



Recovery Support Services (RSS) Tool

1. 01 (65E-14.021) Does a review of the Florida Certification Board credential website confirm that the peer specialist who signed the chart note has an active or provisional credential at the time of service?
2. 02 (DCF Guidance Doc 35; LSF ID 36) Does the provider offer structured Recovery Management best practice education for all new peer specialists during orientation and refresher trainings as required?
3. 03 (DCF Guidance Doc 35; LSF ID 36) Does the network service provider maintain internal policies and procedures for peer support services that include peer input on best practices and standards for service delivery and supervision? (Each network service provider should solicit the input and opinions of peer specialists on staff when drafting or updating internal policies and procedures)
4. 04 (65E-14.021, F.S. 397.311) If recovery support services were delivered by a non-certified peer specialist, is there documentation in the chart of co-signature by a CRPS or Certified Addictions Professional?
5. 05 (DCF Guidance Document 35) Has the provider required all peer specialists delivering direct services to complete the Reaching for Their Dreams training, with certificates of completion kept in their personnel files?
6. 06 (DCF Guidance Doc 35; LSF ID 36) Is there evidence of structured peer supervision (weekly/biweekly preferred, minimum monthly), documented in supervision logs or other formats?
7. 07 (FL Statute 394.459 (3) (a) (1) (2)) Is there evidence in the chart that the individual consented voluntarily to peer support services, and that these services were explained as intended to promote resilience and community integration?
8. 08 (DCF Guidance Doc 35; LSF ID 36) Does the chart show that the individual meets criteria for services, including opioid or stimulant misuse, and that the individual is indigent, uninsured, or underinsured?
9. 09 (65E-14.021, DCF Guidance document 35 and LSF ID 36) Does the chart reflect that recovery support services were provided to meet the individual's needs, including substance abuse or mental health education, assistance in obtaining housing, care coordination, skills training, and coaching?
10. 10 (DCF Guidance Doc 35; LSF ID 36) Does the chart contain documented Recovery Capital Plans or wellness plans such as WRAP that include specific goals of the individual served?
11. 11 (DCF Guidance Doc 35; LSF ID 36) Does the chart show completion of the Recovery Capital Scale or BARC-10, and do recovery plans reflect initial and updated completion according to the provider's policies and best practices?
12. 12 (65E-14.021) Does the RSS note contain the following: staff name, recipient name and identification number, service date, specific service, group name (if applicable), and clinical diagnosis data (or N/A if peer services only)?