

H&I WORKSHOP AGENDA

- 1) Twelve Traditions/Concepts
- 2) Function of an H&I Subcommittee (IP)
- 3) Panel System and Qualifications
- 4) Why H&I is needed
- 5) Facility Type:
 - a) Inpatient Rehab Center
 - b) Outpatient Rehab Center
 - c) Adolescent Facilities
 - d) Correctional Institutions
 - e) Psychiatric and Forensic
 - f) Detox Units
- 6) Dos & Don'ts
- 7) Contingency Plan
- 8) Questions & Answers
- 9) Discussion of H&I experience

Panel Systems & Qualifications

➤ Panel Leader (Chairperson)

- Minimum 1 Year clean
- Willingness and desire to serve
- Working knowledge of 12 & 12
- Previous attendance at H&I workshop

➤ Panel Member (Speaker(s))

- Minimum 6 months clean
- Discuss topics related to early recovery
- Share Experience, Strength, & Hope
- Introduction to our Fellowship

➤ Panel Co-Chair

- Minimum 90 days clean
- Willingness and desire to serve

➤ Panel Coordinator (Liason)

- Minimum of 1 year clean
- 6 months previous involvement in H&I as Panel Leader
- Attend once a month H&I sub-committee meeting and attend all workshops
- Willingness and desire to serve
- Willingness to give time and resources necessary
- Keep literature stocked at facility
- Working knowledge of 12 & 12

Do's and Dont's

Do's

- Do ...make directories of outside meetings available to clients/residents.
- Do ...clarify the facility's rules with anyone you bring in.
- Do ...try to get all agreements with the facility in writing.
- Do ...start and end on time!
- Do ...briefly explain what H&I is.
- Do ...make it clear that N.A. is separate and distinct from the facility as well as other fellowships.
- Do ...try to get residents/clients involved, especially those in long-term facilities. (For example, readings etc.)
- Do ...obey all dress codes. Exercise common sense and dress appropriately.
- Do ...keep staff aware of your whereabouts at all time.
- Do ...stamp all literature you bring in with a local helpline number.
- Do ...screen all panel members carefully, especially regarding clean time or other requirements.
- Do ...explain the language that we use, ("addict," "clean," "recovery") and why we use it. (1st Step and 6th Tradition)
- Do ...emphasize that in N.A., recovery is available to any addict, regardless of "type" of drug(s) used.
- (Do) ...emphasize the importance of getting to a meeting the first day out.
- (Do) ...emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery, and the importance of regular meeting attendance. (Suggest 90 meetings in 90 days)
- Do ...use the literature recommended for H&I work, if we are supplying said literature. Encourage the facilities to supply N.A. literature on their own if possible.
- Do ...be selective about who you choose to take into H&I meetings. Clean time requirements are very important. People who sit on N.A. panels should be able to share a message of recovery in Narcotics Anonymous.

Don't's

- Don't ...break another person's anonymity or tell his/her story.
- Don't ...debate any issues involving the facility's rules or regulations.
- Don't ...discuss conditions within the facility, or opinions about staff members.
- Don't ...comment on the methods used by the treatment facility. Not all facilities are Twelve Step based nor do their understandings of the Steps necessarily coincide with the understanding gained at Narcotics Anonymous. We share our experience without reference to a facility's methods or to resident's comments.
- ✗ Don't ...ever go into any facility alone ✗
- Don't ...while sharing; put too much focus on what it was like. They already know.
- Don't ...debate which drugs are acceptable. N.A. is a program of abstinence from all drugs.
- Don't ...carry excessive cash or wear expensive or flashy jewelry.
- ✗ Don't ...show favoritism to any residents/clients ✗
- Don't ...take messages in or out of the facility.
- ✗ Don't ...give out yours or any other person's address or phone number. ✗
- Don't ...carry in contraband items such as cigarettes (if applicable) or weapons.
- Don't ...rely on flooding the facility with literature to carry our message. The most powerful tool for carrying the message is the N.A. member.
- Don't ...read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.
- Don't ...let the meeting run too long. Most treatment facility residents/clients spend much of their day in meetings of one sort or another, often in the same room.
- Don't ...collect any money.

H&I Subcommittee

Contingency Plan for H&I Panel Leaders (Chairpeople)

(When you cannot attend your regularly scheduled meeting)

1. Call any or all of the other panel leaders until you can switch with someone or find a replacement. You cannot send any person not approved by the Panel Coordinator.
2. If you cannot find a replacement, call your Panel Coordinator.
3. If the Panel Coordinator cannot be reached, call the Vice-Chairperson of the H&I subcommittee.
4. If the Vice-Chairperson is unreachable, call the Chairperson of the H&I subcommittee.
5. Pray! (Optional, but helpful.)
6. If all else fails, be responsible and call the facility to tell them you cannot attend the meeting, but you will be there at the next scheduled time.

