

It's Time to Get Organized

The
Substance
Use
Disorders
Journey

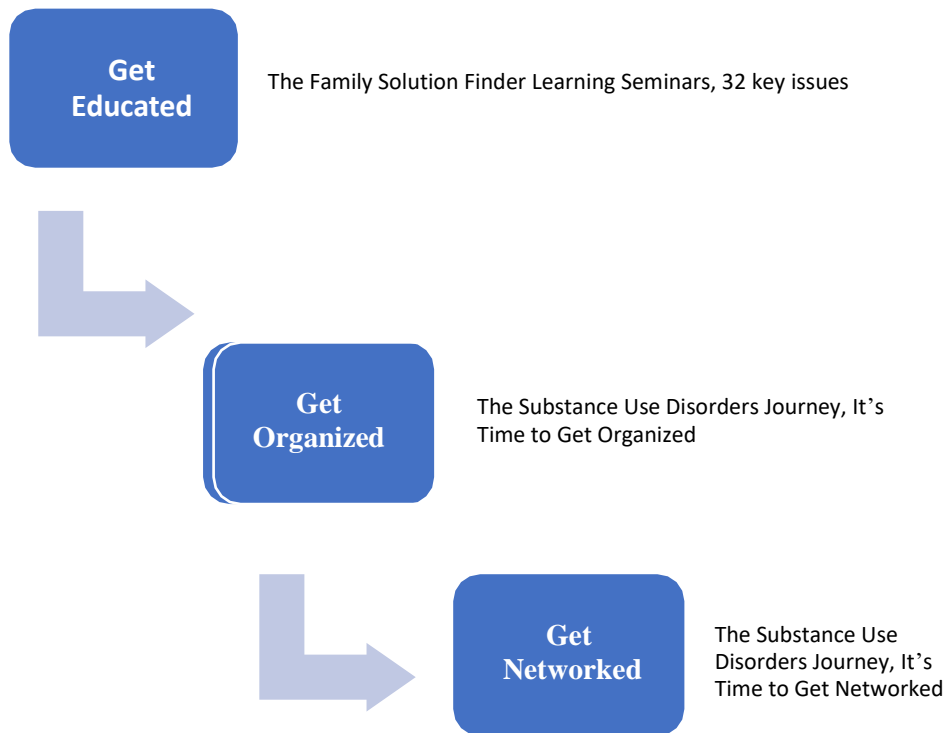
Families Impacted by Opioids

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Three Steppingstone for families on a journey with substance use disorders



FORWARD: Roy P. Poillon



Mr. Roy P. Poillon has been serving the needs of families in their home for over 25 years. His role was to design disease management in-home healthcare services in areas such as; COPD, Asthma, Diabetes, Wound Management and CHF for seniors. For these models to be successful it requires a family be supportive and engaged in their loved one's care. In this work, he found that families are the nucleus and center for quality support in their loved one's disease management. However, at the same time he found that a family which is not organized, is without direction or training, performs at a much less rate of success. It became evident; If the family does not get organized, then disease management support efforts are going to be for little gain. The family must do its part, first.

Substance Use Disorder is a disease, and it needs to be managed as such. This book is focused on getting the family organized to meet the challenges of their Substance Use Disorder disease journey. Each family member needs to participate in getting organized.

"The Substance Use Disorder It's time to Get Organized" workbook focuses on seven key areas used to get the family organized:

From the 32 Seminars found in *The Family Solution Finder Learning Series* the attendee will require a place to put all this new information. The quantity is of information massive and can create an incredible resource for the family in their journey, if organized correctly for future use. The organizing of seminar information for future use is the purpose of this workbook.

In these seminars the attendee was asked to complete a "It's Time to Get Organized" family member practical exercise. This exercise asked the attendee to use the Family Transformational Response Model to find a Family solution for each issue. They did this by using the F.T.R. model.

Also, in these seminars the family member was asked to complete a Value Based Family Decision-Making Model. This exercise asked the attendee to use the Value Based Family Decision-Making Model to determine by the family what it will do about each issue that is presented, in the 32 issues from the Family Solution Finder Learning Series.

The "It's Time to Get Organized" form creates a place for the family to apply these two models and merge them into a **Family Plan of Action**, for each of the 32 issues.

The other part of a family getting organized is their documents. These documents are the items most of required for admissions into programs, health care services and to apply for financial assistance. They can be an extreme burden on the family at the time when requested if the family does not have them or needs to find them and does not know where to look. For this reason, the later part of this workbook provides a place for families to organize their family's critical documents.

Such documents are included within these three categories:

1. Financial Documents
2. Legal Documents
3. Medical Documents

By completing the “It’s Time to Get Organized Workbook” the family members will have the advantage of knowing: It is all built into the process.

1. What the solution is when facing each issue, (The F.T.R. Model)
2. What their decision will be in taking next steps to respond; when facing each issue, (Value Based Family Decision Making Model)
3. What the Family Plan of Action is when facing each issue; who will do what by when, (It’s Time to Get Organized Form)
4. Where the Critical Documents are located for facing each issue, (It’s Time to Get Organized Workbook).

Therefore, using The Family Solution Finder Study Guide to learn the topic (issue), The Family Solution Finder Workbook to apply what is learned to the families real life situations, the Seminars with power point presentations and extended learning video’s and then organizing this information for each individual issue into a collective master plan workbook, The Substance Use Journey, It’s Time to Get Organized; the family is now better prepared to address their future on this journey.

HOW ABOUT YOU, THE FAMILY MEMBER

Many families do not know where to begin when getting organized. They do not clearly see the issues that are likely to present, and “Roles and Responsibilities” that are needed for their family members in the Substance Use Disorder journey.

To support the family members in their responsibilities, we have included: (knowledge is Empowerment)

1. The Family Solution Finder Study Guide and Workbook, Learning seminars on the disease, issues, and obstacles.
2. The Solution Finder Workbook and on-line videos. Practical exercises, video’s and a Family Plan of Action for each issue.
3. The Substance Use Disorder Journey, It’s time to Get Organized, How to manage decisions making as a family, breakdown the key issues, be prepared for requested documents and identify obstacles before they happen.
4. The Substance Use Disorder Journey, It’s time to Get Networked, How to manage who in the community is here to assist the family. This is completed by finding these providers and service for each of the 32 issue, prior to needing them.

HOW READY ARE YOU TO CONTRIBUTE?

This journey requires areas that must be organized in order to succeed. But how ready and prepared are you to get fully involved and contribute? This is something each member of the family must answer for themselves. Take a moment to write a letter to yourself on how ready you are to face these issues, learn about each topic, contribute to the family and be present, ready and able to address all things that follow. Put it in an envelope and mail it to yourself.

HOW TO USE THIS BOOK

In using this book, the reader should read it first, then come back and during the second reading complete each exercise with assignments. The assignments will build your knowledge in critical learning areas to strengthen the skills you will need in managing your family and loved one's care. This will be empowering, and you will be surprised at how much more you can accomplish when organized.

Prior to meeting as a family, it is best if each member has reviewed this book in order that they understand why certain steps are necessary.

Families Impacted by Opioids can provide a speaker seminar to review this subject in accordance with the sections in this Organization Workbook. Please contact us to set-up a date and time. Call: 440.385.7605 or email: www.familiesimpactedbyopioids.com. Meeting can be in person or on-line video sessions.

Please know, you do not have to go through this alone. You have Families Impacted by Opioids to help.

Respectfully,

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TABLE OF CONTENTS

Forward	9
Introduction	11
CHAPTER ONE: Family Solution Finder Toolbox	
Family Transformational Response Model	15
Family Value Based Decision-Making Model	20
The SUD Journey, It's Time to get Organized	26
The SUD Journey, It's Time to get Networked	29
The Family Needs to Meet	33
Get an Assessment	35
Communicate the Diagnosis	37
F.A.Q.'s	39
CHAPTER TWO: The Family Members	
The family is a system	43
Different roles of the family members	45
Childhood trauma in the family system	47
Different types of family therapy	49
The family support structure in addiction	51
CHAPTER THREE: The Disease	
Getting a diagnosis	54
Substance use disorder is a brain disease	56
The disease progresses in stages	58
Relapse is a part of this brain disease journey	60
CHAPTER FOUR: The Pathfinder, Core Issues	
Enable vs. Consequence	63
The Addiction Behavior	65
Family Intervention	67
Police Intervention	69
Emergency Medical Intervention	71
Legal System, Intervention	73
Treatment Center Intervention	75
Family Community Mapping	77
The Relapse	79
Successful Lifelong Recovery	81
Bereavement	83
Spiritual Faith practices	86

CHAPTER FIVE:	The Family Plan of Action	
	Elements of a Family Plan of Action	88
	Roles and Responsibilities in the Family plan of action	90
	Getting networked in advance	92
CHAPTER SIX:	Other Possible Situations	
	Suicide Prevention	95
	Financial Management in the substance Use Disorder Journey	97
	Foster Care Services in substance Use Disorder Journey	99
	NARCAN	101
	Peer to Peer Services	103
	Medical Assisted Treatment (M.A.T.)	105
	Family Solution Finder Learning	107
	Harm Reduction	109
CHAPTER SEVEN:	Design Family Master Plan of Action	111
	Design a Financial Binder	125
	Design a Legal Binder	132
	Design a Medical Records Binder	135
	Design a Family Strategy	
	Manage Your Time, Manage Your Life	
	Conclusion	

FORWARD

In this book the family will develop a clear use of their learning from the study guide and practical exercises.

Too often are the times when a slide is presented, the family members politely listen, the slide moves forward to a new topic and little was retained. In fact, the family member has no idea how to use the information in their personal life, has been given no tools to act on the information from the slide and will likely not say anything, then leave.

We will do better.

In this learning series we will not move on until after the family members understand the three learning objectives for the issue presented. Their learning will be developed and neutered through application and engagement. They will not move forward until they apply the *three learning objectives* into the practical exercises which give them the opportunity to reflect and place the learning into their real-life situation. This is where learning comes alive, it is personal, and it is real.

They will organize their learning by using the “The Substance Use Disorder Journey, It’s Time to Get Organized” workbook. In this workbook the family member completes a F.T.R. worksheet, Tool # 1, to identify a family *solution* for the issue.

Then the family values-based decision making worksheet will be applied to guide them through a *family decision* in how to move forward in addressing the issue.

Then their decision will be included to a *family plan of action*.

From that point the family members will meet to consider who will do what by assigning roles and responsibilities in their family plan.

This is the Family Solution Finder Learning Series:

1. Study Guidebook
2. Workbook
3. Its time to get organized, workbook
4. It’s time to get networked, workbook

This is the Family Solution Finder Learning System:

1. Same Topic Week One, the learning series for this issue is used.
2. Same topic Week Two, a professional from the community comes in to present.
3. Same topic Week Three, a person gives their “personal testimony” as a family member dealing with this topic.
4. Same topic Week Four, a family “plan of action” is created, recorded, and placed into the family’s resources library of 32 key issues a family is likely to face living with substance use disorders.

The family is empowered, like never before. We have given them ***Hope*** by providing the Family Solution Finder Learning Center, We have given them ***Hugs*** by providing them the Family Solution Finder Learning Series, We have created a ***Shared Family Love*** by developing a system of learning within their local community.

Introduction

There are several studies and reports documenting the adverse effects of substance use disorders (SUDs) on the family system and individual members, including children, teens and adults. These SUD's clearly affect the people around the life of one who is abusing substances, often creating a burden for the family and its members, friends, family and work associates.

The effects on the family may include:

- **Emotional burden.** Members may feel anger, frustration, anxiety, fear, worry, depression, shame and guilt, or embarrassment.
- **Economic burden.** This may be caused by money spent on substances, or money problems associated with the loss of jobs or reliance on public assistance.
- **Relationship distress or dissatisfaction.** Families may experience high rates of tension and conflict related to the SUD's and the problems it causes in the family.
- **Family instability.** This may result from abuse or violence, or family breakup due to separation, divorce, or removal of children from the home by Children and Youth Services.
- **Effects on the developing fetus and children.** Alcohol use during pregnancy can harm fetal development causing birth defects and problems in child development. Infants born to opioid-dependent mothers are at increased risk for neonatal abstinence syndrome, which can contribute to developmental or cognitive delays. Children of parents with SUDs are at increased risk for abuse or neglect, physical problems, poor behavioral or impulse control, poor emotional regulation, conduct or oppositional disorders, poorer academic performance, psychiatric problems such as depression or anxiety, and substance abuse.

Effects on parents. Mothers with SUDs may show less sensitivity and emotional availability to infants. Parents of a child with a SUD may feel guilty, helpless, frustrated, angry, or depressed.

The effects of SUD on a specific family members or concerned significant other are determined by the severity of the disorder, and the presence of other serious problems such as psychiatric mental illness. Some family members are more resilient than others and less prone to the adverse effects of the SUD impact.

There is a raised level of importance to include family members into “family therapy treatment” so the family members can become a part of the substance use disorder over all recovery. This has become an increasing focus of discussion and new addiction recovery modeling.

With empirical evidence as the proof to the effectiveness and usefulness of including the family members to the overall therapy plan, because the family is a system which needs to work together in support of each other, if one part is dysfunctional, it impacts the entire family system. So, both require their separate and combined level of therapy. The loved one goes into treatment and the family members go into family therapy or counseling.

Family member interventions can help the family influence or pressure the person with the SUD to enter treatment.

But now the family members need help in addressing their own reactions and problems associated with their loved one's SUD. This type of intervention is a whole family affair.

There is considerable literature supporting couples and family approaches to SUDs. These approaches may reduce the emotional burden for family members and enable them to cope more effectively with the affected family member. The following are strategies adapted from the literature on engagement, treatment, and recovery to help families.

