

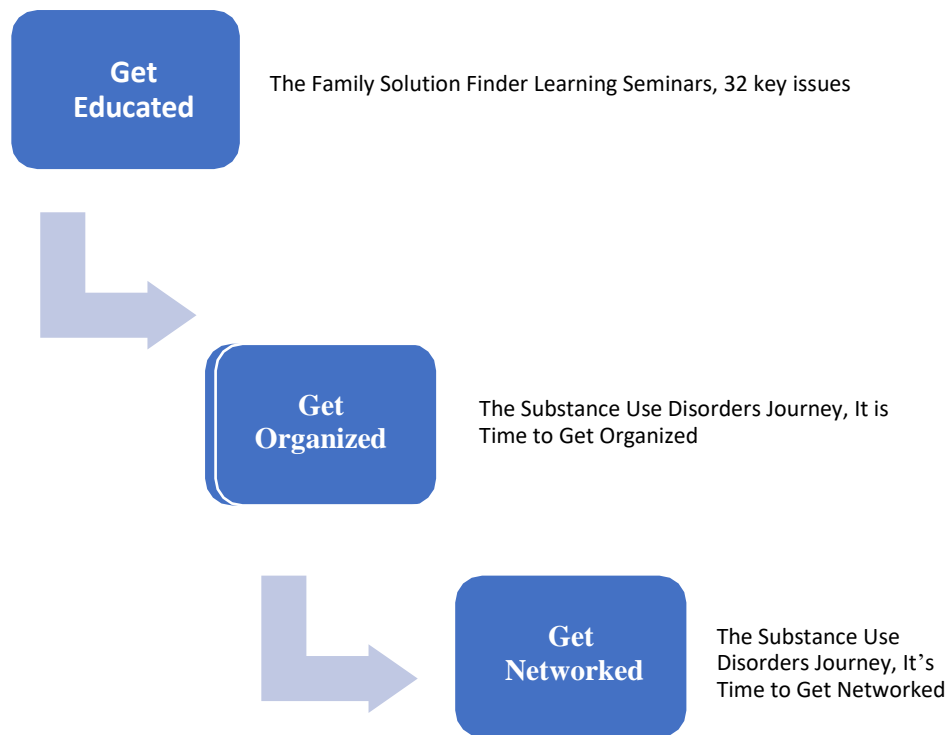
# The Family Solution Finder, 3-D's Coping Skills

## Learning Module III

### **Families Impacted by Opioids**

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# Three Steppingstones 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 Family Solution Finder 3-D's Coping Skills Workbook Learning Module III is an exercise of three primary coping skills. The first is to find a solution to the issue facing the family. The second coping skill is to develop a value based family decision on what to do about the solution. The third coping skill is to make a family plan of action. To ensure these steps were taken this book includes a Response to the Family Issue Check List.

Complete each coping skill, then use the check list to confirm your work. At that point you will have finished the Family Solution Finder 3-D's Coping Skills Workbook Learning Module II for this issue. Then move the Family Solution Finder Local Resource Connections Workbook Learning Module IV.

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 using The Family Solution Finder Study Guidebook Learning Module I to learn the topic (issue), The Family Solution Finder Seminar Workbook Learning Module II to apply what is learned to the family's 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 Family Solution Finder 3-D's Coping Skills Workbook Learning Module III; the family is now better prepared to address their future on this journey.

### **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 Instructor Certification 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](http://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,

Roy P. Poillon  
Executive Director / Founder  
Families Impacted by Opioids  
Direct Line: (440) 385.7605  
Email: [familiesimpactedbyopioids@gmail.com](mailto:familiesimpactedbyopioids@gmail.com)  
Web: [www.familiesimpactedbyopioids.com](http://www.familiesimpactedbyopioids.com)

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## 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. The presentation of 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 the 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*

- 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.