* Please remember that our reputation in these facilities is at stake when we are irresponsible and that we cannot carry a message if we lose the meeting.

Helpful Hints to be Prepared

- A. Have all necessary phone numbers before this happens.
- B. Have a back up of speakers willing and able to do so.
- C. Confirm your speakers at least one day before your meeting.
- D. See your Home Group GSR, someone on the subcommittee, or attend the monthly H&I subcommittee meeting the first Sunday of every month if you need additional information.

Our Role with Facilities that Provide Medication to Their Clients/Residents

During the initial planning meetings with the facility, we must be very clear about what N.A. is and what our message is. N.A. is a program of complete abstinence from all drugs. We have no opinions on outside issues and our approach is non-professional, so we must be very sure that it is understood that we do not advocate going against any physician's advice. We also do not endorse the use of any drug.

In facilities which provide medication, residents inevitably ask the question, "Am I clean if a doctor has me on medication?" When that question comes up, it is important not to judge. Based on our 8th and 10th Traditions, we are not in a position to discuss the issue. We can only tell them to keep coming back- they are welcome at meetings- and to read the Basic Text. The people on the H&I panels should not tell residents to stop taking their medication. We are not doctors!

Interaction with Staff

Our relationship with the staff of a facility is important for the continued success of the H&I meeting/presentation. Although the staff's designated contact person may be on an administration level, our week-to-week interaction will likely be with other staff members.

It is important that we establish a rapport with these staff members that will make it much easier to deal with any difficulties that may arise. This positive relationship will facilitate everything from making sure that there is a table for literature, to handling a resident who has a seizure during a meeting.

In some situations, a staff member may be expected to attend the H&I meeting. We should make it clear when initially setting up the meeting, but also on an ongoing basis, that their role is as an observer only. This even applies if the staff member happens to be a member of N.A. While this person is functioning as an employee of the facility, sharing about N.A. can confuse residents about N.A.'s relationship with the facility. This is in accordance with Traditions 6 and 8 concerning non-professionalism and non-affiliation.

Working with Adolescents

There are some issues that should be taken into consideration when dealing with adolescents. Please refer to H&I guidelines, your Panel Coordinator, or subcommittee member.

Do's and Don'ts for H&I Work

Do follow the guidance found in the WSC *H&I Handbook*

The World Service Conference H&I Committee has compiled this list based upon the experiences of subcommittees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

Facility Rules

- Do Attempt to get all facility agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do Adhere to the security regulations at all times
- Do Arrive early to set up meeting
- Do Keep the staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

Panel Leaders and Members

- Do Screen all panel members, speakers, and chairpersons
- Do Adhere to the clean time requirements of the treatment facility and the H&I committee
- Do Ensure that a clear NA message of recovery is carried by all panel members
- Do Choose panel members and speakers according to H&I guidelines

Literature

- Do Make directories of outside meetings available to the residents
- Do Use the literature recommended for H&I work
- Do Stamp all literature with the local phonenumber
- Do Provide facilities with literature order forms and encourage the facility to supply its own NA literature

Facility Meetings

- Do Start and end on time
- Do Explain briefly, during the meeting, what H&I is
- Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships
- Do Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA)

Residents Meeting Participation

- Do Involve residents with the meeting, especially those in long-term facilities (readings, etc.)
- Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Do Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

Panel Leaders and Members

- Don't Bring any contraband items or weapons into the treatment facility
- Don't Take messages and carry letters in or out of the facility
- Don't Show favoritism to any resident(s)
- Don't Bring an NA member who has friends and/or family in the treatment facility
- Don't Wear flashy jewelry and don't carry excessive cash
- Don't Use excessive profanity
- Don't Attend H&I facilities alone.

Facility Guidelines

- Don't Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff
- Don't Discuss conditions within the facility
- Don't Discuss staff members with resident(s)
- Don't Discuss resident(s) with the facility staff
- Don't Sponsor resident(s) in the facility that you are attending as an H&I member
- Don't Accept money or gifts from, or give money or gifts to, any resident

Meeting Guidelines

- Don't Give anyone within the facility your address or telephone number
- Don't Provide anyone with another NA member's address or telephone number
- Don't Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Don't Break another person's anonymity
- Don't Emphasize 'using days' while sharing an NA message of recovery