- Engage the family members when it is possible. Try not to leave others outside the group.
- Engage the family members in the assessment process and early in treatment.
- Outreach efforts to the treatment center may be needed to engage family members in treatment. The facility may not realize the family has an interest to be involved, so proactively bring up the topic on how to be included.

Several effective interventions have been used with families to increase their rates of involvement as family members with a loved one who is in SUD treatment.

1. **Provide Education: Families benefit from education on SUDs** (symptoms, causes, effects), treatments (including medication-assisted treatments), recovery challenges for their member with a SUD, relapse, mutual support programs, the impact of SUDs on the family members, using professional services and including mutual support programs. The family needs to understand these areas in order to know where to seek assistance, what to ask for, and what to expect.
2. **Provide or Facilitate the Family Treatment:** These **education sessions** can help families address their questions and concerns, change how they interact within the family system, and improve communication. Families can also benefit from addressing their own emotional burdens and behaviors that can interfere with the recovery of the member with the SUD.
3. **Treatment can be provided in sessions with the individual family or in multiple family groups**, which provide a supportive environment for families to share their common experiences and concerns. Families can form bonds with each other and learn what has worked for others. Reduce the emotional burden of the family

Final Introduction Thoughts

Family members experience a wide range of emotions such as anger, fear, anxiety, and depression. The burden experienced by the family can be reduced as they learn about specific disorders, get support and help for themselves, identify with other families experiencing similar problems, and share their own feelings and concerns.

As families feel empowered by learning information and acquiring new coping skills, their emotional burden often lessens. Daley Page 3 J Food Drug Anal. Author manuscript; available in PMC 2014 September 09. NIH-PA Author Manuscript NIH-PA Author Manuscript NIH-PA Author Manuscript Help

- The family supports the person with the SUD by attending sessions together to learn ways to help their member with the SUD without “enabling” this individual.
 - Learning about potential relapse warning signs or actual episodes of substance use and how to intervene early in the relapse process can empower family members.
 - Help family members engage in recovery to meet their own needs.
- Focusing on children, families can be helped to understand the impact of SUDs on children and examining how their own children may have been harmed by the SUD in the family.
- Parents with SUDs, can be encouraged to talk with their children about their impact on their family and the children and maintain an open dialogue with kids to address their feelings, questions, or concerns. They can help kids learn about SUDs, treatment, and recovery.
- Establishing normal routines and rituals in the home, taking an active interest in the child’s life, engaging them in family activities, and facilitating an evaluation for a child with a psychiatric or substance use disorder are other ways of helping the family.

SUDs are associated with many social and family problems. These problems create challenges for the person with the SUD in treatment and/or recovery, the family, and society. When it comes to the family’s needs, so much is known, but so little is shared with the family.

Fortunately, there are many effective interventions and treatments, and mutual support programs, to help individuals with SUDs and their family’s members in how to address these issues.

Families can help their loved one in several ways:

1. facilitate their involvement in treatment; attend sessions together to address the SUD and recovery needs; engage in ongoing discussions about recovery, and what can and cannot be done to help the member with the SUD;
2. point out early warning signs of relapse that their loved one may ignore; and help them stabilize from a relapse should one occur.
3. Families can also help themselves by discussing their experiences with the member with the SUD, examining their own behaviors and emotional reactions, and dealing with their own reactions. This can be accomplished by involvement in treatment, mutual support programs, or other programs.

While family members often enter treatment and/or mutual support programs initially to help their loved one, they often discover that they need emotional support and help themselves since SUDs can have many effects on them. *Daley Page 4 J Food Drug Anal. Author manuscript; available in PMC 2014 September 09.*

WHAT IF:

59% reduction in cocaine/methamphetamine and opioid use was possible? It is found in multidimensional family member therapy.

46% reduction in delinquency and criminal behavior related to drug addiction was possible? It is found in multidimensional family member therapy.

86% started living at home during recovery. It is found in multidimensional family member therapy.

85% started showing stable mental health functioning. It is found in multidimensional family member therapy.

These are some of the results from referring the family members into “*Multidimensional Family Therapy*”, in addition to the work completed with their loved one in the substance use disorder treatment center.

It was not until the 1970’s when professional family therapy found its way into substance use disorder treatment centers. The full integration of family therapy into standard substance use disorder treatment as a family referral is still relatively rare. These centers offer a “type” of *family orientation to abstinence awareness*, which is valuable and should be attended by the family, but this is not the same as a family seeking its own family member therapy for conditions that may exist and require attention for the family system to properly heal.

It is when we add these types of treatment plans, (Multidimensional Family Therapy) for family members, that the above results are likely to occur. There are other effective courses of behavior therapy programs and they should also be considered as options for the family members.

However, the industry needs to have both substance use disorder treatment center services-based family therapy AND Professional Family Therapy for the family members. *

The Family Solution Finder Study Guidebook and accompanying Workbook provides a beginner’s level of education which empowers the family by getting educated, getting organized and getting networked. They will learn the 32 key issues a typical family might face on this journey, how to get organized and prepared for each issue and how to seek help in building a support network around the family when addressing these issues. This will culminate into a family plan of action using the “Responding to a Family Issue Process”.

**SAMHSA TIP 39 Substance Abuse Treatment and Family Therapy www.samhsa.gov*



#1 Tool for the Family

“Family Transformational Response Model” (F.T.R.)

FAMILY TRANSFORMATIONAL RESPONSE (F.T.R.) Model

Finding a solution for the 32 Key Issues can be addressed by using this model format.

Example, Take your issue and define what the issue is, then state how this issue will impact the family, then identify what steps your family can take to prepare for this issue, then find those organizations/professionals who can help the family in dealing with this issue.

The F.T.R. Model:

- I. Define the Issue?
- II. How does this issue impact the family?
- III. What steps can the family take to prepare and respond to this issue?
- IV. Creates of list of who can help and assist the family in their response?
- V. What should the family expect as their outcome?

The F.T.R. Model Worksheet

I. Define the Issue?

- ❖ Clearly State what happened or will happen?

- ❖ Identify who is involved, or should be involved?

- ❖ What would you like to have happened, or like to see happen?

II. How does the issue impact the family?

- ❖ Who in the family?

- ❖ In what way?

- ❖ What is needed to move forward?

III. What steps can the family take to prepare and then respond to the issue?

❖ What needs to be done, prioritize the list?

❖ Who needs to be involved?

❖ What will it look like when completed?

IV. Who can help and assist the family in their response?

❖ How to search for an organization to help?

❖ What to ask from them?

❖ What to expect?

V. What should the family expect as their outcome?

❖ Timeline?

❖ The expenses/cost involved in this issue?

❖ Required changes to successful respond to this issue?

❖ Timeline?

❖ Cost Involved?

❖ Required changed to successful respond to this issue?



2 Tool for the Family

“Family Value Based Decision-Making Model”

Value Based Decision-Making Model

In Values, we find ourselves taking a stance on how we will follow a certain way towards making a family value-based 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** denotes 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 (normative ethics), or to describe the significance of different actions (axiology). 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 yours down as an individual family member.

- 1.
- 2.
- 3.

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

Our individual top Family Values Are:

- 1
- 2.
- 3.

There are six steps taken to make a value-based family decision. Here we will identify these six steps, but in the Family Solution Finder Learning Series Workbook you will be asked in a practical exercise to use these steps along with your values.

SAY A DECISION BY THE FAMILY IS REQUIRED:

First Step: Identify Exactly What Happened

Exercise: What Happened?

Identify the details of the situation? (what happened, how did it happen, who was involved?)

What:

How:

Who:

Identify what you would have liked to have happened/happen?

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 look at the problem that impacts the situation. (what went wrong)?

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

2 Identify, what is causing this to happen?

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

Third Step: What is the number one contributing factor

What is (was) the number one contributing factor to this disruption or need for a decision?

Fourth Step: Gathering Information

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 information comes from the person it happened too, or 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 gathering 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 best questions to ask. So, research possible questions, then go ask them.

For Example: If you are considering a treatment center for your loved one, 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. Search online for how to assess a treatment facility.

The Secondary Source: This is also a good resource to consider using when deciding. 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.

INFORMATION GATHERING CARD

Gathered Information:

What did you learn?

Who did you learn it from?

Why do you feel it is creditable?

Use these answers to assemble your decision.

Fifth Step: Create a Criteria, what is most important

Exercise: Does your solution qualify for consideration? Use the Family Transformational Response Model (F.T.R.) to determine the solution.

CRITICAL CRITERIA, *Final Review (True or False)*

- Will this action ensure safety for your loved one?
- Do you have the resources needed to complete these tasks?
- Is your timetable realistic?
- Do you understand the negative impact(s) your actions may create?
- Would you want others to take this action on your behalf?

Sixth Step: Choose Best Solution

Exercise: Take your decision and place it here:

We will do the following:

Our expected outcome is:

Final decision are more useful when in writing, it helps you see them more clearly and you can easily share with others.



3 Tool for the Family

“The Responding to Family Issues Process”
The Substance Use Disorder Journey, It’s Time to Get Organized

*Instructions in using
“The Responding to Family Issues Process”*

Step One: Complete the “How Much Do We Know” by writing down the issues as clearly as you currently know it.

Step Two: Complete a “Family Transformational Response (F.T.R.) Model using the identified issue.

Step Three: Complete a “Family Values Base Decision-Making Model” using the identified issue.

Step Four: Complete the Functionality Practical Exercise #One worksheet in the Workbook.

Step Six: Complete the Potentiality Practical Exercise # Two worksheet in the Workbook.

Step Seven: Complete the Obstacles Practical Exercise #Three worksheet in the Workbook.

Step Eight: Complete the “Family Plan of Action” worksheet in the Workbook.

The “Responding to Family Issues” is a process that allows a family to break down a Family Issue into workable parts. From completing each step in the form, a family will have successfully addressed the issue, organized the issue and be empowered to deal with the issue, in terms that make sense to the family members.

Example:

SEMINIAR #1: The Family is a System



	Purpose:	<i>The Responding to Family Issues creates a plan for future use in how the family will collectively respond to this particular issue.</i>
<input type="checkbox"/>	Instructions	The “Responding to Family Issues” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a specific family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Second, complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Family is a System”. Topics include: Achieving Balance with family members, functionality and potentiality issues, and addressing obstacles of Denial, Enabling and Codependency. Determine which part of this issue you are seeking to resolve.
<input type="checkbox"/>	Complete Family Value Based Decision-Making Model	Third, in the Family Value-Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue. Include it to your family plan of action.
<input type="checkbox"/>	Key Topic #1: Homeostasis in the Family	Your family will seek balance, by identify with a professional therapist, what areas the family needs to be adjusting, the skills required to make this adjustment and a plan with the therapist on how to develop this change. Complete the practical exercise in the workbook.
<input type="checkbox"/>	Key Topic #2: Functionality and Potentiality	Your family members will seek to identify their level of functionality to act in response to an issue and increase their potentiality to contribute to the family dynamic. Complete the practical exercise in the workbook
<input type="checkbox"/>	Key Topic #3: Obstacles	Your family members will seek to determine if any of these three obstacles are part of their contribution to the family dynamic: 1. Denial, 2. Enabling, 3. Codependency. Complete the practical exercise in the workbook
<input type="checkbox"/>	Complete a Family Plan of Action Worksheet	Complete the Family Plan of Action.



4 Tool for the Family

“The Substance Use Disorder Journey, It’s Time to Get Networked”

Create a Family Provider Directory for Each Issue:

In “The Substance Use Disorder, It’s Time to Get Networked” workbook the family members identify which community resource, agency, provider, and department is available to provide the family assistance in dealing with this specific issue.

This is done in advance and a directory of these contacted is created by the family members using these worksheets. By completing these 32 issues in the workbook a family will have a Network Directory, created by them, and prepared in advance of needing these resources.

The reason for doing this work in advance is; 1. You have time to collect information from your community, 2. You will ask better questions because you will not be doing this while you are in the moment and extremely stressed, 3. Because you can update this information as new a better matched information becomes available.

You will be using the M.O.R.E. (My Organized Resource and Evaluation) Card to complete the phase of getting networked.

The evaluation letter for each issue/service provider, gives the family a voice. Complete this form letter template and send it to the organizations top level person, CEO/President or Executive Director.

The Family is a System

M.O.R.E. PROVIDER RESOURCE CARD

FAMILY ISSUE: The family is a system PROVIDER CATEGORY: Family Counseling Therapy

I. Name of Organization

Address:
Website:
Main Phone:

II. Services Provided

- 1.
- 2.
- 3.
- 4.
- 5.

III. Point of Contact

Name:
Title:
Phone:
Email:

CONTACT COMMUNICATION LOG

DATE CONTACTED
NOTES

FOLLOW-UP

- 1.
- 2.
- 3.
- 4.
- 5.

M.O.R.E. PROVIDER EVALUATION CARD*

Date(s) of Service: Start _____ End of Service _____

I. PRIMARY ORGANIZATIONS POINT OF CONTACT

Name:

Title:

Email:

II. OVERALL FAMILY MEMBER EXPERIENCE

Dissatisfied

Average

Excellent

1 2 3 4 5

III. AREAS ORGANIZATION PERFORMED WELL:

IV. AREAS NEEDING IMPROVEMENT

V. WOULD YOU RECOMMEND THIS ORGANIZATION TO A FAMILY OR FRIEND?

___ Yes

___ No

___ Maybe

*Submit to the Organizations Chief Executive Officer (CEO) for experience feedback.



5 Tool for the Family

“The Family Needs to Meet”

The Family Needs to Meet

Agenda Family Meeting, (without the one misusing substances being present)

1. Identify what was discovered in the most recent assessment
2. Gain a consensus of the work that is needed over the next 4 months
3. Review Family roles and current projects/tasks
4. Use the Family Transformational Response Model to breakdown an issue
5. Determine where your family values fall for this issue
6. Use the Decision-Making Model for the family, what decisions are needed
7. Review a list of known 32 key issues to consider, current and future challenges
8. Discuss action items that may be required soon
9. Roles and Responsibilities Assignments, dates for update progress report
10. Create a Plan of Action for the next 4 months
11. Determine date for follow up meeting

Before meeting, review this Agenda with a licensed professional, family therapist or counselor.

