

Visualization Statement:

Activity	Description of Action	Who	Time-frame	Desired Outcome	TA & Resources
Organizational buy-in					
Peer Job Description/ Responsibilities					
Recruitment Strategy/plan					
Hiring Process					
Compensation/benefits					

Visualization Statement:

Peer Schedule					
Space/technology					
Administrative supervisory structure					
Clinical supervisory structure					
Orientation					
Retention/staff development					
Team integration					

Visualization Statement:

Documentation requirements					
Referral process					
Case load of Peer					
Evaluation measures					

Visualization Statement:

Technical assistance					

Peer Program Planning: Questions to Consider

<p>Organizational Buy-in</p>	<ul style="list-style-type: none"> • How can a peer program strengthen your organization’s mission? • Who are the decision-makers who would support this program? • Why do you want a peer program? • What results do you want to see from this peer program? • How can your staff benefit from a peer program?
<p>Peer Job Description/ Responsibilities</p>	<ul style="list-style-type: none"> • In what ways could peers support your clients? • What role would you like a peer to play in your organization? • What role would you NOT like a peer to play in your organization? • Full-time/ part-time/ volunteer
<p>Recruitment Strategy/ plan</p>	<ul style="list-style-type: none"> • Can you use the same recruitment strategy when hiring for other positions within your organization? • Do you already have someone in mind who you would like to be a peer? (i.e. current volunteer) • Are there support groups, other ASOs, etc. where you can advertise a peer program or recruit a peer?
<p>Hiring Process</p>	<ul style="list-style-type: none"> • Would the peer follow the same hiring process as staff? If so, what does that look like? • What kind of background would you like the peer to have? (i.e. work history, education, community experience/involvement) • Who makes the decision about the hire? (i.e. committee, one person?) • Are there any background circumstances that would keep you from hiring a peer?
<p>Compensation/ Benefits</p>	<ul style="list-style-type: none"> • Paid or unpaid position – Will number of paid hours affect SSI benefits? • Stipends? Gift cards? • Access to Employee Assistance Program, if relevant? • And other organizational benefits?
<p>Peer schedule</p>	<ul style="list-style-type: none"> • Full/part-time • Nights/ weekends • How many peers do you want working at any given time? • Ideal number of hours needed?
<p>Space/ technology</p>	<ul style="list-style-type: none"> • Shared office/ cubicle? • Separate phone line? • Computer? • Access to files?
<p>Supervisory Structure</p>	<ul style="list-style-type: none"> • Is the peer in an administrative role, clinical role, or supportive role? Based on the answer: what kind of supervision would that peer need? Who would they report to?

This tool is part of *Building Blocks to Peer Program Success* peer program development toolkit on the web at http://peer.hdwg.org/program_dev

Orientation/ Team Integration	<ul style="list-style-type: none"> • How do you plan to introduce peer and peer role to staff? • How do you plan to introduce staff to peer? • What does peer and staff working together look like to you? • How will you handle “toe stepping” issues?
Retention/ staff development	<ul style="list-style-type: none"> • Ongoing trainings/ education? • In what ways do you plan to support your peer?
Documentation requirements	<ul style="list-style-type: none"> • What paperwork do you plan on having peer complete?
Referral process	<ul style="list-style-type: none"> • Who can give referrals? • Who is eligible for referrals? • Who coordinates the referrals and assigns them to peers?
Case load of peer	<ul style="list-style-type: none"> • How many clients vs. peer?
Evaluation measures	<ul style="list-style-type: none"> • What do you want to evaluate? • Qualitative/ quantitative? • Who can you partner with (if needed) to complete evaluation measures?
Technical Assistance	<ul style="list-style-type: none"> • What kind of support might your program need from People to People?

Other headings to consider or add might be “Confidentiality and Boundary protocol,” protecting the client and the peer worker.