

# **The Family Solution Finder**

## **Study Guide & Workbook w/video's**



### **PHASE III**

#### **“Getting Organized”**

#### **Seminar # 25**

The Elements of a Family Plan of Action

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## *Introduction*

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### **What It Cost to not have a plan?**

When a family chooses not to learn about the issues they will likely face in this journey, they become a willing victim to impact this disease. Each member of the family has an individual role to play in the functionality of the family dynamic. Therefore, each family member has a responsibility to themselves and the family system to learn the issues and plan for the journey that is ahead.

### **Learn about how a family functions and thrives:**

In the area of understanding the family system - this is one of the most important things we can work on, because these are things that add up fast and may result in negative consequences for the loved one and other family members. Applying what you learn into a plan of action, creates personal accountability, teamwork and family empowerment.

### **Getting educated about the disease:**

- What is the disease, Brain Disease - Most of your utility bills can be set up for automatic payment from a bank account. If you can't find the bill or miss payments, there will be finance charges and the possibility of being shut off from services.
- How is it diagnosed - Roll over dates on Certificates of Deposit (CD's) and other time sensitive investments can result in lost financial gains.
- How does the disease progress - Most financial opportunities are time sensitive. Knowing when to act and having the right documents in place is typically how to take advantage of these opportunities.
- What are the 12 key issues a family will face - When you need a document during an emergency and there is financial follow through tasks, it is now a matter of "now not later", that you will need to find these documents.
- How to take what is learned a use it in a plan of action - By this we mean the transfer from your savings account to your checking account that happens when you overdraw the checking account but have the savings to cover it

### **Getting Organized in your family affairs:**

- Greater legal fees are paid by those who do not plan their affairs ahead of time. Also, by the time you need to use treatment center your ability to search and compare is lessened.
- There are many reasons why we put off doing a family plan. It is time consuming; we don't know where to start and it is expensive. These are three reasons to do them now, while you have the time, while you can gradually learn what you need to know and can spread out the cost by putting the presumed expenses into your monthly budget.

In healthcare many doctors have what is called EMR (Electronic Medical Records). And that is good, but what if you are in a hospital ER and it is not your regular health network. They will not have that system's records; therefore, they will not have

any of these records. In the substance use disorder journey it is likely that your loved one will be seen by many different specialists. Keeping track of them in Medical Records Binder will make that task a little easier. Include to your plan to get organized.

**Create a master plan of action:**

- At the end of each seminar is a “Plan of Action” assignment. Take the content of each completed seminar Plan of Action and combine them together into a single “ready family reference” binder.



## Issues the Family Faces

This section will clearly explain the issue by first using the F.T.R. model. It allows the family to breakdown the issue into understandable parts to then create a reasonable solution.



## Obstacle the Family Faces

These are obstacle the family faces when trying to address this issue.



## Solutions to Issues & Obstacles

The entire exercise of this seminar is to assist family members is finding solutions and overcoming obstacles presented in their journey with substance use disorders. In this section these practical exercises and video’s bring together the lesson so it can be applied to the families real life situation.

# The 12 Key Issues a Family Faces

### **ISSUE # 1. Enabling vs. Consequences**

GOAL: To use this seminar content as a foundation towards *building denial techniques* that do not enable substance misuse. Also learn the consequences of enabling and denial that disables the positive habits of successful recovery. How communication makes a safe place for the family.

### **ISSUE #2. Addiction Behavior**

GOAL: To learn the *behavior traits of substance use disorder*. To understand how boundaries work to create change over time. Also, learn how to respond to these behaviors.

### **ISSUE #3. Family Intervention**

GOAL: Gain a practical understanding of the *5 Stages of Change* theory. Be able to apply the motivational interview (family level) work sheet for each stage.

### **ISSUE #4. The Police Intervention**

GOAL: To learn the typical steps needed when the police intervene. Create a *missing person's report* in advance. Learn the options and paths this intervention might take. Be able to bridge from the police intervention to the next level of intervention.

### **ISSUE #5. The Emergency Medical Services Intervention**

GOAL: Learn what to do in the case of a medical emergency. Understand what to expect at an Emergency Room. Be prepared to make the needed decisions required at this part of the journey.