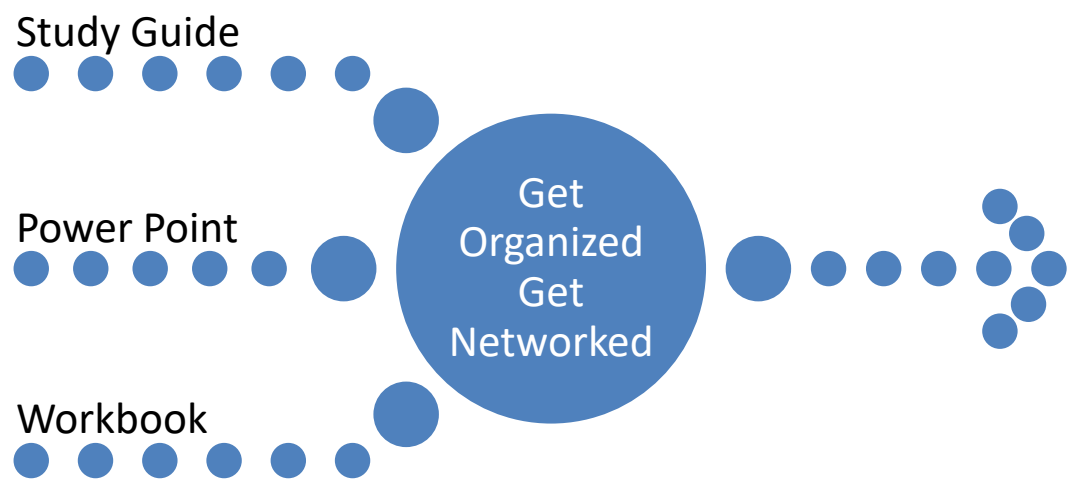
What we need to be acutely aware of is there are many effective interventions and treatments, and mutual support programs, to help individuals with SUDs and their family's members in how to address these issues.

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.

*\*SAMHSA TIP 39 Substance Abuse Treatment and Family Therapy [www.samhsa.gov](http://www.samhsa.gov)*

Learning progresses in parts. First we use the study guide, then watch the power point presentation, next complete the workbook for this seminar issue. This is gathered together to determine a solution, develop a decision and design a family plan of action. Finally, the attendee completes the Family Resource Connections workbook. You are empowered, like never before.



# The Family Solution Finder 3-D's Coping Skills



## Family Solution Finder 3-D's Coping Skills

1. Determine a Family Solution
2. Develop a Family Decision
3. Design a Family Plan of Action

*To Combine, Knowing with Doing*

## Addressing the Family Issues

The ability of a family to address an issue will vary from family to family. As a community there is no set way in how to approach this area of family decision making. However, having a process of steps is helpful; it reduces stress, increases success, and allows both family members and community to work together in improving the continuity of care and delivery of services.

For this reason, *The Family 3-D's Skill Set* is offered to assist families using a path of steps that will guide them through responding effectively to the issues they will likely face in their journey living with substance use disorders.

When we look at the family dynamic as a collaboration of different family members, each family member will likely have their own ideas in how to move forward. It has been noted that different roles are assumed by each family member, as they contribute to the family system. It will be to the family's advantage if they understand these different roles so each can work with the other for a better outcome.

### **I. Family Roles in Decision Making**

Individual members of families often serve different roles in decisions that ultimately draw on shared family resources.

1. **Information gatherers/holders:** These family members seek out information about products of relevance. These individuals often have a great deal of power because they may selectively pass on information that favors their chosen alternatives.
2. **Influencers:** These family members do not ultimately have the power to decide between alternatives, but they may make their wishes known by asking for specific products or causing embarrassing situations if their demands are not met.
3. **Decision maker(s):** These family members have the power to determine issues such as:
  - Whether a service or program is needed.
  - Which program to use.
  - Which organization to select; (competing organization providing alike services)

4. **Purchaser:** These family members go out and set up the services for the family. This person is considered the ***purchaser***. As for the family member who implements the decision and coordinates with outside family resources, they hold the role of putting the plan into action.