Getting an Assessment

It takes a Diagnosis in order to get started.

Advice to the family members: Do's and Don'ts of Assessment for Substance Use Disorders:

1. Do keep in mind that assessment is about getting to know a person with complex and individual needs.
2. Do not rely on tools alone for a comprehensive assessment, experienced professional judgement also has a role.
3. Do always make every effort to contact all involved parties, including family members, persons who have treated the client previously, other mental health and substance abuse treatment providers, friends, significant others, probation officers as quickly as possible in the assessment process. (These other sources of information will henceforth be referred to as collaterals.)
4. Do not allow preconceptions about addiction to interfere with learning about what the person really needs (e.g., "All mental symptoms tend to be caused by addiction unless proven otherwise"). Co-occurring disorders (COD) are as likely to be underrecognized as over recognized. Assume initially that an established diagnosis and treatment regime for mental illness is correct and it is advised the person and family members to continue with those recommendations until a careful reevaluation has taken place. In other words, do not just stop without a professional reevaluation.
5. Do become familiar with the diagnostic criteria for common mental disorders, including personality disorders, and with the names and indications of common psychiatric medications. Also become familiar with the criteria in your own State for determining who is a mental health priority person. Know the process for referring a person for mental health case management services or for collaborating with mental health treatment providers.
6. Don't assume that there is one correct treatment approach or program for any type of COD. The purpose of assessment is to collect information about multiple variables that will permit individualized treatment matching. It is particularly important to assess stage of change for each problem and the client's level of ability to follow treatment recommendations.
7. Do become familiar with the specific role that a program or setting plays in delivering services related to COD in the wider context of the continuity of care. This allows you to have a clearer idea of what people best suited for the program to best serve and helps to facilitate access to other settings for a person who might be better served elsewhere.

8. Don't be afraid to admit when you don't know, either to the professional or yourself. If you do not understand what is going on with a person, acknowledge that to the professional, indicate that you will work with the professional to find the answers, and then ask for help. Identify at least one supervisor who is knowledgeable about COD as a resource for asking questions.
9. Most important, do remember that empathy and hope are the most valuable components of your involvement with your loved one. When in doubt about how to manage this person with their COD, stay connected, be empathic and hopeful, and work with a professional treatment team to try to figure out the best approach over time.

The family member who is most familiar with your loved one will need to attend the physician visit and be present during the assessment. Their attendance is required in order to provide historical information in an interview with the physician's team. They will also bring in a brown paper bag with all the pill bottles that our loved one is currently taking and a list of allergies that we know about.

Communicate the diagnosis in a family meeting

A Substance Use Disorder Family (Sample Journal Entry):

Family Member: We need to inform the family about the diagnosis. The way that we do this is important. To just blast it out to everyone in the family is not a healthy way for this to be announced.

Announcing the diagnosis to the family, means that we are the barer of bad news, (does the term “don’t kill the messenger” come to mind?). The best way for us to do this is in person (if possible).

Conversation with another family member: (Use this as your template)

As you know we visited the Doctor and have received their results.

The assessment was done using the most advanced methods of considering all the possible factors.

These tests included medical, psychology, addiction therapy and pharmacy They

combined their findings, met on our case and their conclusion is: xxxx Here is

what that means: xxxx . Here are some of the broader details of what we can

expect: xxxx

They have strongly recommended that we handle this news together as a family, so each person has the same information. This is hard news for me and you to face, but if we work together, I know we can get through this.

Our first steps are to look at the facts that surround this type of disease We will want to get educated and unify around supporting each other.

We will want to learn about the best ways to handle our loved one, so they get the best of what we are as a family. I believe that together we can give the most valuable gift, our time and support of each other during this journey.

Because it last for a long period in time, we would benefit by creating a plan and taking roles to share the load of responsibilities.

It is best, if the roles assigned are based on what each of us has as a certain skill set and is good at doing.

Together, we will have to make a lot of important decisions. We need to understand that some of our decisions will not go as planned and we may not realize this until after they are done. So we can only do the best we can do, and need to accept that we tried with what we had at the time.

We can expect many things will change and by trying to keep it all the same, it may make it more frustrating and stressful. So, accepting change *“is required”* and could be a healthy approach. But we can keep the changes to only those that are needed, and it is suggested that we wait to make a change, up to the time that the change is required.

Here’s the good news; there is a lot of quality and useful information out there for us to use. And there are people who will help us if we seek them out and bring them closer.

Also, we have our spiritual faith which is something that a lot of people have told me is what got them through this journey. So, let’s plan to include spirituality into our family’s journey.

The next step is to get everyone together in a room. We can meet at my house, what day of the week do you think will work best for you.

Before you leave, I have a sheet from this book I am reading, *The Substance Use Disorder Journey, It’s Time to get Organized*, and it has some “how to get started” tips.

I would like for you to order this book and start reading it before we meet. That way we can begin our discussions from a point of an alike understanding, as to what we will experience.

NOTE: It is in the announcement of a Substance Use Disorder diagnosis that a family realizes things are going to change, significantly. Some will pull back from the announcement, “How could this have happened, could it have been avoided, maybe it will stop progressing or go away”. This will be due to a lack of their education about the disease. I am sorry but none of these will apply to your situation. You did an assessment, you have a diagnosis, the faster you come to grips with this diagnosis, the better you will survive the journey. Our advice is to be understanding of the person pulling back, each will have to face this announcement in their own way. When it is presented, each person will have to travel their path, and determine for themselves how they will deal with it. By getting through the shock of the diagnosis and into the education about the disease and how to handle the dementia related behavior, this will speed up the time it takes to come back to the family and be a valuable partner in the support team. So, education is your best next step. Please consider; you cannot rush them; they are on their own timeline in dealing with this news. This is when you can show your family member compassion and understanding and that you will be there when they are ready.

Frequently Asked Questions: FAQ

1. What should we be doing, now that we know it is a Substance Use Disorder disease?

You have already taken the first step, there was an assessment and there is a diagnosis. You are now becoming aware that life will be different for the next several years. To get educated about the disease, how it progresses, how to manage your life around the related behavior and getting your family affairs in order are some of the next steps.

2. You Need to Get Educated?

Don't Skip Over This.

Take the time, complete the Family Solution Finder Learning Series, 32 key issues seminars. It is worth every minute.

3. Learn how to manage your life and the family system around this new disease related behavior?

This disease comes in 32 issues, some issues are presented alone, other issues are grouped together and present at the same time. These issues are non-sequential meaning they do not have to happen one after the other. They may jump around and relapse to start again. We have selected for the purpose of family education only 32 issues, there may be more, may be less or the issues may be other that what we learn about in these seminars. The point is your journey is about learning and change. This is a great place to start this new family habit.

In The Family Solution Finder Study Guidebook and Workbook the family will find education tracks to learn about what behavior presents in each stage and in what ways it worsens as the disease progresses. You can revisit this learning prior to each stage. This will prepare you for what will come next.

4. Get organized? Do this now, because later in the disease there will be no time.

You will organize the documents of your loved one and family members into a file system of critical documents. The handling of documents is performed by you, not the one in substance abuse. The level of work is extensive, therefore, in this book you are asked to assign workloads to your other family member by giving them “Roles & Responsibilities”.

5. How can we plan to involve God?

Ask Him. Always be seeking “His Will” to be done in place of your will. And trust in Him completely. Pray the Divine Mercy chaplet at 3:00pm hour. Pray the rosary daily. Believe in His Mercy and love for us all. He is always with us, He never abandons us, He answers all prayers. Use the faith practices of your personal religion.

6. Are there known issues that we will have to face in this journey?

Fortunately, we do know them. Many of the issues you will have to face as a family are known and can be planned for in your journey. What will get done is in accordance to the issues you are facing. Therefore, your family can plan in advance, get educated and be proactive. Although most issues will have to present their circumstances in order for the family to know exactly how to best respond, it is still a good idea to be prepared.

7. Is there a standard model for making good decisions?

Most families are not accustomed to making group decisions. So, by accepting a standard model now, this can be helpful later. In this book we suggest a standard model for family decision making. Use it in a way that best meets your family’s specific needs and style. It allows everyone the chance to participate in the decision-making process and may bring the family closer together. When meeting as a family for the purpose of making a decision, start with a prayer, ask for God’s guidance before you begin. TITLE: Value Based Family Decision – Making Model is found in this workbook.

What is the number one thing we need to keep in mind?

Your Family Values. The values that your family treasures above all other things in life. That is what you should use to guide your actions and decisions going forward. Ask first, what are our values? Then address the issue or question. In this book is an exercise to help you determine what are your family values.

Who needs to get organized?

ANS: Organize your affairs first. Then organize your loved ones.

CHAPTER TWO

The Family

1. The family is a system
2. Different roles of the family members
3. Childhood trauma in the family
system
4. Different types of family therapy
5. The family support structure in
addiction

Complete an “It’s Time to get Organized” Process Form for each issue.

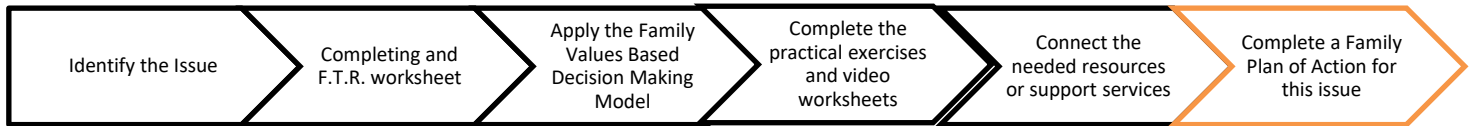
THEN

Write your Family Plan of Action

The Family is a System

The “It’s Time to get Organized” Process

SEMINAR #1:



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Responding to Family Issues” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Family is a System”. Topics include: Achieving Balance with family members, functionality, and potentiality issues, and addressing obstacles of Denial, Enabling and Codependency. Determine which issue you seek to address.
<input type="checkbox"/>	Complete Family Value-Based Decision Making Model	In the Family Value-Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Homeostasis in the Family	Your family will seek balance by identify with a professional therapist what areas the family needs to be adjusting, the skills required to make this adjustment and a plan with the therapist on how to develop this change. Complete the practical exercise in the workbook.
<input type="checkbox"/>	Key Topic #2: Functionality and Potentiality	Your family members will seek to identify their level of functionality to act in response to an issue and increase their potentiality to contribute to the family dynamic. Complete the practical exercise in the workbook
<input type="checkbox"/>	Key Topic #3: Obstacles	Your family members will seek to determine if any of these three obstacles are part of their contribution to the family dynamic: 1. Denial, 2. Enabling, 3. Codependency. Complete the practical exercise in the workbook

Family Plan of Action

I. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

II. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

III. PLAN OF ACTION:

Priority # 1.

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Priority # 3.

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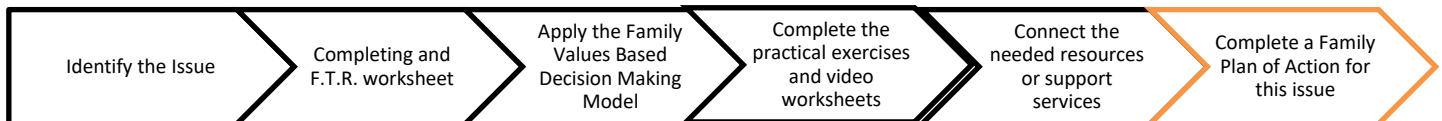
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Different Roles of the Family Members

The “It’s Time to get Organized” Process

SEMINAR #2:



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Different Role of a Family” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Different Roles of a Family”. Topics include: 6 Characteristics of Family Interaction, 7 Different roles of a family, Common Behaviors of each role. Determine which issue you seeking to address.
<input type="checkbox"/>	Complete Family Value Based Decision- Making Model	In the Family Value Based Decision Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: 6 Characteristics of Family Interaction	Your family benefit by identifying with are each member characteristic of interaction between the other members of the family. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: 7 Different Roles of a Family	Your family members will seek to identify their role in the family dynamic. Complete the practical exercise in the workbook
<input type="checkbox"/>	Key Topic #3: common behaviors of each role	Your family members will seek to determine how the common behaviors of the members role either contribute or take away from the value of interacting as a family. Complete the practical exercise in the workbook
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

ISSUE: The Different Roles of a family Member

I. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

II. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

III. PLAN OF ACTION:

Priority # 1.