### **ISSUE #6. The Legal System Intervention**

GOAL: Learn how to navigate the court system. What is the requirement for drug court and other options?

### **ISSUE #7. The Treatment Center Intervention**

GOAL: Learn what the treatment center will do and what it will not do. How to select the right treatment center using a criterion check list.

### **ISSUE #8. Support Agencies Mapping**

GOAL: Learn how to create a family Resources Plan by using a *Family Resources Plan of Action Work Sheet*. Using the list of available agencies to properly match the agency with the needs of the family.

### **ISSUE #9. Relapse**

GOAL: Learn how to create a *Getting Back to Work Plan*. Using the Getting Back to Work Planning Guide match each step with the proper agency or program.

### **ISSUE #10. Successful Lifelong Recovery**

GOAL: Learn how to create a supportive and safe space for the family and the loved one in recovery.

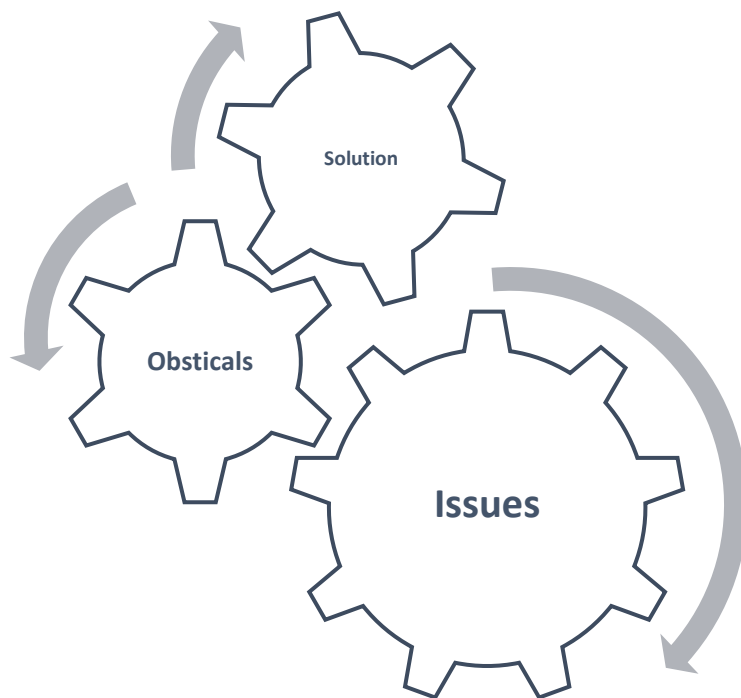
**ISSUE #11. Bereavement**

GOAL: Learn how to navigate the journey of grief and all that life give us in these times.

**ISSUE # 12. Faith, Spiritual Practices**

GOAL: To introduce a ministry for faith organizations to use in development their own faith-based family ministry. Invest in the Family Ministry for families on a journey with substance use disorders.

**An Issue has obstacles, before the solution can be obtained**



**Plan to Address All Three**

**Sequence (consider relapse occurrences)**

## **The 12 Key Issues a Family Faces**

**#1 Enabling vs Disabling**

**#2 Addiction Behavior**

**#3 Family Intervention**

**#4 The Police**

**#5 Emergency Medical Services**

**#6 Legal Court System**

**#7 Treatment Centers**

**#8 Support Agencies  
Mapping**

**#9 The Relapse**

**#10 Successful Lifelong Recovery**

**#11 Bereavement (Learning how to move forward)**

**#12 Faith, Spiritual Practices**

**THESE ARE THE ISSUES A FAMILY WILL LIKELY MEET TO DISCUSS**

# **The Family Solution Finder**

## **Study Guide**



### **PHASE III**

#### **“Getting Organized”**

#### **Seminar # 25**

Elements of a Family Plan of Action

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*Introduction: Elements of a Family Plan of Action*

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Family members are integral to the health and wellbeing of their families. Medical professionals often remark on how helpful family members and friends can be in reporting changes in patients' symptoms and ensuring that patients consistently follow their treatment plan.

As a family member or friend of someone struggling with a substance use disorders, you are in a very unique position. You are able to offer a different kind of support than a mental health or medical provider can. You are likely the first to notice changes in your loved one's behavior or functioning. You are also likely the first person with an opportunity to intervene to help improve your loved one's situation.