This person may introduce some problems since the purchaser can receive information that might not be the same as the decision maker. Also note the distinction between the purchaser and decision maker may be somewhat blurred:

- The decision maker family member may specify what kind of service or program to use, but not which organization.
- The purchaser family member may have to make a substitution if the desired organization is not available.
- The purchaser family member may disregard instructions (by error or deliberately).

It should be noted that family decisions are often subject to a great deal of conflict. The reality is that few families are wealthy enough to avoid a strong tension between demands on the family's resources especially when the topic surrounds substance use disorder issues.

*Note*, that many decisions inherently come down to values. One spouse may believe that it is important to save for the children's future; the other may value spending now to help prepare their child or spouse. Who is right? There is no clear answer here. The situation becomes even more complex when more parties—such as relatives, friends, counselors—are involved.

## **II. Different Family Member Strategies**

A. Some family members may resort to various strategies to get their way.

1. ***Bargaining***—one member will give up something in return for something else. These roles may shift, and the family system might become imbalanced.
2. ***Reasoning***—trying to get the other person(s) to accept one's view through logical argumentation.
3. ***Negative reinforcement*** - Individuals may simply try to "wear down" the other party by endless talking in the guise of reasoning.

**Various manipulative strategies may also be used:**

1. ***Impression Management***, where one tries to make one's side look good (e.g., argue that a new TV will help the children see educational TV when it is mostly wanted to see sports programming, or argue that all "decent families make a contribution to the church").
2. ***Authority*** involves asserting one's "right" to decide (as the "man of the house," the mother of the children, or the one who makes the most money).
3. ***Emotion*** involves making an emotional display to get one's. REF: Lars Perner, Ph.D. Assistant Professor of Clinical Marketing, Department of Marketing Marchall School of Business, University of Southern CA. [https://www.consumerpsychologist.com/cb\\_Family\\_Decision\\_Making.html](https://www.consumerpsychologist.com/cb_Family_Decision_Making.html)

Between the different roles and different strategies, we can see how complicated it can be for the family to assemble and make a collective decision.

The advantages of deciding as a family are numerous:

4. Strengthens family member bonding.
5. Reduces isolation.
6. Destroys fear of stigma.

This is the reason for providing "***The Family 3-D's Skill Set***". This model of exercises strengthens the next step for families when seeking to resolve a key issue in their journey living with Substance Use Disorders. They will use this model for every 32 key issues seminar.





### **Their Questions:**

The family members will ask; What book to use? Where to go for more information? Who and what to ask when seeking assistance? What is likely to come next?

*These are some of the question's family members experience most often in their journey living with substance use disorders*

### **Our Answer:**

The Family Solution Finder Learning Centers, helps the family members get educated, get organized and get networked to face the issues most often experienced by these families. *The Family 3-D's Skill Set* is used with each of the 32 key issues seminars. These three skill sets are at the beginning of our books because they will be used in all area of the learning process. *It is not enough to have knowledge about an issue, but rather to have the skill in how to use this knowledge.*

Therefore, we are providing a **Family Solution Finder Learning Centers** is put into place instead of a family support center. It is all about the words **"FAMILY SOLUTION FINDER"** that creates an ability of the family to Determine, Develop and Design their own successful response.

### **Apply "The Family 3-D's Skill Set": (Determine, Develop, Design)**

1. The Family Transformational Response, Determine a Family Solution
2. The Value Based Family Decisions Making, Develop a Family Decision
3. The Family Plan of Action, Design a Family Plan of Action



## **Family Skill Set #1**

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

Determine the Solution to a Key Issue

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

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

**Examples** 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. **You now have a solution to 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. Create a 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?

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

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

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### **2 How does the issue impact the family?**

- ❖ Who in the family?

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- ❖ In what way?

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❖ What is needed to move forward?

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### **3 What steps can the family take to prepare and then respond to the issue?**

❖ What needs to be done, prioritize the list?

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❖ Who needs to be involved?

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❖ What will it look like when completed?

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#### **4 Who can help and assist the family in their response?**

❖ How to search for an organization to help?

