don’t know why you keep asking me what I want. Why do I have to set a goal? As long as I take my medications and come here every day I’m ok.” He explains that coming to the program gets him out of the house and gives him something to do. He adds that he doesn’t do any cooking, but he gets a good meal here every day. He has his own apartment (even though he doesn’t like his roommate). He has been getting increasingly angry and frustrated lately, especially during group. One day last week he stormed out of a group after a peer handed out information on a new advisory group. You’ve noticed he avoids reading newspapers and magazines but always asks others about what they are reading.

Sample Note

<b>Service Date:</b> 08/26/15 <b>Travel Start/End Time:</b> 2:35p-2:57p <b>Service Start/EndTime:</b> 2:57p-3:45p <b>Service Location:</b> Client’s home	<b>Staff Name:</b> Lucy Goosey <b>Client Name:</b> Ronald Mcdonald <b>Service Provided:</b> Peer Support (H0038)
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**Summary of Service Provided:**

Peer Specialist traveled from previous appointment to the Super Awesome PSR program for scheduled visit with Ronald. Peer Specialist talked again to Ronald about any goals he wanted to work on. Ronald again got frustrated with Peer Specialist and stated that he didn’t understand why he needed to work on any goals when he likes his life the way it is. Peer specialist explained to Ronald that she had noticed him being unhappy with some things in his life including that he can’t read. Ronald stated that he doesn’t believe he will ever learn to read because it’s very difficult and he gets along just fine without being able to read. Peer Specialist shared with Ronald her personal experience with dyslexia and how reading was very difficult for her until she was able to learn to read a different way. Peer Specialist encouraged Ronald to consider making learning to read a goal and shared information with him about local adult reading programs. Ronald agreed to consider learning to read as a goal. Peer Specialist will follow up with Ronald next week and encourage him to consider enrolling in an adult reading class.