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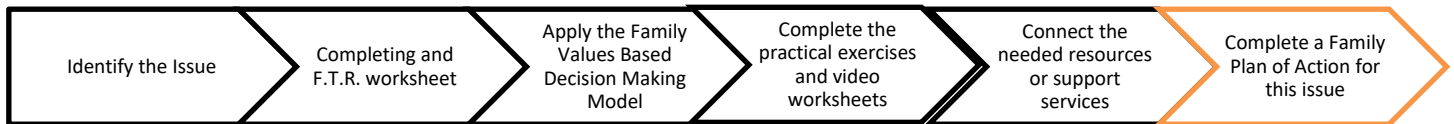
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Childhood Trauma in the Family System

The “It’s Time to get Organized” Process

SEMINAR #3:



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Childhood Trauma Issues” provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Family is a System”. Topics include: 1. Recognize the Signs of Childhood Trauma, 2. Get an Assessment and Diagnosis, Trauma in Children. Determine which issue you seek to address.
<input type="checkbox"/>	Complete Family Value Based Decision- Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Recognizing Childhood Trauma	Your family will seek balance, by identifying with a professional therapist, which areas the family needs to adjust, the skills required to recognize childhood trauma. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Get an Assessment and Diagnosis	Your family members will seek to identify a professional assessment and diagnosis of Childhood trauma in the family members that are exhibiting signs of trauma. Complete the practical exercise in the workbook
<input type="checkbox"/>	Key Topic #3: Trauma in Children	Your family members will seek to determine if any of these behaviors may exhibit in school aged children: 1. Pre-School, 2. Elementary School, 3. Middle and High School. Complete the practical exercise in the workbook

Family Plan of Action

1. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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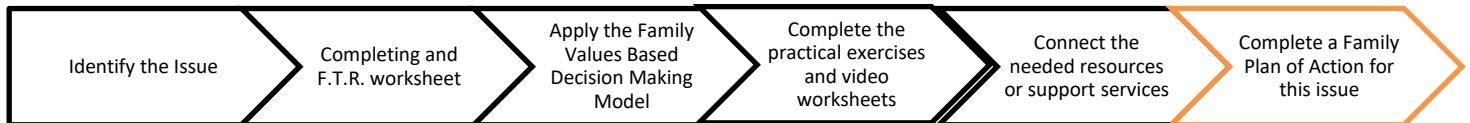
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Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor, or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Different Types of Family Therapy

The “It’s Time to get Organized” Process



SEMINAR #4:

	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Different Types of Family Therapy” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Different Types of Family Therapy” topics include: Identify the different types of family therapy. Which Type is best for your family? What is your top choice of family therapy types? Determine which issue you seeking to address.
<input type="checkbox"/>	Complete Family Value Based Decision -Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Different types of family therapy	Your family will seek balance, by identifying with a professional therapist, which areas the family needs to adjust, the skills required to make this adjustment and a plan with the therapist on how to develop this change. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Which type matches your family needs	Your family members will seek to identify their level of need for therapy and the type that will most benefit the family dynamic. Complete the practical exercise in the workbook
<input type="checkbox"/>	Key Topic #3: Tops choices for families	Your family members will seek to determine the difference in your best choice from the other choices to confirm it is the best suited for your needs: 1Integrated Treatment Models, 2. Multidimensional Family Therapy, other therapy types. Know the difference.

Family Plan of Action

1. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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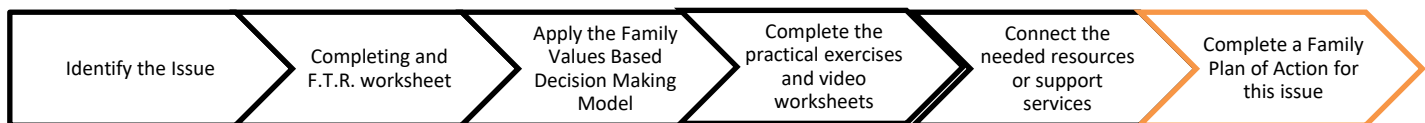
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

The Family Support Structure in Addiction

The “It’s Time to get Organized” Process

SEMINAR #5:



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Family Support Structure in Addiction” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Four Primary Family Support Structures” topics include: Identify the different types of family support structures, Creating a Family Plan of Action to the issue. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision -Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Identify in the community the four primary family support structures	Your family will seek out those who provide services to families living with substance use disorder, by category of services type. That each of the 32 issues will have a professional from within the community to be the “go to” organization for assistance when addressing the issue. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Choose which support structure to use in meeting the family needs	Your family members will seek to identify the correct level of services to match with the solution and decision of the family. Complete the practical exercise in the workbook
<input type="checkbox"/>	Key Topic #3: Create a family plan of action to address the issue.	Your family members will outline what needs to be completed in seeking support for each issue.

Family Plan of Action

1. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor, or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

CHAPTER THREE

Part II: Learn about the disease

1. Seminar Six: Getting a diagnosis(s)
2. Seminar Seven, Substance use disorder is a brain disease
3. Seminar Eight, The disease progresses in stages
4. Seminar Nine: Relapse is a part of this brain disease journey

Complete an “It’s Time to get Organized” Process Form for each issue.

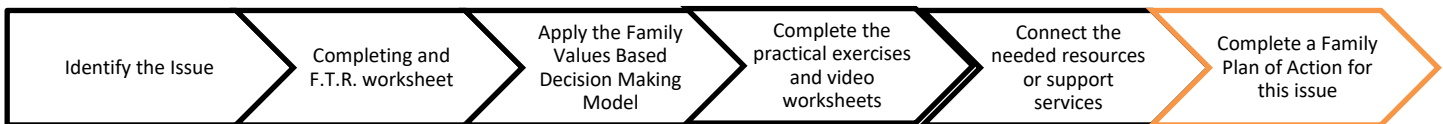
THEN

Write your Family Plan of Action

Getting a Diagnosis

The “*It’s Time to Get Organized*” Process

SEMINAR #6



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Getting a Diagnosis” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Getting a Diagnosis” topics include: Get an Assessment, Get a Diagnosis, Get a Staging and Get Comorbidities Assessed-Diagnosed and Staged, for Addiction, Mental Health and Medical (Physical) , Creating a Family Plan of Action to the issue. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Addiction	Your family members will seek professional tools are used to assess, diagnosis and stage the of their loved one’s possible addiction. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Mental Health	Your family members will seek professional tools are used to assess, diagnosis and stage the condition of their loved one’s mental health profile. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Medical	Your family members will seek professional tools are used to assess, diagnosis and stage the condition of their loved one’s medical profile. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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Priority # 3.

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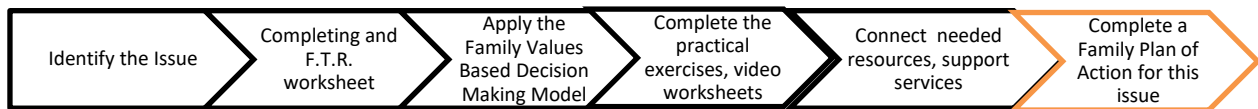
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor, or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Substance Use Disorder is a Brain Disease

“It’s Time to get Organized Process”

SEMINAR #7



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Substance Use Disorder is a Brain Disease” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “SUD is a Brain Disease” topics include: Dopamine Overload at the synapse, The Neuronal Reward System, The Environment, Creating a Family Plan of Action to the issue. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Dopamine Overload at the Synapse	Your family members will seek the dopamine overload at the synapse level, to better understand why this is a brain disease. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: The Neuronal Reward System	Your family members will seek to understand the reward system in the brain, to further their understanding as to why this is a brain disease. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: The Environment	Your family members will seek professional advice on how the environment at home impacts the brain disease for long term recovery. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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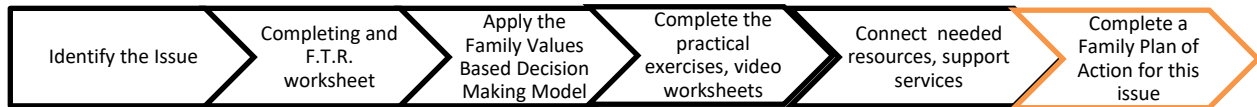
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

The Disease Progresses in Stages

“It’s Time to Get Organized Process”

SEMINAR #8:



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Disease Progresses in Stages” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “The disease progresses in stages” topics include: Stages of Addiction, Stages of Treatment, Stages of Recovery. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Stages of Addiction	Your family members will seek to understand the different stages of progression for this brain disease. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Stages of Treatment	Your family members will seek to understand the right level of best practice treatment for each stage. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Stages of Recovery	Your family members will seek to understand the stages of recovery. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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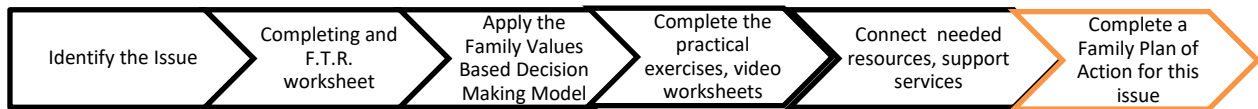
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Relapse is a Part of the Brain Disease Journey

“It’s Time to Get Organized Process”

SEMINAR # 9



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Relapse is a Part of the Brain Disease Journey” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Relapse is Part of the Brain Disease Journey: At home environment and relationship changes to impact the recovery environment., What are the persons key triggers, how can the family monitor the outcome of the changes they made. Create a Family Plan of Action to the issue. Which of these will the family seek to solve?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Home environment and relationship changes	Your family members will seek to understand how the environment they set up is in relationship to the potential for relapse as a part of the brain disease. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: What are the persons key triggers	Your family members will seek to understand what the loved ones key triggers are and what steps can be taken to modify the removal of these triggers from the family dynamic. Keeping in mind, mental health profile to manage triggers in the home. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: monitor the outcome of the changes they made	Your family members will seek to understand how to respond to the outcomes of steps take, both positive and negative in responding to potential relapse. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Chapter Four:

Part III. The Pathfinder Certificate of Completion Seminars, 12 Core Competency Issues

1. Seminar Ten, Issue #1: Enable vs. consequences
2. Seminar Eleven, Issue # 2: The addiction behavior
3. Seminar Twelve, Issue # 3: The Family Intervention
4. Seminar Thirteen, Issue # 4: The Police Intervention
5. Seminar Fourteen, Issue # 5: Emergency Medical Intervention
6. Seminar Fifteen, Issue # 6: Legal System Intervention
7. Seminar Sixteen, Issue # 7: Treatment Center Intervention
8. Seminar Seventeen, Issue # 8: Family Community Mapping
9. Seminar Eighteen, Issue # 9: The Relapse
10. Seminar Nineteen, Issue # 10: Successful Lifelong Recovery
11. Seminar Twenty, Issue # 11: Bereavement
12. Seminar Twenty-One, Issue # 12: Spiritual, Faith Practices

Complete an “It’s Time to get Organized” Process Form for each issue.

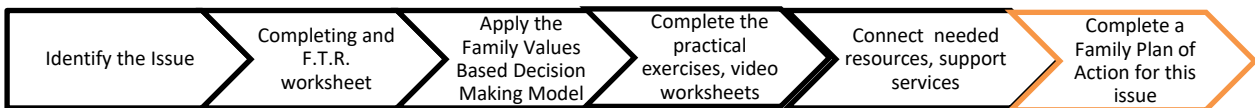
THEN

Write your Family Plan of Action

Enabling vs. Consequences

“It’s Time to Get Organized Process”

SEMINAR # 10



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Enabling vs. Consequences” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Enabling vs. Consequences”: At home environment and relationship changes to impact the recovery environment., What are the persons key triggers, how can the family monitor the outcome of the changes they made. Create a Family Plan of Action to the issue. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: What is Enabling	Your family members to understand the 10 types of enabling. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: How to Identify Enabling	Your family members review how enabling may be present in their current and future family dynamics. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Steps to Change Enabling	Your family members will seek professional tools are used to address enabling. From this guidance a family plan of action will include these steps to ensure it is properly addressed. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

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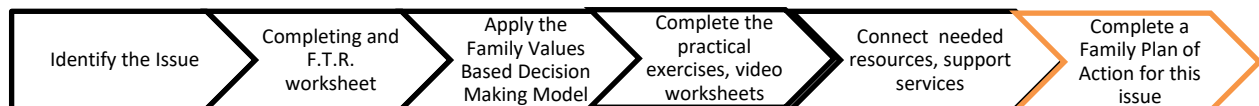
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Addiction Behavior of Family Members

“It’s Time to Get Organized Process”

SEMINAR #11



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Addiction Behavior of Family Members” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Addiction Behavior”: At home environment and relationship changes to impact the recovery environment., Six Known Behaviors, Boundary Setting. Disease Progression Different Behaviors. Which of these will the family seek to Address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Six Known Behaviors	Your family members use their knowledge of the six known behaviors to assist each other in setting and keeping healthy boundaries. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Boundary Setting	Your family members will seek professional guidance in determine the best way to set boundaries. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Disease Progression Different Behavior	Your family members will identify the behaviors associated with progression and review these with a professional to determine the best way for the family to respond. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

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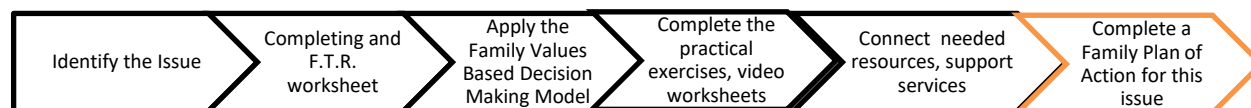
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

The Family Intervention

“It’s Time to Get Organized Process”

SEMINAR #12



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Family Intervention” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “The Family Intervention”: Five Stages of Change., Dual Diagnosis, Suicide Risk in Co-Occurrence Diagnosis. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Five Stages of Change	Your family members will use their knowledge of the Five Stages of Change, when considering theirs and other efforts to make changes. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Dual Diagnosis	Your family members will consider when look to make changes that mental illness may be involved and needs to be assessed, diagnosis and staged in the efforts for change and acted upon. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Suicide Risk in Co-Occurrence Diagnosis	Your family members will be sensitive that an intervention is a matter of professional expertise. Considerations of balance and applications of best practices are required. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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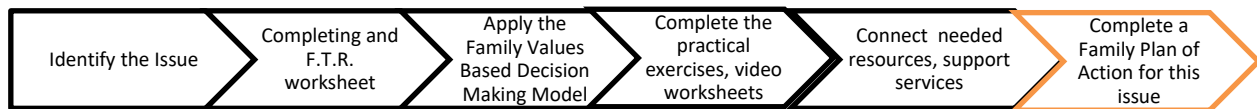
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor, or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

The Police Intervention

“It’s Time to Get Organized Process”

SEMINAR #13



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Police Intervention” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “The Police Intervention”: Know Your Rights, The Booking Process, Missing Person’s Report. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Know Your Rights	Your family members will seek professional advice on what are the rights of the one being arrested and what are the rights of the family members. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: The Booking Process	Your family members know the process for books so they will be able to provide positive support to the other family members on what each one can do during this time. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Missing Person Report	Your family members will request and complete a missing person’s report in advance. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