As a family caregiver, your role is to support and empower your loved one, often times helping them manage the day-to-day struggles they may face as a result of their substance use disorder, and ultimately helping them to find the treatment they need to get well. It is important that you learn as much as you can about the substance use disorder that impacts your loved one. By learning more about it, you will be able to help them access resources and the support they need.

**Applying what you learn into a plan of action, creates personal accountability, teamwork and family empowerment.**



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## *The Elements of a Family Plan of Action*

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The family has a central role to play in the treatment of any health problem, including substance abuse. Family work has become a strong and continuing theme of many treatment approaches ([Kaufmann and Kaufman 1992a](#); [McCrary and Epstein 1996](#)), but family therapy is not used to its greatest capacity in substance abuse treatment. A primary challenge remains the broadening of the substance abuse recovery support focus from the individual to the family.

### THE ELEMENTS OF A “FAMILY PLAN OF ACTION”:

**Be Specific:** write clearly defined sentences. “we will create a network of at least five therapist to choose from for family therapy”. For example: “We want to understand the process of drug court, each step in their program.”

**Make it Measurable:** When possible, quantify your action items. This is where being specific helps. What constitutes “more” in more time saves, or less stressful? For example: State a specific amount “to result in a 50% reduction in stress”.

**Make it Attainable:** It’s good to set goals that make you stretch and challenge yourself, but you set yourself up for frustration and failure if your goal is impossible. First think “short term time lines”. Then expand out to quarterly and annually. Short achievable goals are often better than one long difficult goal that may or may not be achievable.

**Be sure it is relevant:** Your goals should fit within what you want/need to accomplish.

**Timelines:** Give yourself the time to prepare, collect, develop and implement. Make time your friend in what you do. You’ve set a date by which your goal will be achieved and it is reasonable you can achieve it in that timeline.

### **2. Work Backwards to Set Milestones**

Start with the end in mind. Consider the project or family action step is completed. Now, what happened one step prior towards making that final step possible. Then, what happened two steps prior. Continue to do this up to the point where you are currently. Now you know each step/milestone that needs to be completed to achieve this task.

*For example, your loved one started their first day of Intense Outpatient Treatment (I.O.P.). The step take to make that happen was we transported them to the facility. The step take before that was, they packed what was required to bring with them to their first session. The step taken before that was, we talked about the positive outcomes that will likely result and what steps the family members will take to be a stronger support in their recovery. And continue, up to where you are currently.*

### **3. Determine What Needs to Happen to Reach Your Goals**

During this step, get specific on what it takes to reach your mini and big goals within the time frame. Using a month goal example, to develop a network of support groups to consider, you need to get more than one support group to choose from, because finding the right support group will take several different visits. What is on a to-do list in order to collect and visit several different support groups and what is the criteria used to evaluate them?

#### **4. Decide What Actions Are Required to Reach Your Goals**

For example, To complete the task; I will do this, then this, then this, in sequence. From those steps I can expect to have achieved my task.

#### **5. Put Your Actions into a Schedule**

When you complete #4, you should have a list of tasks that need to be completed to reach your goal. Now it's time to put those tasks into your schedule by making a daily plan. These are the tasks you do each day to generate results.

#### **6. Follow Through**

Once you've completed the above steps, you should have your daily schedule and targets to shoot for during the process of working on your goal. The next step is to follow your schedule. Do the daily tasks you've assigned yourself to do. When you feel like things aren't going well, find a way to keep yourself motivated. That seems like a no-brainer, and yet most people don't achieve their goals because they don't do the work on a regular and consistent basis. In most cases, the plan doesn't fail, people simply quit.

While you're at it, keep track of your accomplishments and results. Set aside time every month or so to evaluate how well your plan is working, and tweak it if you're not making the progress you want.

The true test of whether or not you'll succeed in family plan of action is not only by having a good plan, but working your plan. The answer is to get excited about your goals, build in ways to celebrate the small successes, and always keep your eye on the outcome.

