

Office of Community Services
Bureau of Recovery Supports

**RFI #77– MHA-FY-26 –Ohio Adult, Family & Youth Peer Supporter Training
Coordination RFI**

Funding Period: 7/1/2025-6/30/2026

RFI Dates: 4/4/25

RFI Due Date: 4/18/2025 at 3:00pm

Grants Posting Request for Information (RFI)

Ohio Adult, Family & Youth Peer Supporter Training Coordination

Request for Information (RFI)

Request for Information Issued: (4/4/25)

Submit an informational e-mail to: peerservices@oha.ohio.gov by 4/18/2025 at 3:00 p.m.

OhioMHAS is seeking information to coordinate with organizations on the **Ohio Adult, Family and Youth Peer Supporter Training**. Coordination includes the management, recruitment, preparation, registration, and customer service for all Ohio trainings. OhioMHAS prefers the information to come from organizations that demonstrate statewide involvement and capacity, not specific to county, region, or mental health and recovery services board area, in peer services delivery and/or peer recovery services training hosting. Only organizations with a brick and mortar location in the State of Ohio that serve primarily Ohioans, will be considered. Mental health and recovery services boards will not be considered.

Questions: peerservices@oha.ohio.gov.

- **Informational E-mail Content:**

Please send an e-mail to peerservices@oha.ohio.gov and attach the following two documents.

1. **Assessment Tool: Ohio Adult, Family and Youth Peer Supporter Training Coordination (Microsoft Word document)**
2. **Sample budget using Grants Budget Expenditure Form (Microsoft Excel document).**

Responses without the above two attachments will not be considered.

Background:

A certified peer supporter is someone who has direct lived experience with behavioral health challenges, or someone who has navigated services on behalf of an individual with behavioral health challenges. Certified peer supporters are trained and certified in using their lived experience to help others impacted by mental illness or substance use disorders. Ohio offers three types of peer supporter certification: Adult, Family, and Youth/Young Adult.

In Ohio, certified peer supporters become certified by completing an approved 40-hour training or by having three years of verifiable work experience providing behavioral health peer services. Certified Peer Recovery Supporters (PRS) and Youth Peer Supporters (YPS) must also complete 16-hours of online courses. Regardless of the pathway to certification, individuals must also pass an approved exam, sign and agree to the OhioMHAS Peer Support Services Code of Ethics, and pass Federal Bureau of Investigation (FBI) and Bureau of Criminal Investigations (BCI) background checks.

OhioMHAS is exploring the opportunity for one organization to be responsible for the management, recruitment, preparation, registration, and customer service for both online and in-person Adult, Family and Youth Peer Supporter Trainings. Trainings would be scheduled annually using OhioMHAS-approved 40-hour curriculums. “Peer Supporters” within this RFI refers collectively to prospective Certified Adult Peer Recovery Supporters (CPRS), Certified Youth Peer Supporters (CYPs), and Certified Family Peer Supporters (CFPS).

Trainings would take place in state fiscal year 2026 (July 2025-June 2026).

Unless otherwise directed by OhioMHAS, trainings would be available equitably to prospective Certified Peer Supporters statewide and would not prioritize prospective Peer Supporters by Ohio region, county of residence, or other criteria.

- Organization would have at least one designated full-time staff assigned to Peer Supporter training recruitment, registration, preparation and customer service, and train alternate staff in the registration process to serve as backup if/when designated staff is not available during designated hours.
- Staff would be available by phone and e-mail Monday-Friday during set business hours to assist prospective Peer Supporters with training registration, communicate with OhioMHAS & training facilitators, and complete the training preparation work outlined below.
 - “Business hours” would be an 8-hour block of time that is the same daily, Monday-Friday.

Note: For in-person trainings, the training coordination organization would not be responsible for providing the physical training location, only for preparation, registration and follow-up.

Training Preparation Tasks:

- Assign facilitators from OhioMHAS-approved list.
- For online trainings, maintain a professional Zoom account that is accessible to training facilitators. This would be a separate account exclusive to peer support training that

facilitators may login to directly. *In sample budget, please include cost of professional Zoom account that allows for up to 6 concurrent meetings of up to 6 hours in length.*

- Schedule online trainings on Zoom.
- Develop and implement plan to market Peer Supporter trainings statewide, including underserved areas identified by OhioMHAS, using OhioMHAS-approved language and communication/advertisement materials.
- ***Note: OhioMHAS would be responsible for the delivery of the trainings, supervision of facilitators, and quality assurance & evaluation of the training content. The training coordination organization would not assist in these areas.***

Training Registration & Follow-up Tasks:

- Provide daily customer service by phone & e-mail to the public and prospective certified Peer Supporters interested in training registration.
- Maintain phone number and organizational e-mail account dedicated exclusively to Peer Supporter training registration. (EX: peertraining@yourorganization.org)
- Using OhioMHAS-approved registration templates & materials, collect, review, and approve training registration forms.
- Verify completion of pre-training online self-paced coursework.
- Send registration materials and reminders by e-mail. Track training RSVPs.
- Track and report to OhioMHAS ADA accommodation requests.
- Issue certificates of training completion.
- Maintain shared statewide database of prospective certified Peer Supporters and successful training participants.
- Mail paper training participant manual individually to each registered prospective Peer Supporter prior to the start date of training. Note: Please include estimated postage costs in sample budget. The training coordination organization would **not** be responsible for printing the manuals, only mailing to participants.
- Create and share with OhioMHAS attendance logs.
- Host, schedule, and facilitate two 1-hour technology test sessions for training participants monthly. Technology test sessions would be a time for prospective certified Peer Supporters registered for online Peer Supporter training to practice Zoom technology skills.
- Pay training facilitators through direct deposit. ***Note: Training coordination organization would **not** be responsible for the cost of paying facilitators, only for depositing funds provided by OhioMHAS into the bank accounts of the facilitators and providing facilitators with necessary tax documentation.***