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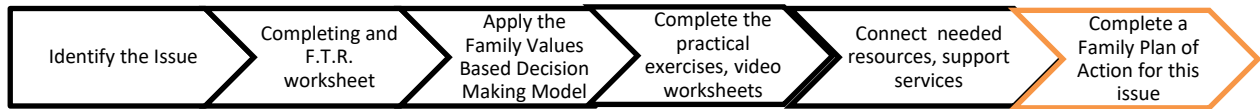
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

The Emergency Medical Intervention

“It’s Time to Get Organized Process”

SEMINAR #14



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Emergency Medical Intervention” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “The First Responders”: The Emergency Room, Discharge is an Opportunity, Discharge follow up is an opportunity.
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: The First Responders	Your family members will understand the process of emergency care and some of the basic step’s professionals will likely use when treating your loved one. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: The Emergency Room	Your family members will seek to support the professional instructions and requests. They will also have ready the needed administrative documents for admissions or billing. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Discharge is an Opportunity	Your family members will seek professional services for immediately following emergency medical intervention. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

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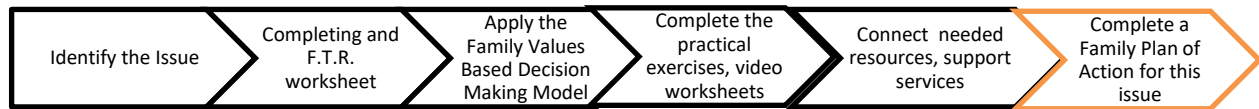
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

The Legal System Intervention

“It’s Time to Get Organized Process”

SEMINAR #15



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Legal System Intervention” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Legal Court System”: Who is Involved, Assessment Matters, Find an Attorney. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Who is Involved	Your family members will seek identify who is involved, use the workbook to record names and contacts. Then contact these people to make an introduction and open the dialog channels. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Assessments Matter	Your family members will seek clarity of each legal assessment being completed and what is required of their loved one and the family members. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Find an Attorney	Your family members will seek professional tools are used to assess, diagnosis and stage the condition of their loved one’s medical profile. Also complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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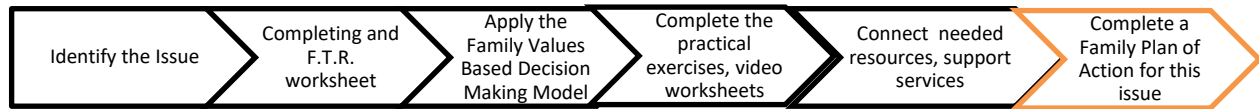
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

The Treatment Center Intervention

“It’s Time to Get Organized Process”

SEMINAR #16



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Treatment Center Intervention” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Admission’s”: Treatment Programs, Discharge. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Preparing for and participating in The Admission	Your family members will seek identify who is involved, use The Substance Use Disorders, Its Time to Get Networked Workbook to collect, record names and contacts. Then contact these people to make an introduction and open the dialog channels. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: The treatment programs	Your family members will seek clarity of each treatment program in the plan of treatment for your loved one. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: The discharge process	Your family members will seek professional tools are used to assess, develop a discharge plan. Complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

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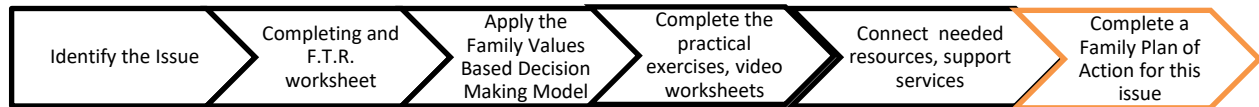
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Support Agency Mapping

“It’s Time to Get Organized Process”

SEMINAR #17



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Support Agency Mapping” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Determine a Need”: Set up Priority Criteria, Find, Review Services and Record in Book. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Determine Need	Your family members will seek to identify who is involved in the local community to support a family living with substance use disorders, use the workbook to record names and contacts. Then contact these people to make an introduction and open the dialog channels. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Set up Priority Criteria	Your family members will seek clarity of each treatment program in the plan of treatment for your loved one. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Find, Review Services and record in Book	Your family members will help seek professional services, make compete records of organization and contact information, the place into the family The Substance Use Disorders, It’s Time to Get Networked Provider Directory for future reference. Complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

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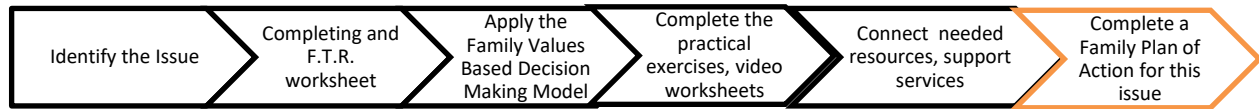
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

The Relapse

“It’s Time to Get Organized Process”

SEMINAR #18



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	“The Relapse” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Determine a Need”: Set up Priority Criteria, Find, Review Services and Record in Book Get ready now for the relapse to occur (maybe) later. Which of these will the family seek to addressed?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Determine Need	Your family members will identify who needs to be involved should there be a relapse, use the Getting Networked workbook to record names and contacts. If the relapse occurs, these will be the people you contact. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Set up Priority Criteria	Your family members will seek clarity of each treatment program in the plan of treatment for your loved one’s relapse. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Find, Review Services and record in Book	Your family members will help seek professional services, make compete records of organization and contact information, the place into binder for reference. Complete the practical exercise in the Seminar Workbook.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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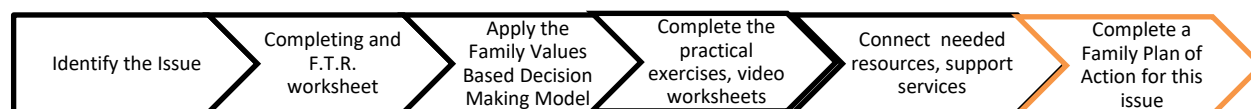
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Successful Lifelong Recovery

“It’s Time to Get Organized Process”

SEMINAR #19



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The Successful Life-Long Recovery is a process of sorts, it provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included to a successful lifelong recovery plan: Relapse Prevention Plan (Triggers), Create your Support Network, First Take Care of Yourself. Which of these will the family seek to address?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Relapse Prevention Plan (Triggers)	Your family members will seek identify what triggers in the family environment that should be removed. Then how could the environment change or circumstance change to prevent the relapse. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Create your Support Network	Each family member will seek clarity of who is in their lives to support them, and what level of support is likely to be shared. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: First Take Care of Yourself	Your family members will seek professional advice on areas of self-care that will be useful to their own individual life and then the life of the family as a dynamic.. How one takes better care of themselves will be different for each family member.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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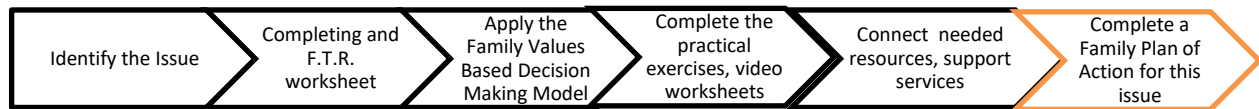
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Bereavement

“It’s Time to Get Organized Process”

SEMINAR #20



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Bereavement is not a process with step by step path for a family to consider when developing their response in how to best create a solution to a family member passing. It will be individual, difference timelines and different considerations for each member in the family. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included bereavement: Stages of Grief, Complicated Grief, Self-Care in Grief. Which of these will the family member need to seek help in addressing?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Stages of Grief	Your family members will seek identify what level of grief they are in and how the family environment impacts that stage, both negative and positive. Determine can this environment change, or circumstances change to meet the family member’s needs? Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Complicated Grief	Each family member will seek clarity as to if complicated grief is a part of their journey and who is in their lives to support them, and what level of support is likely to be shared. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Self Care in Grief	Your family members will seek professional tools are used to assess, develop their response to the how one takes better care of themselves. Each will be different.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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Priority # 2.

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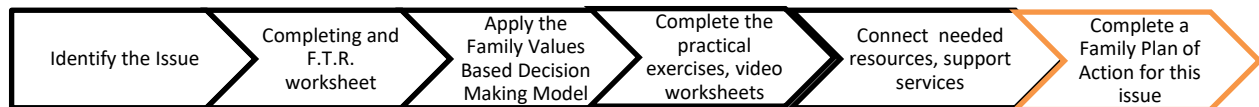
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Faith, Spiritual Practice

“It’s Time to Get Organized Process”

SEMINAR #21



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Faith and Spirituality is a very personal journey and a process with step by step path for a family to consider when developing their response in how to best create a solution to a family member is not appropriate. But creating a ministry for others to attend is very needed. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify each issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Faith Hope & Love: Why Suffering is part of this journey, Building a Ministry for Family Members. Which of these will the family member need to seek help in addressing?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Faith, Hope & Love	Your family members will seek identify what Faith, Hope and Love mean for them and discuss it as a group. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Why suffering is part of this journey	Each family member will seek clarity as to impacts their perspective on life and family. How do they deal with its reality? They should seek support from many sources. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Building a ministry for family members	Your family members if lead by their faith, can purchase and review the Invest in the Family Ministry to determine if this is right for their place of worship. Each will be different, but this model will provide all the required materials and meeting content.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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Priority # 2.

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Priority # 3.

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Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

CHAPTER FIVE: The Family Plan of Action

Elements of a Family Plan of Action
Roles and Responsibilities in the Family plan of action
Getting networked in advance

1. Seminar Twenty-Two: Elements of a family plan of action
2. Seminar Twenty-Three: Roles and responsibilities in the family plan of action
3. Seminar Twenty-Four: Getting networked, in advance

Complete an “It’s Time to get Organized” Process Form for each issue.

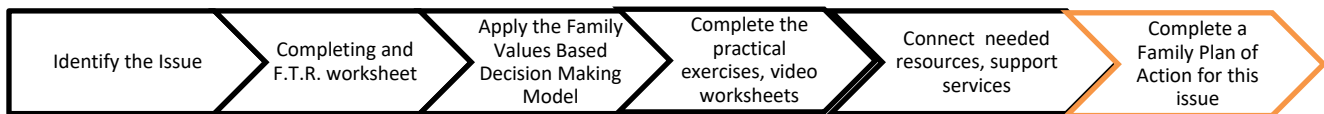
THEN

Write your Family Plan of Action

Elements of a Family Plan of Action

“It’s Time to Get Organized Process”

SEMINAR #22



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The elements of a family plan of action is a process with step by step path for a family to consider when developing their response in how to best create a solution to a family member passing. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included in a Elements of a Family Plan of Action: : What Change to Expect, The Family Meeting, Making a Family Decision. Which of these will the family member need to seek help in Addressing?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: What Change to Expect	Your family members will seek identify What Changes will take place. Determine What impact will it have on the family and each family member? Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: The Family Meeting	Each family member will seek clarity as to if complicated parts of the decision and how a plan will include them or others to create a solution to an issue. Gathering and creating a unified response will require the family to communicate together in a family meeting. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Making a Family Decision	Having family members who understand a standard way the family will make decision is an advantage for everyone. Learn and decide as a family how decisions will be made, what are the steps? Each family member may have a different way to approach decision making and yet this is a family action that unites all members of the family.

Family Plan of Action

1. SOLUTION:

- a. The Identified Solution: (From the completed F.T.R. Worksheet):

2. DECISION:

- a. The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

3. PLAN OF ACTION:

Priority # 1.

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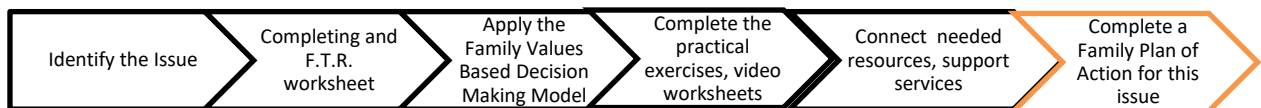
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Roles and Responsibilities in the Family Plan of Action

“Responding to Family Issues Process”

SEMINAR #23



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Roles and Responsibilities is a planning and implementation process with step by step path for a family to consider when developing their response in how to best create a solution to a family member passing. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included in a Roles and Responsibilities in the Family Plan of Action: : What Change to Expect, The Family Meeting, Making a Family Decision. Which of these will the family member need to seek help in addressing?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Healthy vs. Unhealthy Characteristics	Your family members will seek identify What Characteristics of both healthy and unhealthy relations between members. This is the responsibility of each family member to determine what impact this will have on the family and their loved one? Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Treatment Strategies for Family Members	Each family member will seek clarity as to if complicated parts of the journey. Finding the right therapist and using the correct therapy model is a joint effort between the therapist and family member. Become an educated consumer of mental health services, before it is needed. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Triangulation Relationships	Having family members who understand a standard way the family will relationships and should be to everyone's advantage. Learn and decide as a family how triangulation may present in some form within family members. Complete worksheet and review with your family therapist.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

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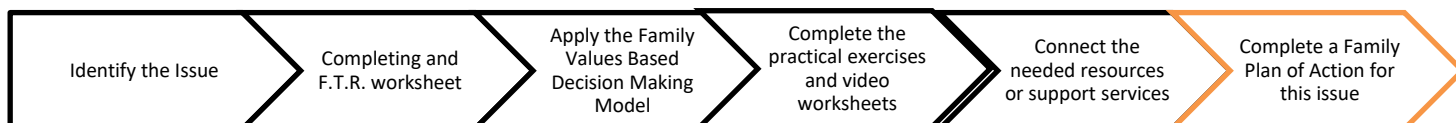
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family.