#### **VIDEO ONE:**



**ASSIGNMENT VIDEO: On [www.youtube.com/](http://www.youtube.com/)**

**Search Title: Family Action Plan for a Loved One with Depression: Five Effective Steps**

Families for Depression Awareness

69 subscribers

No one overcomes depression alone. An action plan can help families come together as a team and support someone living with depression. Review these five effective steps to focus your efforts and make progress toward wellness.

Visit [familyaware.org](http://familyaware.org) for more information and education!

Duration: 4:05 min

Link: <https://www.youtube.com/watch?v=krjhqUgyS6k>

# **The Family Solution Finder**

## **Workbook**



### **PHASE III**

#### **“Getting Organized”**

#### **Seminar # 25**

Elements of a Family Plan of Action



## Issues the Family Faces

### Developing a Family Strategy

***Family Strategy: Planning is about assessing what's likely to change?***

**Status:**

What is their current stage in the disease progression?

How well are they doing, judging by behavior and relationships.

Date for next assessment?

Consider “The Now” to be current stage, Future to be “Next Stage”

***This strategy will include the behavior and known issues which are likely to present in the next stage.***

**1. Changes to Expect with Your Family Member or Friend?**

Now:

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Future:

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**1. Currently used family Strategies?**

a. Future:

**2. Your Role and How you will Cope in the next stage**

a. Now:

b. Future:

**3. Orientation, What Change to Expect**

a. Now:

b. Future:

**4. The loved one's communication and language changes to expect**

a. Now:

b. Future:

**5. Independence and Basic Care**

a. Now:

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b. Future:

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**6. Travel and Movement**

a. Now:

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b. Future:

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**7. Finances and Shopping**

a. Now:

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b. Future:

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**10. Preparing Food and Eating**

Now:

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Future:

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**11. Managing Medication**

Now:

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Future:

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**12. Reasonable Housing**

Now:

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Future:

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**13. Work and Leisure**

Now:

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Future:

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**An Obstacle is the time it takes for a family to meet.**

## Family Initial Meeting

Strengthening the family bond can prove to be challenging even for the most dedicated parents. One of the best tools to achieve this goal is holding a family meeting. This has proven to be one of the most effective in bonding families and can create greater harmony and with more depth and connection with those they love.

The goal of the family meeting is to help you communicate better, bring everyone closer together, and to have some fun. Here are some simple guidelines to help you get started. Remember that all families are different and not every step is exactly right for yours, so be creative and add to these guidelines when necessary.

1. Keep it upbeat. Just talking together as a family is something that will make everyone involved feel better. Talk about the good things that happened during the month and ask the kids about the funniest thing that happened at school or around the neighborhood. Remember to keep your sense of humor and don't be afraid to laugh out loud. The family meeting is about communication, which will lead to better connections between family members, and it's much easier to communicate when you're having a good time.
2. Don't try to control participation. Let everyone in the family join in, While encouraging attendance for teenagers, don't make it compulsory. In a very short time, they will attend just to see what they may be missing—and make a bit of a fuss when they do attend. Also, make sure you don't talk over the heads of your kids by keeping things simple.
3. Encourage every person who lives in the home to join the meeting. If you live with in-laws, other relatives or a nanny, they are all part of the family and so they need to be part of the meeting. Make sure everyone involved gets some airtime. If one member is not talking use some gentle questioning to get him or her to open up. For example, you could simply ask the person, "What was the best thing that happened to you this month?"

4. Give everyone a chance to lead/record the meeting. This will help your kids feel validated and realize that what they think matters. Make a record of the decisions reached so you can refer to agreements made if you need to. You can also post the minutes of the weekly meeting on the refrigerator so everyone can be reminded of plans for the week. Remember to make sure you follow through and do what you say you're going to do as parenting is best done by example.

Here is an example of some typical family meeting agenda topics:

- What happened last month
- What's happening this week and future/holiday plans
- Old stuff
- New stuff
- Money stuff (There's always money stuff)
- Something wonderful my family did for me
- Something wonderful I did for my family
- Questions/comments about anything that anyone needs or wants to talk about

5. Help each other resolve any issues. Remember that this is a bonding tool designed to teach as well as inspire everyone that being close as a family is the best thing for all concerned. Keep talking about things until everyone agrees or at least agrees that it's OK to disagree. Getting support and talking about choices will teach your children about fairness and about being a family. In areas where there have been difficulties, point them out gently and don't be punitive. This will encourage everyone to ask for help where he or she needs it. Remember that win-lose is the same as lose-lose when it comes to your family.