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❖ What to ask from them?

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❖ What to expect?

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#### **5 What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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[illegible]

**Now you have a solution to the key issue.**



## **Family Skill Set # 2**

### **“Value Based Family Decision-Making Model”**

Develop a Value Base Family Decision

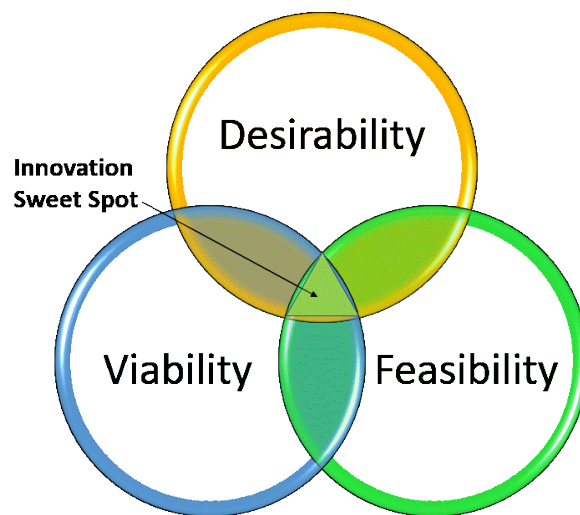


### ***FAMILY DECISION MAKING OVER TIME (FDM)***

#### **The science behind the decision roles.**

Consider how we approach the Solution, is there a bias in our thinking. The Family 3-D's Skill Set can improve how well the family members will combine how they feel going into addressing an issue. If we consider our likely sources of personal interest first, we will possibly have greater success in knowing why we feel the way we do about a topic that is being discussed between family members. We all have our own desires, we all use our logic and judgment to determine if something is viable, and when looking at a plan of action, we consider if it is feasible. In the middle is where we find our own innovation on what we can contribute, and possibly an internal compromise has taken place from within ourselves.

REF: Davis and Rigaux (1974), Wolfe (1959), Davis and Rigaux (1974)



***UNDERSTAND WHAT MOTIVATES A DECISION: (Desirability, Viability, Feasibility)***

**Practice Exercise One:** What are your *desires* as you address a **“Solution”** for this issue?

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**Practice Exercise Two:** How *viable* is your **“Decision”**, is it something you want to see happen?

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**Practice Exercise Three:** How *feasible* is the **“Plan of Action”**, is this something you can complete, and will it bring the results you are seeking?

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## ***The Value Based Family Decision-Making Model***

In our 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)**

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From Wikipedia, the free encyclopedia

In ethics, **values** denote the degree of importance for some thing or action, with the aim of determining what actions are best to do or what way is best to live. It deals with “the right conduct” and how we live a good life.

**Practical Exercise:** What do you treasure the most that is without substitution for anything else?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Write your values down as an individual family member.** (not as an individual, but as a family member).

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Now discuss 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.

There are six steps taken to make a value-based family decision. The Value Based Decision Making Model will identify these six steps. When using in the Family Solution Finder Learning Series Workbook you will be asked to complete a practical exercise and then apply it to the specific key issue the family faces.

***First Step: Identify Exactly What Happened***

**Practical 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?

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## *Second Step: Analyzing the Situation*

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

**Practical 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?)

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**2 Identify, what is causing this to happen?**

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

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

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

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### ***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 a 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?

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- Who did you learn it from?

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- Why do you feel it is creditable?

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Use these answers to assemble your decision.

*Fifth Step: Create a Criteria, what is most important.*

**Practical 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 the Best Decision*

**Practical Exercise: What is your decision:**

**We will do the following:**

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**Our expected outcome is:**

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

**State the Decision Here**

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**Now you have a Value Based Family Decision to the Solution**



### **Family Skill Set # 3**

#### **“The Family Plan of Action”**

Design a Family Plan of Action

## ***Family Plan of Action:***

### **I. SOLUTION (forwarded)**

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

**Our Solution Is:**

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### **II. DECISION (forwarded)**

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

**Our Decision Is:**

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## ***IN CREATING ACTION, WE BECOME PURCHASER'S of SERVICES AND PROGRAMS***

This is the point in where it all comes together, Determining the solution for the issue, developing a family decision, and now designing a *Family Plan of Action*.