Getting Networked in Advance

“Responding to Family Issues Process”

SEMINAR #24



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Getting networked in advance of an issue presenting is a process with step by step path for a family to consider when developing their response in how to best create a solution to a family member passing. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Getting Organized & Networked: Getting Organized, Getting Networked, Create a Binder System. Which of these will the family member need to seek help in addressing?
<input type="checkbox"/>	Complete Family Value Based Decision -Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Getting Organized	Your family members will seek identify what the past 32 seminars and place the Responding to a Family Issue completed worksheet in the respective numbered tab for each seminar. Also complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: Getting Networked	Each family member will seek the M.O.R.E. Card worksheet for each of the 32 seminars and place them into the respective numbered tab for each seminar. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Create a Binder System	Your family members will purchase the supplies to create a tabbed binder system for both the It's Time to Get Organized and It's Time to Get Networked Binders.
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

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Priority # 2.

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Priority # 3.

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Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family

Seminar Twenty-Five: Suicide prevention

Seminar Twenty-Six: Financial in Substance Use Disorder

CHAPTER SIX: Other Types of Situations

Seminar Twenty-Seven; Foster care services in substance use disorder

Seminar Twenty-Eight; NARCAN

Seminar Twenty-Nine: Peer to peer services

Seminar Thirty: Creating a Family Solution Finder Learning Center

Seminar Thirty-One: Medical Assisted Treatment (M.A.T.)

Seminar Thirty-Two: Harm Reduction

Complete an “It’s Time to get Organized” Process Form for each issue.

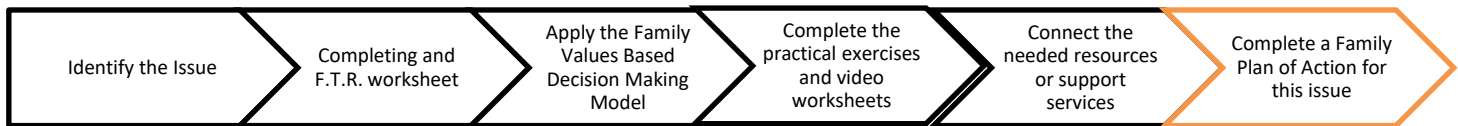
THEN

Write your Family Plan of Action

Suicide Prevention

“Responding to Family Issues Process”

SEMINAR #25



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Learning about suicide presentation should be every family member priority. It is a process with step by step path for a family to consider when developing their response in how to best create a solution. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Family Member Part of the Dialog, Livingworks.org, Suicide Prevention Starts from being trained in what to do. Which of these will the family member need to seek help in addressing?
<input type="checkbox"/>	Complete Family Value Based Decision -Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Family members part	Your family members will seek to identify their own level of functionality in regard to addressing suicide in a conversation, Using T.A.S.C.
<input type="checkbox"/>	Key Topic #2: Livingworks.org	Each family member will seek the online course livingworks.org Start Program. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: Being Trained	Your family members will purchase the online training or attend the half day seminar. It's Time to Get Organized and It's Time to Get Networked Binders.
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

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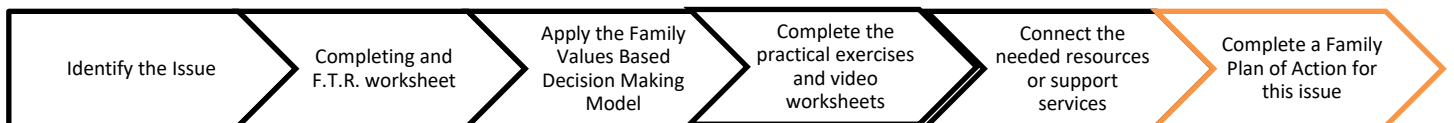
Task:

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Financial Management in SUD

“Responding to Family Issues Process”

SEMINAR #26



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Financial management is a step by step path for a family to consider when developing their response in how to best create a solution. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Family Member Part of the Dialog when reviewing family financial budgeting in SUD journey. Which of these will the family member need to seek help in solving?
<input type="checkbox"/>	Complete Family Value Based Decision -Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: What you have to financial manage	Your family members will seek to identify their own level contributing to the financial management challenges to be faced in each issue of the SUD Journey.
<input type="checkbox"/>	Key Topic #2: Create an Expanse Budget for each issue	Each issue is likely to have an expense of some type to the family. Determine in advance what that expense will possibly amount to and complete the Budgeting Aligned with the Key Issues in the SUD Journey. .
<input type="checkbox"/>	Key Topic #3: Identify where are the financial support services	Your family members will purchase the online training or attend the half day seminar. It's Time to Get Organized and It's Time to Get Networked Binders.
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

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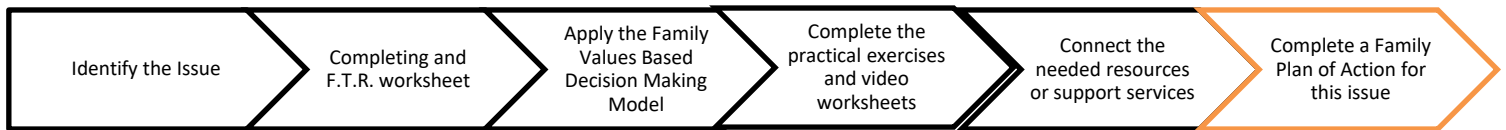
Task:

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Foster Care Services in SUD

“Responding to Family Issues Process”

SEMINAR #27



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Preparing for Foster Care Services in SUD is a process with step by step path for a family to consider when developing their response in how to best create a solution. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Family Member Part of The Courts and how they Oversee a foster care services case, The Case Management Plan, How to support the one you love and their child. Which of these will the family member need to seek help in addressing
<input type="checkbox"/>	Complete Family Value Based Decision -Making Model.	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Courts Oversee Foster Care Services Case	Your family members will seek to identify their own level of functionality in regard to addressing the oversee steps of the courts in their families foster care services case,
<input type="checkbox"/>	Key Topic #2: Care Case Management Plan.	Understanding the Case Management Plan and how family members can be supportive. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #3: How to support the one you love and their child.	How to support the one you love and their child. It's Time to Get Organized and It's Time to Get Networked Binders.
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

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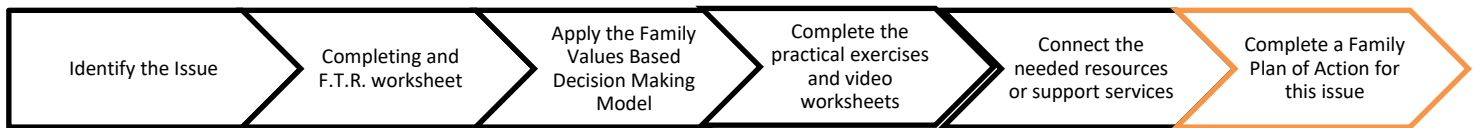
Task:

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NARCAN

“Responding to Family Issues Process”

SEMINAR #28



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Learning about and preparing to use NARCAN is a process with step by step path for a family to consider when developing their response in how to best create a solution. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Family Member Part of the Dialog when reviewing NARCAN. Which of these will the family member need to seek help in addressing?
<input type="checkbox"/>	Complete Family Value Based Decision-Making Model	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: What is NARCAN	Your family members will seek to identify their own level contributing to the preparedness of the family to respond in an overdose situation.
<input type="checkbox"/>	Key Topic #2: How does NARCAN work	Knowing how something works is a confidence building exercise. We want to be confident in what to do if an overdose should occur. Therefore, we should know how NRCAN works and how it is administered. .
<input type="checkbox"/>	Key Topic #3: When to use NARCAN	At the time that NARCAN is needed, is not the time to figure out how it is used or when. Taking the time now will give each family member enough knowledge to respond at an appropriate level.
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

Task:

Task:

Task:

Priority # 2.

Task:

Task:

Task:

Priority # 3.

Task:

Task:

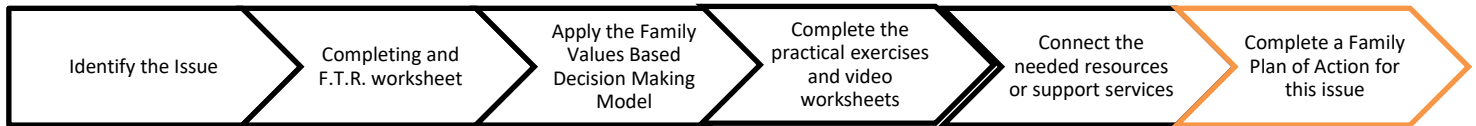
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family

Peer to Peer Services

“Responding to Family Issues Process”

SEMINAR #29



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Peer to Peer Services is a unique opportunity to connect your loved one with a trained, certified specialist who can help them in their recovery.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Family Member Part of The Peer to Peer Services, How the Peer to Peer Services Work, what is Peer to Peer Service. Which of these will the family member need to seek help in addressing?
<input type="checkbox"/>	Complete Family Value Based Decision -Making Model.	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: What is Peer to Peer Services	Your family members will seek to identify their own level of functionality in regard to addressing the involvement of peer to peer services by first understanding what this service includes.
<input type="checkbox"/>	Key Topic #2: How Peer to Peer Service works	Understanding what the specialist will be doing, what they are not doing and how it will be done.
<input type="checkbox"/>	Key Topic #3: What are the Expectations of Peer to Peer Services	Because they will be working together each week the family will need to understand to expect from this service and what not to expect.
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

Task:

Task:

Task:

Priority # 2.

Task:

Task:

Task:

Priority # 3.

Task:

Task:

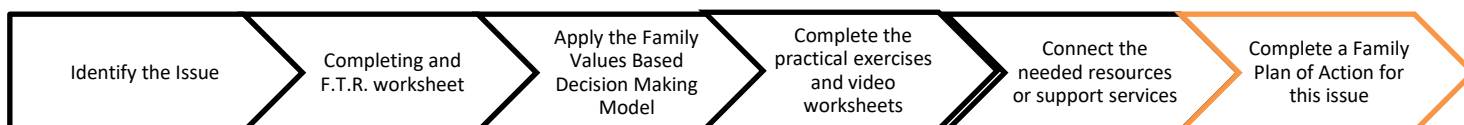
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family

Medical Assisted Treatment

“Responding to Family Issues Process”

SEMINAR #30



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Medical Assisted Treatment needs to have family member support in the recovery journey
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Family Member Part medical assisted treatment and their support. Which of these will the family member need to seek help in solving?
<input type="checkbox"/>	Complete Family Value Based Decision -Making Model.	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: What is medical assisted treatment	Your family members will seek to identify their own level of understanding in regard to Medical Assisted Treatment.
<input type="checkbox"/>	Key Topic #2: How does M.A.T. work	Understanding how the M.A.T. model of care works.
<input type="checkbox"/>	Key Topic #3: What are the expectations of M.A.T.	Because there are many treatment centers now offering M.A.T. learn what the outcome should be by including this to the plan of care.
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

Task:

Task:

Task:

Priority # 2.

Task:

Task:

Task:

Priority # 3.

Task:

Task:

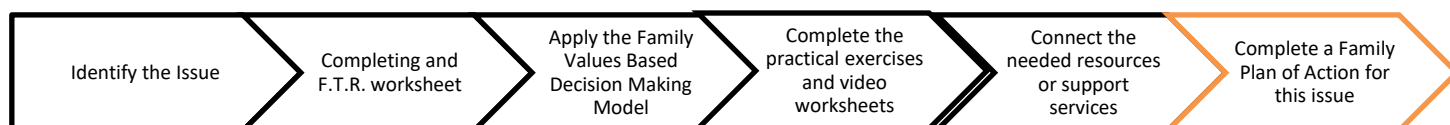
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family

Creating a Family Solution Finder Learning Center

“Responding to Family Issues Process”

SEMINAR #31



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	The “Creating a Family Solution Finder Learning Center” process provides a step by step path for a family to consider when developing their response in how to best create a solution to a family issue. Complete each step below to formulate your possible family course of action.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews the “Creating a Family Solution Finder Learning Center” include: What is in the Family Solution Finder learning Series, what level of center is best for you and your organization, How to present a meeting. Determine which issue you seeking to addressing.
<input type="checkbox"/>	Complete Family Value-Based Decision Making Model	In the Family Value-Based Decision Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: Understand the Learning Series	Your family seeking to start a family solution finder learning center will first need to understand the Learning Series of the 32 key issue seminars in the study guidebook and workbook, Organizer workbook, and Networking Provider Community Directory. Complete the practical exercise in the Seminar Workbook.
<input type="checkbox"/>	Key Topic #2: The Four Levels of a learning center	Your family members will need to understand the four levels of a learning center and how Level One is book distribution, Level Two is Providing Family Member Seminars, Level Three is Providing Community and Provider learning seminars, Level Four to provide church and places of faith practice the “Invest in the Family Ministry” manual. Complete the practical exercise in the workbook
<input type="checkbox"/>	Key Topic #3: A place to meet	Your family members will need a place to meet for Level Two, in order to provide family member seminars. Complete the practical exercise in the workbook
<input type="checkbox"/>	Complete a Family Plan of Action Worksheet	Determining the solution, making a values based decision, Understanding who can assist the family, by addressing the top three issues in your family through practical exercise are all wrapped into one call to action for the family members, This call to act is outlined through completing the Family Plan of Action. Complete the practical exercise in the workbook

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

Task:

Task:

Task:

Priority # 2.

Task:

Task:

Task:

Priority # 3.

