

The logo consists of a black circle containing the text "USSC" on the top line and "H&I" on the bottom line, both in a bold, sans-serif font. The background of the slide features a vertical gradient bar on the left side, transitioning from red at the top to blue at the bottom.

**USSC
H&I**

Treatment

(Second section of the H&I Handbook)

**Presented by the USSC H&I
Subcommittee**

Introduction

This presentation was created by the USSC H&I Subcommittee using information found in the H&I Handbook. This Subcommittee focuses its attention on how to better carry the Narcotics Anonymous message into treatment & correctional facilities by allowing us the ability to "carry the message to the addict who still suffers," which is the foundation of Tradition Five. This Subcommittee serves as the US Fellowship's representative to federal correctional & judicial authorities, national societies of treatment professionals, national correctional & judicial associations as well as treatment industry organizations.

H&I in Treatment Facilities

- **"Treatment" includes all facilities with the goal of helping addicts to live clean &/or as responsible, productive members of society**
- **Even if you are only concerned with one type of facility, it is important to gain as much help & information as possible in your H&I efforts**

Purpose

- **Carry the NA message to addicts who don't have full access to regular NA meetings**
- **Establish priorities – no Subcommittee can effectively meet every need**
- **The quality of meetings is more important than the quantity**

Our Relationships with Facilities

- Make it clear that we have no opinions on treatment methods or issues other than recovery**
- It is important that H&I efforts remain clearly separate from any facility**
- NA principles are often different than or in conflict with facility principles, which may cause confusion to residents**

Our Relationships with Facilities

Understanding may be improved by

- Being familiar with the H&I Handbook**
- Having a staff person designated to be your contact person at the facility**
- Meeting with your contact to find out if there are any questions or issues about H&I**
- Presenting issues or questions H&I workers feel the facility should be clear about**
- Reestablishing H&I's relationship with the facility if there is a change in staff**

How to start an H&I Meeting/Presentation

- **H&I Subcommittee should make initial contact with a facility**
- **Sometimes a facility will contact H&I**
- **Sometimes H&I will contact a facility**
- **Make an appointment & be on time**
- **Explain what NA is & is not & what NA offers**
- **Follow the facility's rules & regulations**

Meeting/Presentation Formats

- H&I meetings are closed
- Consider the Fifth Tradition when choosing a format
- Open sharing formats are not used
- Best examples are speaker or panel presentations, Q&A, literature or topic discussions
- H&I meetings/presentations should be limited to one hour

Meeting/Presentation Formats

General Format for an H&I Meeting

- **Introduce yourself & welcome everyone**
- **Have a moment of silence & Serenity Prayer**
- **Invite everyone to give their first name**
- **Briefly explain that H&I brings this special meeting because residents' access to regular NA meetings is limited**
- **Have volunteers read conference-approved literature (What is the NA Program, etc.)**
- **Explain there is no cross-discussion & hold any questions until the end of the meeting**

Meeting/Presentation Formats

Speaker Presentation

In addition to the General Format

- **Introduce speaker(s) who will share their experience, strength & hope**
- **Leave time for questions & discussion at the end of the meeting**
- **Make any relevant announcements (lit & meeting lists available, speaker(s) available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**

Meeting/Presentation Formats

Panel Presentation

In addition to the General Format

- Explain that each speaker will share about one topic (or on separate topics)
- Introduce panel members one at a time to make their presentation
- Leave time for questions & discussion at the end of the meeting
- Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)
- Close with the prayer of your choice

Meeting/Presentation Formats

Topic Discussion

In addition to the General Format

- Introduce the topic & share first to set a recovery-oriented tone**
- Invite residents to share then a panel member & repeat this process**
- Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)**
- Close with the prayer of your choice**

Meeting/Presentation Formats

Topic Discussion

Some suggested topics

- IP or selection from the Basic Text
- H.O.W.
- Surrender
- Acceptance
- Denial
- Responsible for our own recovery
- Letting go
- Freedom from active addiction
- Learning to trust
- Identify rather than compare
- Feelings
- H.A.L.T.S.
- Reservations
- Sponsorship

Meeting/Presentation Formats

Literature Discussion

In addition to the General Format

- **Explain that we will read parts of literature then share (or read all before sharing)**
- **Introduce panel members & begin reading**
- **Involve residents in sharing but shift tone back to recovery if it gets out of hand**
- **Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**

Meeting/Presentation Formats

Q&A

In addition to the General Format

- **Explain that residents will write down (or ask) topics or questions to be discussed**
- **Introduce panel members**
- **Panel will address topics one at a time**
- **Inappropriate topics will not be read aloud or discussed**
- **Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)**
- **Close with the prayer of your choice**

Meeting/Presentation Formats

Step Study

In addition to the General Format

- Explain that we will read part of a step then share (or read all before sharing)
- Introduce panel members & begin reading
- Involve residents in sharing but shift tone back to recovery if it gets out of hand
- Make any relevant announcements (lit & meeting lists available, panel members available to talk after the meeting, etc.)
- Close with the prayer of your choice