What we are doing is “creating a family model” to purchase a service or program that will assist the family in achieving their goals and objectives. In the Family Plan of Action is where knowledge becomes “**doing**” something about the issue.

It is particularly important to introduce consumer socialization because the family members are now consumers of healthcare and social services. Their currency is money, time and love that is exchanged for these services and programs. We should approach these services and programs as consumers. We provide what we have in value for what we need services and programs.

Consumer socialization is a lifelong process, (Ward, 1974), a framework where a child acquires the appropriate behavior in society (Bilton et al, 1988), and he learns to feel as to the society's expectations (Moschis, 1987), and he learns to behave willingly as to the norms established by a given community culture. (Fromm, 1947). For this reason, everyone will view their consumerism differently.

In this framework we are introducing the word “socialization” on purpose. Because what the family is doing will create a socialization of their consumerism in order that others can participate in providing them with what they need. The family should want this to happen, most families need this to happen, their local community is available to make this happen.

Consumer socialization makes a person capable to take part efficiently in the life of the whole society or their given social group. During this process, a young human being acquires the values and knowledge of their social group and other family members, they learn appropriate social norms and the way in how to behave as a consumer of programs and services. Through consumer socialization people acquire those skills that make them capable to be efficient members of a society (Ward, 1974) (O1).

By using *The Family 3-D's Skill Set*, we have taken great strides in assuring each step was given careful consideration. Now, is the stage where we place our **solution** and **decision** into a Family Plan of Action. We are now consumers of healthcare and social services and programs. Its time to go to market.

**Practical Exercise:**

Create a list of tasks which need to be accomplished to complete the objective.

**OBJECTIVE:**

Task:

Task:

Task:

**OBJECTIVE:**

Task:

Task:

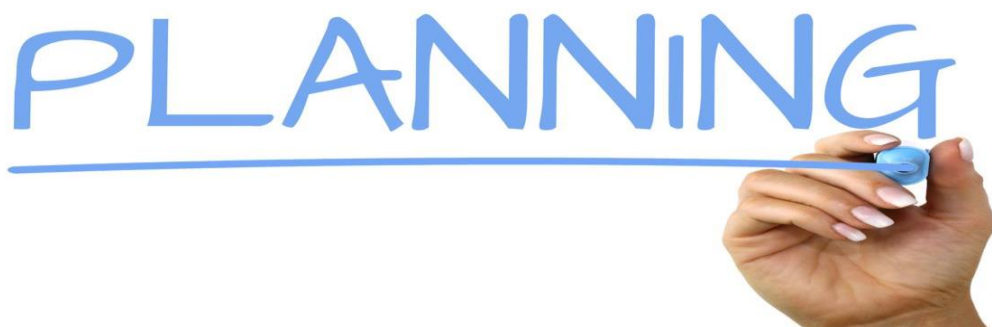
Task:

**OBJECTIVE:**

Task:

Task:

Task:



**III. PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**To:**

**Assigned**

Task:

Task:

Task:



**State the Family Plan of Action Here:**

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**Now you have a Family Plan of Action to implement the Value Based Family Decision**

**Next Step: Go into the community and find a professional to assist you in implementing  
your plan.**

We suggest the reader refers to “The Substance Use Disorders Journey, Its Time to Get Networked” workbook. Use this workbook to find and record services, programs and providers that can assist your family in addressing these issues.

*The Family Needs to Meet*

Agenda Family Meeting, (without the one misusing substance 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.

## Part I: Learn about the family dynamic.

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



## **Learning Modular III**

### **Seminar # 1**

“The Family is a System.”

#### Learning Objectives

1. What defines a family.
2. Homeostasis Theory.
3. Functionality and Potentiality in the family dynamic.

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **II. Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **6 How does the issue impact the family?**

- ❖ Who in the family?