9. Consult a therapist when necessary. If you are having trouble navigating some of the deeper issues you might want to consider bringing in a professional or counselor. Therapy isn't just for families that are breaking up or having problems with conduct. Most families have moments of difficulty or confusion as well as problems with communication. Being comfortable with getting some advice when needed will make your life a whole lot easier.

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*Setting Goals*

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For many people setting a goal is a difficult task, especially if the goal includes several family members.



**ASSIGNMENT VIDEO:** On [www.youtube.com/](http://www.youtube.com/)

**Search Title:** SMART Goals - Quick Overview

Duration: 3:57 min

Link: <https://www.youtube.com/watch?v=1-SvuFIQjK8>



## **Solutions to Issues & Obstacles**



**ASSIGNMENT VIDEO:** On [www.youtube.com/](http://www.youtube.com/)  
**Search Title:** How to Create and Implement Effective Action Plans

Duration: 11:30 min

Link: <https://www.youtube.com/watch?v=ztIYASw-tCc>

### **The Family Needs to Meet**

#### MEETING AGENDA

RE: “Family Meeting”

Location: Time:

1. Identify the stage and what was discovered in the most recent assessment.
2. Gain a consensus of the work that is needed for the next 4 months.
3. Review Family roles and current projects/tasks.
4. Use the Decision-Making Model for the family, what decisions are needed.
5. Review a list of known Critical Issues to consider.
6. Discuss action items that may be required soon.
7. Roles and Responsibilities Assignments, progress report.

8. Create a Plan of Action for the next 4 months.
9. Determine date for follow up meeting.

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*Family Decision Making Model*

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“15. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. 16. Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit, singing to God with gratitude in your hearts. 17. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:15- 17New International Version (NIV)

**PURPOSE:** The purpose of a family meeting is multi-faceted. It can serve to communicate information regarding the loved one’s situation, or the status of family members. The meeting can also be used to make critical decisions or to determine role responsibilities. In many cases it is all of these.

**TASK:** In order to make effective decisions as a group, an agreed upon process is important to ensure participation and success in making the best decision. As a family, you are tasked to make many decisions in the Substance Use Disorders journey. This model will provide a framework that when used will be helpful to gain the best insight to the problem, create a criteria of importance, consider the options and weigh the possible outcomes.

**CONDITION:** By gathering as a group to learn about the Substance Use Disorders disease and its related progression, and dementia behavior, the family has taken the first step in making strong decisions. The second step is to understand the stages and Substance abuse related behavior that will occur. In the final step by gathering as a family, review the family values, understand how to use a “Family Decision Model”, assigning Roles and Responsibilities. Then set-up a strategy for the next few months. These are all great steps towards self-empowerment.

**STANDARD:** The standard is that each person will participate. The individual family member will take on an assigned role and be responsible to achieve that assignment in that role to their best ability. They will seek assistance when needed and give willingly when asked. Each family member will proactively be involved in decisions and communication with respect, dignity and a positive, “Can Do” attitude.

## Identifying Your Family Values

### Family Values

In Values, we find ourselves taking a stance on how we will follow a certain way towards making a decision. It is therefore important to understand the family values, prior to making critical decisions about the lives of our loved one.

### Values (ethics)

From Wikipedia, the free encyclopedia

In ethics, values identifies the degree of importance of some thing or action, with the aim of determining what actions are best to do or what way is best to live (normal ethical life), or to describe the significance of different actions. It may be described as treating actions themselves as abstract objects, putting value to them. It deals with right conduct and good life, in the sense that a highly, or at least relatively highly, valuable action may be regarded as ethically "good" (adjective sense), and an action of low in value, or somewhat relatively low in value, may be regarded as "bad.

What do you treasure the most that is without substitution for anything else? Write them down as individual family members.

- 1.
- 2.
- 3.

Now discuss them together as a family, each person stating what they feel are your family values. (note: there is no wrong answer).

Our Family Values Are:

- 1.
- 2.
- 3.