General Hints about Conducting H&I Meetings/Presentations

- **A Q&A session can be included no matter what format is used**
- **Remember that NA has no opinions on outside issues when answering questions**
- **Do not be drawn into discussions that are not NA-related**
- **Consider the length of an average resident's stay when selecting the format**
- **Also consider whether or not the residents are medicated**
- **Try to avoid returning to old attitudes by remembering ours is a program of attraction**

Follow-Up

- **Maintain correspondence with facility contact to keep communication lines open & to be aware of any developing situations**
- **Report & discuss progress & problems at Area H&I Subcommittee meeting regularly**
- **Once a meeting/presentation is established have NA members within the facility participate**
- **Make meeting lists & helpline numbers available to residents upon their release**
- **If contact person or administration changes, make a repeat presentation**
- **Keep copies of all relevant correspondence**

Types of Treatment Facilities

Short-term Facilities

- Detox Centers
- Twenty-eight Day Facilities
- Outpatient Facilities

Long-term Facilities

- Recovery Houses & Therapeutic Communities
- Halfway Houses or 3/4 Houses

Types of Treatment Facilities

Our role with facilities that provide medication

- **At initial planning meetings, we must be very clear that NA is a program of complete abstinence from all drugs, we have no opinions on outside issues & our approach is non-professional**
- **We must be sure it is understood that we neither advocate going against a physician's advice nor do we endorse the use of any drug**
- **When questions of being clean while on medication come up...do not judge...we are not in the position to discuss the issue**
- **Tell them to keep coming back, they are welcome at meetings & to read the Basic Text**
- **Panel members should not tell anyone to stop taking their medication...we are not doctors!**

Interaction with the Staff

- **Our relationship with the facility's staff is important for the continued success of the H&I meeting/presentation**
- **Our week-to-week interaction will most likely be with staff other than our contact**
- **Establish a rapport to make it easier to deal with any difficulties that may arise**
- **Make it clear that, if a staff member is expected to attend, it is as an observer only (this applies if the staff member is also a member of NA)**

Do's & Don'ts For H&I Work in Treatment Facilities

DO follow the guidance found in the H&I Handbook

TREATMENT FACILITY RULES

DO Try to get treatment facility agreements in writing

DO Clarify the rules with anyone brought to a facility

DO Adhere to security regulations at all times

DO Arrive early to set up the meeting

DO Keep the staff informed of your whereabouts

DO Obey the dress code, use common sense

PANEL LEADERS & MEMBERS

DO Screen all panel members, speakers & chairpersons

DO Adhere to clean time requirements

DO Ensure all panel members carry a clear NA message

Do's & Don'ts For H&I Work in Treatment Facilities

LITERATURE

- DO** Make directories of outside meetings available
- DO** Use literature recommended for H&I work
- DO** Stamp all literature with local phonenumber number
- DO** Provide literature order forms & encourage the facility to provide its own NA literature

TREATMENT FACILITY MEETINGS

- DO** Start & end on time
- DO** Explain briefly what H&I is during the meeting
- DO** Clearly state NA is separate from the facility & other fellowships
- DO** Emphasize NA recovery is available to *all* addicts
- DO** Explain the language we use & why we use it

Do's & Don'ts For H&I Work in Treatment Facilities

RESIDENT'S MEETING PARTICIPATION

- DO** Involve residents in the meeting
- 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 meeting attendance & group commitments

PANEL LEADERS & MEMBERS

- DON'T** Bring any contraband items or weapons
- DON'T** Take messages & carry letters in or out
- DON'T** Show favoritism to any resident(s)
- DON'T** Bring anyone who has friends/family in facility
- DON'T** Wear flashy jewelry or carry excessive cash
- DON'T** Use excessive profanity
- DON'T** Attend H&I facilities alone

Do's & Don'ts For H&I Work in Treatment Facilities

FACILITY GUIDELINES

- DON'T** Debate issues about the facility's rules, regulations or programs or other fellowships with residents & staff
- DON'T** Discuss conditions within the facility
- DON'T** Discuss staff members with resident(s) or resident(s) with staff members
- DON'T** Sponsor resident(s) in the facility you attend as an H&I member
- DON'T** Accept or give any money or gifts

Do's & Don'ts For H&I Work in Treatment Facilities

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 anyone who isn't supposed to be there (sponsee, friend, guest)**
- DON'T Break another person's anonymity**
- DON'T Emphasize 'using days' while sharing an NA message of recovery**

Questions & Answers About H&I

- **Attend an H&I Subcommittee meeting**
- **Read the USSC H&I Handbook that includes Resources, Sample Formats & more**
- **Contact the USSC H&I Subcommittee for additional assistance**

USSC Webpage

**Additional information about the
USSC is available online at**

usscna.org

**USSC
H&I**

Thank you...

for taking your time to become more familiar with what is involved with H&I service work. This presentation provides only the basics, so please read the H&I Handbook for additional information.

The USSC & its Subcommittees are providing this service as an option for the US Fellowship. We appreciate your interest in H&I service work & wish you success in your H&I endeavors.