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- ❖ In what way?

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- ❖ What is needed to move forward?

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### **7 What steps can the family take to prepare and then respond to the issue?**

- ❖ What needs to be done, prioritize the list?

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- ❖ Who needs to be involved?

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- ❖ What will it look like when completed?

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## **8 Who can help and assist the family in their response?**

- ❖ How to search for an organization to help?

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- ❖ What to ask from them?

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- ❖ What to expect?

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## **9 What should the family expect as their outcome?**

- ❖ Timeline?

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- ❖ The expenses/cost involved in this issue?

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- ❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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2. **Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

#### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

#### **Our Decision Is:**

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### *Family Coping Skill # 3 Plan of Action*

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#### **PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

##### **Priority # 1.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 2.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 3.**

###### **Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 2**

#### **The Different Roles of a Family Member**

##### **Learning Objectives**

1. Six Characteristic Patterns of Interaction.
2. 7 Different Roles of Family Members and Common Behaviors.
3. The Sequence of Thought when considering these roles.

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

- ❖ Who in the family?

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- ❖ In what way?

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- ❖ What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

- ❖ What needs to be done, prioritize the list?

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- ❖ Who needs to be involved?

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- ❖ What will it look like when completed?

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**Who can help and assist the family in their response?**

- ❖ How to search for an organization to help?

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- ❖ What to ask from them?

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- ❖ What to expect?

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**What should the family expect as their outcome?**

- ❖ Timeline?

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- ❖ The expenses/cost involved in this issue?

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- ❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**2. Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision

**We will do the following:**

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### *Coping Skill # 3 Family Plan of Action*

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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### *Family Coping Skill # 3 Plan of Action*

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 3**

“Childhood Trauma in the Family System”

#### **Leaning Objectives:**

1. Assessment of Complex Trauma Questions
2. Recognize the Signs in School Aged Children
3. Different Scales to Evaluate Levels of Trauma Exposure

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

- ❖ Who in the family?

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- ❖ In what way?

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- ❖ What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

- ❖ What needs to be done, prioritize the list?

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- ❖ Who needs to be involved?

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- ❖ What will it look like when completed?

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**Who can help and assist the family in their response?**

- ❖ How to search for an organization to help?

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- ❖ What to ask from them?

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- ❖ What to expect?

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**What should the family expect as their outcome?**

- ❖ Timeline?

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- ❖ The expenses/cost involved in this issue?

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- ❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

**4. Assessing the Problem:** (Describe exactly what is happening that is not working?)

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**5. Identify, what is causing this to happen?**

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**6. In “what areas” did this create an impacting or disruption?**

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

#### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

#### **Our Decision Is:**

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### *Family Coping Skill # 3 Plan of Action*

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#### **PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

##### **Priority # 1.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 2.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 3.**

###### **Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 4**

“Different Types of Family Therapy”

#### **Learning Objectives:**

1. The different types of family therapy
2. Determine what type of family therapy best meets your family needs.
3. The choice of family therapy models in therapy will make a considerable difference to each member of which the family and the one that is abusing substances. Use the information to talk with your therapist about what model will be best for your family.

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

- ❖ Who in the family?

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- ❖ In what way?

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- ❖ What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

- ❖ What needs to be done, prioritize the list?

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- ❖ Who needs to be involved?

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- ❖ What will it look like when completed?

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**Who can help and assist the family in their response?**

- ❖ How to search for an organization to help?

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- ❖ What to ask from them?

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- ❖ What to expect?

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**What should the family expect as their outcome?**

- ❖ Timeline?

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- ❖ The expenses/cost involved in this issue?

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- ❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**2. Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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### *Family Coping Skill # 3 Plan of Action*

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 5**

Four Primary Family Support Structures

#### **Learning Objectives:**

1. The four primary support structures for a family
2. Responding to a Family Issue Process.
3. Create a Family Plan of Action.



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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

- ❖ Who in the family?

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- ❖ In what way?