## Combine Family Values with Decision Making Process

In Value Based Decision Making, we find ourselves taking a stance on how we will follow a certain way towards making a decision. It is therefore important to understand the family values, prior to making critical decisions about the lives of our loved one.

### **Practical Exercise # One: In a family meeting**

Write down your top three values and those you feel are the families.

Each family member reads what they wrote down.

Where there were alike values, make a list.

Determine, which of this list are the top three values for your family? Open discussion

Write down which the family agrees are your families top three values. Prioritize them 1-3.

Our Family Values Are:

- 1.
- 2.
- 3.

Take the final list of the families top three values and use them in the “decision Making Model”

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## **FAMILY DECISION MAKING MODEL**

**First Step:** Identify Exactly What Happened

Practical Exercise # Three: What Happened?

Identify the details of the situation? (what happened, How did it happen, Who was involved?) What:  
How:

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Who:

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Identify what you would have like to have happened?

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**Second Step:** Analyzing the Situation

Every problem has a situation that surrounds it. Inside the situation is where you will find the solution to the problem. By analyzing the situation more closely, the solution will typically present itself. It will then be clarified and used in your decision-making process.

Exercise: We will take a look at the problem that impacts the situation. (what went wrong)



1 Assessing the Problem: (Describe exactly what is happening that is not working?)

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2 Identify, what is causing this to happen?

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3 In what areas did this create an impacting or disruption?

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**Third Step:** What is the number one contributing factor?

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**Fourth Step:** Gathering Information

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It may seem unnecessary to have a segment that reviews “Gathering Information” however, this is a critical part of the decision-making process and can significantly impact the quality of your decision and its outcome.

**There are three types of information to consider gathering:**

1. The Primary Source information, the person it happened to, or from someone that was there.
2. The Secondary Source information, He Said She Said.
3. The Gut Feeling Source, no one person saw it happen, but I think this is what occurred.

All the above information types are reasonable to include in the decision-making model.

The Primary Source: Prepare a list of questions and then go to the primary source for answers. At times you may not know which questions are best to ask. So, research possible questions, then go ask them.

**For Example:** *If you are considering moving your loved one into a facility, go to the facility and take a tour. Do not just read their website, listen to someone else's opinion about the facility or telephone them for a few answers. You will need to go directly to them as they are the "primary source" of information. You should come with a prepared list of questions in order to have an accurate understanding of their facility.*

**The Secondary Source:** This is also a good resource to consider using when making a decision. The Secondary source is valuable because it allows others to provide information about your search for answers. From Secondary Sources you may find other topics or questions that need to be considered.

There are two areas that you need to be aware of; 1. The source of the secondary information. Who are they, what authority do they speak from, why are they providing this information? 2. Is this information a direct correlation to the topic that you are researching. Be careful, sometimes in secondary search it becomes tempting to seek out information that proves your premises to be correct. That is called bias. We want to avoid being bias, just the facts please.

**The Gut Feeling:** This is a combination of your past experiences, your family upbringing, your spirituality, and your cultural values and beliefs. They are all wrapped into one feeling of an emotional response. It should not be ignored, and rarely should it be the only information feedback that is used in making an informed "Values Based Decision".

### **Third Step: Identifying Reasonable Options**

The process of identifying reasonable options can only come after you understand the problem, considered your values, reviewed some of the considerations and circumstances as you continue to gather more information.

Once you completed the information gathering phase of decision-making process, it is at this point when you will eliminate ideas that are not a good fit and consider only those ideas that will work best. Use your values when considering options, use prayer for guidance, let the Holy Spirit take charge and follow what you believe God would have you do. It is our will to do His will.



4. Do you understand the negative impact(s) your actions may create?

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5. Would you want others to take this action on your behalf?

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**Sixth Step: Choose Best Solution**

Practical Exercise # Five: Take your decision and place it here:

Our decision is:

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We will do the following:

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Our expected outcome is:

**A book designed to help your family get organized and make quality decisions: It's Time to get Organized, in the Substance Use Disorders Journey. [www.Amazon.com](http://www.Amazon.com)**

**Also, The Pathfinder Certification of Completion Seminar. This book contains the 12 key issue seminars pulled from the 32 learning seminars in the Family Solution Finder Study Guide and Workbook. These are essential for the family to learn.**