Task:

Task:

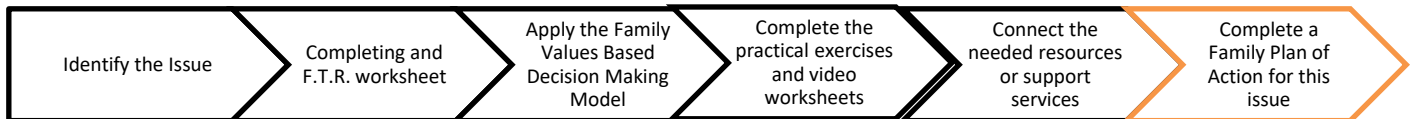
Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family

Harm Reduction

“Responding to Family Issues Process”

SEMINAR #32



	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.
<input type="checkbox"/>	Instructions	Harm Reduction is first an issue of the family members support in the recovery journey. Second it is a community acceptance of the issue “do no harm” and care for those in need.
	Identify the Issue	First, identify what issue you are seeking to address. Write what you know about the issue. Then proceed.
<input type="checkbox"/>	Complete Family Transformational Response (F.T.R.)	Complete each section in the F.T.R. worksheet using your identified issue. This seminar reviews what is included Family Member Part of Harm Reduction. Which of these will the family member need to seek help in solving?
<input type="checkbox"/>	Complete Family Value Based Decision - Making Model.	In the Family Value Based Decision-Making Model worksheet complete each section, then take that information and use it as your decision on what you will do collectively as a response to this issue.
<input type="checkbox"/>	Key Topic #1: What does Harm Reduction Model Look Like	Your family members will seek to identify their own level of understanding in regard to Harm Reduction by first understanding what a Harm Reduction Model looks like.
<input type="checkbox"/>	Key Topic #2: Pro's & Con's to Harm Reduction	Understanding what the specialist and policy makers with community leaders are saying both Pro and Con to this the Harm Reduction model.
<input type="checkbox"/>	Key Topic #3: Avoiding Overdosing and Fentanyl	Because the deadly inclusion of fentanyl is so widely distributed, testing before using is a value-added feature to a Harm Reduction Model.
	Purpose:	The Responding to Family Issues creates a plan for future use in how the family will collectively respond to an issue.

Family Plan of Action

SOLUTION:

The Identified Solution: (From the completed F.T.R. Worksheet):

DECISION:

The Decision-Making Process: (From the completed Family Values Decision-Making worksheet)

PLAN OF ACTION:

Priority # 1.

Task:

Task:

Task:

Priority # 2.

Task:

Task:

Task:

Priority # 3.

Task:

Task:

Task:

Prior to taking any action it is important to review your families plan of action with a professional therapist, counselor or licensed State/Federal professional. This step should not be ignored and will ensure safety, continuity and bring about the best results for your loved one and your family



Design a “Family Master Plan of Action” Binder

CHAPTER SEVEN: FAMILY PLAN OF ACTION BINDERS

In the journey of substance use disorders that will be many resources to assist the members of your family and most will require some type of documentation to be provided before services can begin. For this reason, it will be helpful to the family if they have most of what is typically requested in a binder, updated and easy to find.

The Three Categories:

1. Financial Documents
2. Legal Documents
3. Medical Documents

There are three primary categories of documentation that are reasonable to assessable now, before they are needed. In this section of the Substance Use Disorder Journey, It's Time to Get Organized, you will find three sections in how to build your family binder for these three categories:

The Three Sections:

1. Evaluation of what documents you have.
2. A set of responsibilities to be assigned to the family member who will organize that category of family documents.
3. A listing of what documents you may need.

First Step:

Evaluate what documents you can find, by category type, status of expiration (if applicable), need for renewal. By understanding what you have, the follow step will be what you need. Then a third step will be who in the family is assigned to organize and keep updated each of the three categories as active family resource binders.

Consider your financial profile, as each individual family member, (optional). Consider how the family will be asked for documents that represent your income and you expense out loans, debts and credit card balances. Any area that represented either income or expense should have an account number and likely in cases of debt there is an agreement form.

Financial Evaluation Card

CATEGORY (Caregiver)	YES	NO	MAYBE	NOTES
Income, Monthly Source				
List Credit Cards by account name and number				
Mortgage or Rent				
Auto Loans				
Personal Loans				
Bank Account Name and Numbers				
Investment Name and Account Numbers				
Insurance Documents				
Real Estate Investments				
Other Sources of Income				
Copy of your last three year tax returns				

Legal Evaluation Card

CATEGORY (Legal)	YES	NO	MAYBE	NOTES
POA Healthcare				
POA General				
Will				
Living Will				
Social Security Card				
Medicare Card				
Commercial Business Partnerships				
Trust(s) Documents				
Promissory Notes				
Partnerships				
Guardianship Documents				
Managed Care Health Plan Card				
Foster Care Services Documents				

Medical Evaluation Card

This is an area that may require cooperation from the staff at your physician's office. If you have multiple offices, it is important they all have the same basic information about your loved one.

CATEGORY (Medical)	YES	NO	MAYBE	NOTES
Health Plan Card				
HIPPA Release Form				
List of Medications				
List of Allergies				
Primary Diagnosis Report				
Previous Lab Results				
Co-Morbidities (Medical)				
Documenting discussions with Physician				
Dual Diagnosis (Mental Health)				
Document Observations Log of parent condition				
Any Addictions, history or current				
Pharmacy Card				
List of Non-Pharmaceuticals				

Office Max/Staples

- ☐ ½ inch binder
- ☐ Avery Tab Dividers
- ☐ Jump Drive
- ☐ Folders

Email familiesimpactedbyopioids@gmail.com and request the MS Word Documents for these templates.

Assigning Roles and Responsibilities

Assign Family Member Roles

In this section, we will identify your roles and what area each of you will take as a responsibility to support the family.

Assigning Roles:

1. Who
2. Will Be Responsible to oversee What
3. How it will be done.
4. Determine what resources are needed.
5. When it will be completed
6. Report to family the progress.

The goal of assigning these roles and responsibilities is to take them off the role of the Primary Caregiver. At the same time, we use and apply the gifts and talents that are available from within each family member. Everyone has a place to contribute and no one is left out.

“There are different kinds of spiritual gifts but the same Spirit, there are different forms of service but the same Lord, there are different workings, but the same God who produces all of them in everyone”

1 Corinthians 12-4

ROLE DESCRIPTION: The Financial Role is alike one of a company Chief Financial Officer or Accountant. The affairs of the estate would be included to this role and support of documents for timely agency or court processing. Included to this list are monthly budgets and bills paying, managing financial investments and insurances as well as investment statements and bank account management. This person is not the final decision maker but does contribute works that support the final decisions.

ROLES: _____

1. Tasks that involve all the loved one's financial affairs.
2. Tasks that involve the loved one's real estate property.
3. Tasks that involve the loved one's possessions above a stated dollar amount.
4. Decision participation in affairs involving expenses, past and projected.
5. Monitoring and reporting the cost of living budget, medical bills (follow up) on payments.
6. Matters of Insurances.
7. Matters of debt collection responses and planning.
8. Matters of receivables in payments, interest, earnings, promissory notes, etc.
9. Matters of personal property

OTHER: _____

ROLE DESCRIPTION: The Legal Secretary Role is one of coordinating the legal aspect of the loved one's estate and personal care, the completing and process filing of legal documents. They would participate in the preparation of documents for legal decisions, but not be the final decision maker.

ROLE: _____

1. Tasks that involve the loved one's legal affairs.
2. Tasks that involve the loved ones legal responsibly for real estate Property.
3. Tasks that involve the loved one's legal possessions above a stated dollar amount.
4. Decision participation in affairs involving healthcare from a legal perspective,
5. Identifying all past and projected issues of the loved one and their legal accountabilities.
6. Monitoring and reporting the status of all legal affairs as it is related to their place of living, contracted services, medical bills, monthly bills and financial interest.
7. Matters of Insurances and investments from a legal perspective.
8. Matters of debt collection responses and planning from a legal perspective.
9. Matters of receivables in payments (what's owed to the loved one), interest, earning, promissory notes, etc. from a legal perspective.
10. Matters of personal property from a legal perspective
11. OTHER: _____

ROLE DESCRIPTION: *The Medical Records Organizer Role is the one who organizes the medical records and health related documents for the loved one. They also assist in coordinating healthcare services and appointments.*

ROLES: _____

1. Tasks that involve the loved one's medical affairs documents, appointments and communication with alternate healthcare medical teams.
2. Tasks that involve the loved ones Medical Health Records.
3. Tasks that involve the loved one's appointment preparations.
4. Communicating and researching the facts for decision making participation in affairs involving health and medical services. Knowing the labs, diagnosis test results, pharmacy drug interactions and side effects, allergies.
5. Monitoring and reporting the outcome of tests results and follow up to doctor's "plan of treatments". To do the research on these tests and communicate the facts.
6. Assist in getting to and from appointments.
7. Continuous Updating of the Medical Records Binder.
8. OTHER: _____

Let us remember that with God nothing is impossible; and as we read and hear his promises, let us turn them into prayers, Luke 1:38, *"I am the Lord's servant; let it be done unto me according to thy word"*.

Assigning Family Members Responsibilities For each Role

Each role has its own responsibility. From this role assignment, a family member takes on a set of responsibilities, then creates their “Plan of Action”.

A written “Plan of Action” creates transparency, it identifies where others can provide their assistance in helping to meet the family needs. Each family member should share their plan with the other family members during the quarterly family meeting. A sort of “Report the Progress” will strengthen communications within the family.

A written “Plan of Action” creates clarity of thought. So, the right things get done on time with the proper level of focus.

A written “Plan of Action” creates Accountability. Plan your work, work your plan.

1 Financial Role Responsibilities: Assigned To: _____

Gather and organize financial documents in one place. Then, carefully review all documents, even if you're already familiar with them. This is if the loved one's inability impacts the lives of children or spouse, i.e. a husband is in addiction and mom needs help.

1. Assisting in document organizing to pay bills
2. Arranging for benefit claims
3. Making investment decisions
4. Preparing tax returns
5. Financial documents include: Bank and brokerage account information, deeds, mortgage papers or ownership statements
6. Insurance policies
7. Monthly or outstanding bills
8. Pension and other retirement benefit summaries (including VA benefits, if applicable)
9. Rental income paperwork
10. Social Security payment information

Website for more details in managing someone else's money:

<http://www.consumerfinance.gov/blog/managing-someone-elses-money/>

2 Legal Role Responsibilities: Assigned To: _____

Gather and organize Legal documents in one place. Then, carefully review all documents, even if you're already familiar with them.

1. Trust documents
2. Power of Attorney, Healthcare Power of Attorney
3. Will's
4. End of life instructions
5. Burial Plot Purchase
6. Insurance Policies
7. Do Not Resuscitate orders
8. Real Estate documents include: Property Deeds Transfer Up Death, Mortgagees or Promissory Notes, Joint Ownership in Land or Property
9. Personal Property
10. Appraisals
11. Bank Safety Deposit Boxes
12. Memberships and Subscriptions
13. Automatic Payment Bank Withdrawals
14. Website for more details in managing some one's else's legal affairs:
15. Legal Issues in Care: (managing legal affairs)

3 Medical Records Role Responsibilities: Assigned To: _____

Gather and organize medical documents in one place. Then, carefully review all documents, even if you're already familiar with them.

1. Vital Information
2. Visits to the Doctor
3. Medication Log
4. Medical Consultation Log
5. Doctor Visit
6. Medical Contacts
7. Blood Sugar Tracker
8. Symptoms Tracker
9. Blood Pressure Log
10. Family History
11. Medical Release
12. Dental Log
13. Body Measurements Chart
14. Personal Measurements Charts
15. Vitamin Intake
16. Sleeping Log
17. Journal
18. Lab Results
19. Emergency Room Visits
20. Prescriptions
21. Known Allergies
22. Plan of Treatment
23. Medical Doctor and Staff phone numbers and emails.

Other Services documents include:

- ☐ Home Healthcare Agency work, PT, OT, Respiratory, Nursing, Medical Supplies, Medical Equipment.
- ☐ Assisted Living, Rehabilitation Center, Intensive Care Unit.
- ☐ Hospital Stay documents
- ☐ Behavioral Health Services

Website for more details in managing some one's else's medical records:

1st Assignment

<http://betterhealthwhileaging.net/tools-for-caregivers-keeping-organizing-medical-information/>

Paying For Care: (managing bills)

A number of financial resources may be available to help cover the costs of care for the person Alzheimer's Disease or other dementia. Some may apply now and others in the future.

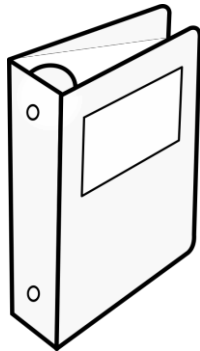
2nd Assignment:

Become familiar with this web page.

<https://www.sarahtitus.com/medical-binder/>

CREATING A (Medical Records Role Responsibilities) "PLAN OF ACTION"
WHO, WILL DO WHAT, HOW IT WILL BE DONE, WHAT REASOURCES ARE
NEEDED.

Design the Financial Binder



Current Situation Organizing your Financial Estate

Q: Where are your files kept?

Q: Are all the files in one place?

Q: Do you have a functioning file cabinet?

Q: Do you have your contact names and phone numbers in one place, is it up to date and a complete list?

Q: Have you considered using a budget? If Yes, is it working?

Q: Do you have an accountant? When was the last time you spoke?

Q: Do you have a dedicated financial advisor? When was the last time you spoke?

Q: Do you have an attorney? When was the last time you spoke?

Q: What type of housing are you living in? Is it financial sustainable?

Q: In your estate do you have a trust? Is the trust fully funded?

Q: Do you/they have a will? Are financial assets included?

Q: Do you have real estate investment properties?

Q: Do you own a business or LLC?

Q: Do you have a life insurance policy?

These are the type questions you need to be asking yourself.