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- ❖ What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

- ❖ What needs to be done, prioritize the list?

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- ❖ Who needs to be involved?

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- ❖ What will it look like when completed?

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**Who can help and assist the family in their response?**

- ❖ How to search for an organization to help?

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- ❖ What to ask from them?

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- ❖ What to expect?

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**What should the family expect as their outcome?**

- ❖ Timeline?

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- ❖ The expenses/cost involved in this issue?

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- ❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**2.Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **IV. SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **V. DECISION** (forwarded)

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

**Our Decision Is:**

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### *Family Coping Skill # 3 Plan of Action*

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#### **VI. PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

##### **Priority # 1.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 2.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 3.**

###### **Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **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.



## **Learning Modular III**

### **Seminar # 6**

“Getting the Diagnosis.”

#### **Learning Objectives**

1. What is Substance Use Disorders?
2. Connection Between Mental Health and SUD
3. Three Steps for Family Engagement



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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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---

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

---

---

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

---

---

### **How does the issue impact the family?**

- ❖ Who in the family?

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- ❖ In what way?

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- ❖ What is needed to move forward?

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---

### **What steps can the family take to prepare and then respond to the issue?**

- ❖ What needs to be done, prioritize the list?

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- ❖ Who needs to be involved?

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---

- ❖ What will it look like when completed?

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**Who can help and assist the family in their response?**

- ❖ How to search for an organization to help?

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- ❖ What to ask from them?

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- ❖ What to expect?

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---

**What should the family expect as their outcome?**

- ❖ Timeline?

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- ❖ The expenses/cost involved in this issue?

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- ❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**2.Identify, what is causing this to happen?**

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---

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **VII. SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **VIII. DECISION** (forwarded)

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

**Our Decision Is:**

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### *Family Coping Skill # 3 Plan of Action*

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#### **IX. PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

##### **Priority # 1.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 2.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 3.**

###### **Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 7**

“Substance Use Disorder is a Brain Disease”

#### **Learning Objectives**

1. Substance Use Disorder is a Brain Disease
2. Altering the Brain Reward System
3. Liking and Wanting

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

- ❖ Who in the family?

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- ❖ In what way?

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- ❖ What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

- ❖ What needs to be done, prioritize the list?

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- ❖ Who needs to be involved?

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- ❖ What will it look like when completed?

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**Who can help and assist the family in their response?**

- ❖ How to search for an organization to help?

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- ❖ What to ask from them?

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- ❖ What to expect?

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**What should the family expect as their outcome?**

- ❖ Timeline?

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- ❖ The expenses/cost involved in this issue?

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- ❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**2.Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

#### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

#### **Our Decision Is:**

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### *Family Coping Skill # 3 Plan of Action*

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**X. PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 8**

“The disease progresses in stages.”

#### **Learning Objective**

1. The disease progresses in stages.
2. Three Stages in Recovery
3. Change Plan of Treatment Approach

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

---

### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

---

---

What to expect?

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---

**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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### **Third Step: What is the number one contributing factor.**

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

---

#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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### *Family Coping Skill # 3 Plan of Action*

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#### **PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

##### **Priority # 1.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 2.**

###### **Assigned To:**

Task:

Task:

Task:

##### **Priority # 3.**

###### **Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 9**

“Relapse is a part of the journey.”

#### **Learning Objectives**

1. The Video “Addiction is a Chronic Relapsing Brain Disease Part 2.
2. Relapse is part of this brain disease journey.
3. The journey of Substance Use Disorders.

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### *Coping Skill # 3 Family Plan of Action*

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#### **SOLUTION** (forwarded)

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

##### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

##### **Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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# 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, Boundaries
3. Seminar Twelve, Issue # 3: The Family Intervention, 5 Stages of Change
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



## **Learning Modular III**

### **Seminar # 10**

Issue # One: Enabling vs. Consequences

#### **Learning Objectives**

1. The Ten Types of Enabling Behavior
2. Identify the Enabling vs. Consequences
3. Create you plan on how you will respond.

