| Tasks | Components | Resources | Project Manager | Status/Completion Date |
| --- | --- | --- | --- | --- |
| Identify Team Coordinator | * Define Roles and Responsibilities | [Team Coordinator Roles and responsibilities examples](http://peersupportlms.aceinfotechfoundation.org/lms-admin/uploads/resources/team_coordinator_roles_and_responsibilities_example.pdf) |  |  |
| * Determine application and nomination process | [Sample Team Coordinator Application](http://peersupportlms.aceinfotechfoundation.org/lms-admin/uploads/resources/peer%20team%20coordinator%20application.pdf) |  |  |
| * Coordinate with Administrators/Union on potential applicants |  |  |  |
| Identify Peer Team Members | * Determine the qualities of a Peer Supporter | [Peer Team member qualities](http://peersupportlms.aceinfotechfoundation.org/lms-admin/uploads/resources/Peer%20team%20member%20qualities.pdf) |  |  |
| * Send a survey to the department in an attempt to let them choose. | [Sample survey questions](http://peersupportlms.aceinfotechfoundation.org/lms-admin/uploads/resources/Department%20wide%20survey%20for%20mental%20health%20resources%20-%20Copy.pdf) |  |  |
| * Determine the process for joining the Peer Support Team (application Process) | [Sample application form](http://peersupportlms.aceinfotechfoundation.org/lms-admin/uploads/resources/First%20Responder%20Peer%20Support%20Team%20Candidate%20Application%20Form.pdf) |  |  |
| * Determine the requirements of the Peer Support Team Members | [Peer team member requirements](http://peersupportlms.aceinfotechfoundation.org/lms-admin/uploads/resources/Peer%20team%20member%20requirements.pdf) |  |  |
| * Consider assigning Shift Leads to maintain the oversight of each shift and the members assigned to each shift. |  |  |  |
| Develop your Peer Team SOP/SOG, this should be integrated into the BHAP as a whole. This sample is created as a standalone component. See Leadership task book for full SOP | * Purpose | [Peer Support SOP components](https://www.canva.com/design/DAFegxYeGkA/-UNXMRZCvolfaLVwDbUTzA/view?utm_content=DAFegxYeGkA&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)  [Sample Peer Support SOP](https://www.canva.com/design/DAFeg0t2Nv4/r0eDYSNrMgji_KdUgRBO4A/view?utm_content=DAFeg0t2Nv4&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton) |  |  |
| * Background |  |  |  |
| * Mission Statement |  |  |  |
| * Positions and Roles, Responsibilities and Requirements for each |  |  |  |
| * Chain of command |  |  |  |
| * Activation process and how member may access the team |  |  |  |
| * Confidentiality components | [Sample confidentiality agreement](http://peersupportlms.aceinfotechfoundation.org/lms-admin/uploads/resources/Sample%20confidentiality%20agreement.pdf) |  |  |
| Train your Peer Support Team | * Identify the training that will suit the needs of your organization | <https://ucfrestores.com/training/peer-support/react-training-program/>  <https://www.iaff.org/peer-support/>  <https://www.facebook.com/NSU.FRRT/about>  <https://www.ilffps.org/register/>  [Front Page - North Carolina First Responder Peer Support (ncffps.org)](https://www.ncffps.org/) |  |  |
| * Ensure that all team members complete the initial training requirements |  |  |  |
| * Specify the Trainings that will be required for your Team Members | (Technician level training specified in “education” section of toolkit,) |  |  |
| Obtain buy in from the members and perform an informational campaign | * Develop a list of talking points to be discussed |  |  |  |
| * Conduct routine visits to meet the members in a comfortable setting, these should be done at least once a year. |  |  |  |
| * Allow members to ask questions and provide feedback to those questions |  |  |  |
| * Take input from the members and allow them to have a say in the team (when appropriate) |  |  |  |
| * Send resources to your members for access outside of work. | [Samples of outside access to resources](https://www.canva.com/design/DAFehCFkySU/vm8nDyxHEHOkpN--pY90mA/view?utm_content=DAFehCFkySU&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton) |  |  |
| Maintain your program | * Plan meetings with your team (Preferably at least biannually) |  |  |  |
| * Maintain your running roster list and conduct regular recruiting campaigns |  |  |  |
| * Encourage peers to register on Redline Rescue. | <https://redlinerescue.org/> |  |  |
| * Maintain the list of vetted clinicians and services |  |  |  |
| * Track Peer Team outreaches and prevalent issues within your agency | [Peer contact tracking form](https://2apcontacts.org/homeview) |  |  |
| * Track your peer team’s CEUs and ensure that criteria is being met | [Sample CEU tracking form](https://www.canva.com/design/DAFehnqpxzg/j6TVeFqF0FyH-VEaXWh0EQ/view?utm_content=DAFehnqpxzg&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton) |  |  |
| * Network with other peer support teams in your area or region |  |  |  |
| **Evaluate your program** | * Collect and analyze the results of your evaluation | [Sample evaluation process](http://peersupportlms.aceinfotechfoundation.org/lms-admin/uploads/resources/An%20evaluation%20process%20for%20a%20first%20responder%20peer%20support%20team%20should%20aim%20to%20measure%20the%20effectiveness%20of%20the%20team%20in%20providing%20support%20to%20their%20peers.%20Here%20are%20the%20steps%20and%20metrics%20that%20could%20be%20included%20in%20the%20eval.pdf) |  |  |
| * Make changes according to the results of your program evaluation |  |  |  |