Master Financial Assets Inventory

BANK ACCOUNTS: Account Name:	Website			*Account Number:
CREDIT CARD ACCOUNTS: Account Name:	Website			Account Number:

MONTHLY BILLS ACCOUNTS: Account Name: Account Phone Number	Website	Account Number:
On-Line Subscriptions: Account Name:	Website	Account Number:

INVESTMENT ACCOUNTS Account Name	Website:	Point of Contact & Phone Number:	Type of Account	*Account Number

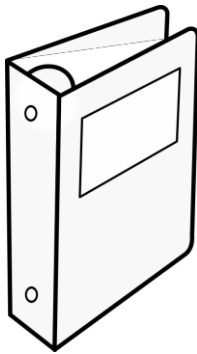
By Asset: Problem Identification Checklist

<i>1# Problem:</i>		<i>Corrective Action Required:</i>	<i>Required Documents:</i>	<i>Comments:</i>
ContactLog Contacted	DateLast	Date Last Contacted:		
<i>#2 Problem:</i>		<i>Corrective Action Required:</i>	<i>Required Documents:</i>	<i>Account Number:</i>
ContactLog Contacted	DateLast	Date Last Contacted:		

<i>#3 Problem:</i>		<i>Corrective Action Required:</i>	<i>Required Documents:</i>	<i>Comments:</i>	<i>Corrective Action Required:</i>
ContactLog Last Contacted	Date	Date Last Contacted:			
ContactLog Last Contacted	Date	Date Last Contacted:			

<i>#4 Problem:</i>		<i>Corrective Action Required:</i>	<i>Required Documents:</i>	<i>Comments:</i>	<i>Corrective Action Required:</i>
ContactLog Last Contacted	Date	Date Last Contacted:			
ContactLog Last Contacted	Date	Date Last Contacted:			
ContactLog Last Contacted	Date	Date Last Contacted:			

Design the Legal Binder



Master Legal Asset Inventory

1 st Attorney:	Phone: Email: Website:	Stock Broker:	Phone: Email: Website:
2 nd Attorney:	Phone: Email: Website:	Accountant CPA:	Phone: Email: Website:

Product Name:	Date Last Updated:	Point of Contact &	Location of	*Account Number:
Healthcare Power of Attorney				
General Power of Attorney				
Living Will				
Advance Directives				
HIPPA Release Form				
Will				
Trust				
Promissory Notes				
Partnerships				

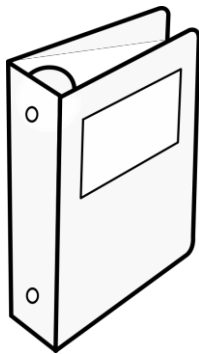
CREATE A LIST THAT BEST MATCHES YOUR PROFILE:

- | | |
|-------------------------------|---------------------------------|
| 2 Trust(s) | 18 Mortgage(s) |
| 3 Will (s) | 19 Auto Insurance Policy |
| 4 Probate Plan of Action | 20 Life Insurance Policy |
| 5 Financial Power of Attorney | 21 Health Insurance Policy |
| 6 Estate Plan of Eldercare | 22 Appraisals |
| 7 Plan for Taxation | 23 Promissory Notes |
| 8 Master Contact List | 24 Awards |
| 9 Birth Certificates | 25 Passport(s) |
| 10 Baptismal Certificate | 26 Property Deeds |
| 11 Confirmation Certificate | 27 Mineral Rights |
| 12 Religious Certificates | 28 Umbrella Policy |
| 13 Marriage Certificate (s) | 29 Social Security Benefits |
| 14 Divorce Certificate (s) | 30 Employer Retirement Plan |
| 15 Annulment Certificate | 31 Business Ownership Documents |
| 16 Vehicle Loans | |

NOTES ON ACTIVITIES:

[illegible]

Design the Medical Records Binder



Current Situation Organizing Home Medical Records

Q: Do you have a medical record of your loved one's medications, labs and insurance documents? Q: Do you have unpaid medical bills?

If yes, How many? How much is the approximate total?

How far back do they go?

Q: What are your loved ones current health status?

Q: To what level does your loved one you receive aids for daily living?

Q: When did their last hospital admit?

Q: Are you having difficulty working with your insurance company, bill collectors, at home healthcare services?

Q: Do you have any physical limitations?

Medical Organizer Binder and Manual File System

A. The loved ones Medical Records Binder:

- a. To Provide a physician's office or hospital admissions with the necessary information for completing the administrative requirement to provide you medical care services.
- b. To provide a clinical team the general information of your healthcare status.
- c. To facilitate communication in coordination of you healthcare to each critical member of your healthcare team and relatives.
- d. This form should be used during each physician and hospital visit to include the Emergency Room.

B. Medical Business Card Section

- a. Used to retain business cards of the professionals that are providing you care.

C. Physician Office Visit

- a. Used to record current information about your healthcare status
- b. Ask office nursing staff to write in the results for each visit

D. Diagnostic Test Log

- a. For every test there is a numeric result that indicates your status
- b. Keep an updated record of those exact results
- c. Tell you hospital team upon admissions of this chapter in your binder
- d. Let the physician office staff write in your results during your office visit

E. Medications Log

- a. Use this log to record the medications that you are currently taking and have taken in the past.
- b. Under results: state what the drug did for you, this is where you would record the side effects that you experienced while taking this drug

F. Medical Bills and Negotiation

- a. Staying organized with bills is a process.
- b. Have a folder labeled for each account
- c. When the bills come in, place their statements into their accounts
- d. Then plan on returning to these bills
 - i. Call the account and get the name of the person in the billing department that negotiates discounts.
 - ii. Know the total, the amount that the insurance paid and state 20% as what you can pay.
 - iii. Try to negotiate all the bills in a single account at the same time.

G. Alternate Site Healthcare Coordination

- a. Use this section to record the critical administration and clinical staff at the facility
- b. Gather these names at the introduction. Go deeper into their organization chart than just the single facility. If a corporation, who are they, where are they headquarters, who at corporate is in charge of clinical operations and C-Level Executives and Legal Councilor.

H. Communication & Coordination Memo (template p.71)

- a. Use Memo template to communicate your concerns to the management and clinical team at the healthcare facility. Copy the same correspondence to the necessary people in their organization.
- b. You can send them this form as your communication or use the form to assemble the facts for what you will include to a letter.
- c. In healthcare, you must document what is said or it is as if nothing was ever stated. Document, Document, Document.
- d. Do not be afraid to go above someone's head, even the CEO answers to a Board of Trustees, and all of them answer to a government oversight group, State and Federal. But you have to be able to show that you tried to communicate and what the results were for that effort.

Name: Number:		Social Security		Birth Date:	Today's Date:
Address:		Mailing Address: (Same)		Home Phone: Cell Phone:	
My Doctors					
Name:		Specialty:		Phone Number:	
1.					
2.					
Height:		Weight: Date:		As Of	Color eyes: Color Hair:
Known Allergies:		Alert Condition:			Blood Type:
1.		2.			3.
List of Medications					
Name: Brand/Generic		Dose & Frequency		Date Started	
Pre-Existing Conditions, Surgeries or Procedures					
Diagnosis	Date/Doctor	Surgeries or Procedures		Date/Doctor	
Immunizations Records					

Physician's Name & Specialty Office Visit		
What are my symptoms:	What are my questions	Date of Appt.
		Temperature:
Physician's Diagnosis:		
		BP: /
		Pulse:
		Height:
		Weight:

Physician's Name & Specialty Office Visit		
What are my symptoms:	What are my questions	Date of Appt.
		Temperature:
Physician's Diagnosis:		
		BP: /
		Pulse:
		Height:
		Weight:

Physician's Name & Specialty Office Visit		
What are my symptoms:	What are my questions	Date of Appt.
		Temperature:
Physician's Diagnosis:		
		BP: /
		Pulse:
		Height:
		Weight:

Physician's Name & Specialty		
What are my symptoms:	What are my questions	Date of Appt.
		Temperature:
Physician's Diagnosis:		
		BP: /
		Pulse:
		Height:
		Weight:

Medications Log

Drug Name:	Dose & Frequency:	Date Started:
	Doctor:	Date Stopped:
	Diagnosis:	Result:
	Symptoms to watch out for:	
Drug Name:	Dose & Frequency:	Date Started:
	Doctor:	Date Stopped:
	Diagnosis:	Result:
	Symptoms to watch out for:	
Drug Name:	Dose & Frequency:	Date Started:
	Doctor:	Date Stopped:
	Diagnosis:	Result:
	Symptoms to watch out for:	
Drug Name:	Dose & Frequency:	Date Started:
	Doctor:	Date Stopped:
	Diagnosis:	Result:
	Symptoms to watch out for:	
Drug Name:	Dose & Frequency:	Date Started:
	Doctor:	Date Stopped:
	Diagnosis:	Result:
	Symptoms to watch out for:	
Drug Name:	Dose & Frequency:	Date Started:
	Doctor:	Date Stopped:
	Diagnosis:	Result:
	Symptoms to watch out for:	
Drug Name:	Dose & Frequency:	Date Started:
	Doctor:	Date Stopped:
	Diagnosis:	Result:
	Symptoms to watch out for:	

Rehabilitation Center (Out-Patient)

Physician on Staff

Title:	Name:	Phone Number:	Email:
Director Of Nursing			
Facility Director			
Physician for Facility			
Supervisor Psychiatrist or Therapist			
Billing Manager			
Case Manager / Social Worker			

Director of Nursing

Title:	Name:	Phone Number:	Email:
Director Of Nursing			

Case Manager

Title:	Name:	Phone Number:	Email:
Director Of Nursing			

Communication & Coordination Memo

Patient Advocate Name: _____ **Relation:** _____

Patient Name: _____ **Date:** _____

_____ I have, _____ Do not have a Healthcare Durable Power of Attorney. Date on File:

Visit Date:	Time of Day:	Talked with Staff, Name:	Reviewed Chart:	Areas of Concern:	Unresolved previous issues:
					See Notes dated:
					See Notes dated:
					See Notes dated:
Corrective Action Has Been Noticed					
1.					
2.					
3.					
4.					
5.					

This Correspondence has been copied to the following: (check if included)

Facility Director: _____
 Facility Medical Director: _____
 Facility Corporate Director or Operations: _____
 Health Plan Insurance Medical Director: _____

Director of Operations: _____
 Patients Physician: _____
 Facility Corporate General Council: _____
 Health Plan, Director of Case Management: _____

Developing a Family Strategy

The six binders are your family strategy for responding to the need to be better organized. However, the collaboration between family members is the real issue behind being organized. For this reason, take moment and review The Family Solution Finder Seminar # 1 The Family is a System and apply the exercise on Functionality and Potentiality. Also keep in mind the roles family members play, when assigning responsibilities.

Does the family know how to prepare when responding to an issue?

There is a theory worthy of consideration; Equi-functionality. This means to what level is a family is prepared to deal with the impact of what has been delivered to the family. It starts as each family member has their own issues, but because there are many family members each (independently) needs to determine how it will respond to a single issue that has been presented to the family. The family system consolidates these responses to achieve some combined outcome. Example: each member has their own way of addressing their loved one's incarceration, but the family system allows their combined responses to achieve some single outcome, i.e. "we will all help him navigate the legal system". Even though they come at it from different perspectives, the result is a single combined outcome. They all showed up at drug court hearings in his support. This can present in the negative, also. The question is how is the family EQUIPED to work together in a **FUNCTIONAL** manner? For many families they are not equipped functionally, and the family system starts to break apart.

Does the family have the ability and skills to respond effectively?

The other theory is Equipotentiality, whereby one issue impacts the family members and they all respond differently because they all have a different capacity to respond, thus creating several possible outcomes. In this case, the legal system is intervening in their loved one's life and each family member choose their own way to respond, creating many outcomes. i.e. one member chooses to ignore it, even though they had the potential to help. Another member shows up to drug court in support of him, a third member criticizes him and provides negative input. It's the same issue, with different outcomes. This can present in the positive, also. The question is how is the family EQUIPED to use the **POTENTIALALITY** of its members in the family unit? Do they have the capacity of skills and ability, *are they willing* to use them?

There is no right or wrong. However, the family needs to focus on how to navigate the journey, not why each obstacle (issue) that comes up must be addressed.

Therefore, the focus for the family is on "What has to be done, and How". Not why this issue has happened. When rafting down a stream, we don't ask why the rocks are there, we just determine what needs to be done to navigate around them and how to paddle and steer our effort to move forward.

The Family Standards:

Communication:

A yes, is only a yes, if stated as yes.

No response means we still need to talk.

I respond to communications within 8 business hours

Normally, My Sundays are for family only.

Check Voicemail:

I check voicemail three times a day, 9am, 12, 3pm

I respond to Voice within 24 hours.

Check Email:

I check email three times a day, 9am, 12, 3pm

I respond to email within 24 hours.

Check Text Messages:

I check for text messages before appointments.

I check text messages three times a day, 9am, 12, 3pm

I respond to text messages within 24 hours.

Manage Your Time, Manage Your Life

TIME MANAGEMENT:	URGENT	NOT URGENT
IMPORTANT	Quadrant One	Quadrant Two
NOT IMPORTANT	Quadrant Three	Quadrant Four

Quadrant One: these are topics and issues that require your immediate attention

Quadrant Two: These are topics and issues that you can plan for in advance, have a date that is coming up and need to be completed before that date. **THIS IS THE QUADRANT YOU WANT TO SPEND YOUR MOST TIME IN.**

Quadrant Three: These are topics and issues that you need to do but are more routine.

Quadrant Four: This is email that does not require your immediate preparation or response and are not considered important enough to be urgent.

Learn more go to Steven Covey, “First Things First” Book

Conclusion

In conclusion, the family will benefit by getting organized. By completing this workbook, they will have organized exactly how they will respond to the 32 key issues the family will possibly face in living with substance use disorders.

There is a certain level of stability when we know what is likely to happen next in our journey, prepare for how we will respond and be assured there are others around us to help when we address each issue. This workbook provides a space for the family to design their life towards being ready, empowered with knowledge and a plan of action.

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CALL US:

Office: (440) 385.7605 Cleveland, Ohio

IN THE END

You are doing all this to support your loved one.

It is still their decision, their life, with your love.