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

---

---

What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

#### **DECISION** (forwarded)

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

Our Decision Is:

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 11**

Issue # Two of 12 key issues: The Addiction Behavior, Boundaries

#### **Learning Objectives**

1. The Six Known Behaviors
2. Boundary Setting
3. Disease Progression, Different Behaviors

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

---

### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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---

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

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---

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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---

What to ask from them?

---

---

What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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---

**Identify, what is causing this to happen?**

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---

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

##### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

##### **Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 12**

Issue # Three of 12 key issues: Family Intervention, 5 Stages of Change

#### **Learning Objectives**

1. Process of Change, Five Stages of Change
2. Co-Occurring Disorders
3. Suicide Risk with Co-Occurring Disorders

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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---

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

---

---

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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---

### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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---

Who needs to be involved?

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---

What will it look like when completed?

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---

**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

---

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What to expect?

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---

**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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---

❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## *Family Coping Skill # 2: Value Based Decision Model*

---

### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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---

**Identify, what is causing this to happen?**

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---

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

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---

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 13**

Issue # Four of 12 key issues: The Police Intervention

#### **Learning Objectives**

1. Pre and Post Booking
2. Getting Legal Help
3. About the Arrest Process

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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---

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

---

---

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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---

### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

---

---

❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 14**

Issue # 5 of 12 key issues: Emergency Medical Services Intervention

#### **Learning Objectives**

1. First Responder Emergence Care
2. Emergency Room Visit
3. ICU and Hospital Discharge

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**



## **Learning Modular III**

### **Seminar # 15**

Issue # Six of 12 key issues: The Legal Court System Intervention

#### **Learning Objectives**

1. Incarceration Diversion Programs
2. Jail to Rehabilitation or Community
3. Finding an Attorney



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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 16**

Issue # Seven of 12 key Issues: Treatment Centers Intervention

#### **Learning Objectives**

1. Determine Types of Treatment, (Recommended)
2. Know the Facilities Treatment Paths
3. Acute Care is Small Part of the Journey

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## *Family Coping Skill # 2: Value Based Decision Model*

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

##### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

##### **Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 17**

Issue # Eight of 12 key Issues: Support Agencies Mapping

#### **Learning Objective**

1. Pre-Mapping
2. Mapping
3. Set up a Community Services Map

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 18**

Issue # Nine of 12 key Issues: The Relapse

#### **Learning Objectives**

1. What is Relapse.
2. Stages of Relapse.
3. Family Response to Relapse.

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

---

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

---

---

What to expect?

---

---

**What should the family expect as their outcome?**

❖ Timeline?

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---

❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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---

**Identify, what is causing this to happen?**

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---

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision

**We will do the following:**

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### *Coping Skill # 3 Family Plan of Action*

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 19**

Issue # Ten of 12 key Issues: Successful Lifelong Recovery

#### **Learning Objectives**

- 1.** What drives Successful Lifelong Recovery?
- 2.** A Family's Flexible Support to the Plan of Care
- 3.** Strong Support System

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

---

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

##### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

##### **Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 20**

Issue # Eleven of 12 key Issues: Bereavement

#### **Learning Objectives**

1. Stages of Grief
2. Complicated Grief
3. Self - Care in Grief

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 21**

Issue # Twelve of 12 key Issues: Faith, Spiritual Practices

#### **Learning Objectives**

1. How faith and suffering are presented in the substance use disorders journey.
2. How to create a personal response to the issue of “where faith fits into the family lives” as it relates to three key areas: 1. Education, 2. Spiritual Development and 3. Family Referral Resource networking.
3. How to start an Invest in the Family Ministry.

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### *Coping Skill # 3 Family Plan of Action*

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#### **SOLUTION** (forwarded)

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

##### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

##### **Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Part IV: Create a family plan of action**

Seminar Twenty-Two: Elements of a family plan of action.

Seminar Twenty-Three: Roles and responsibilities in the family plan of action.

Seminar Twenty-Four: Getting networked, in advance.



## **Learning Modular III**

### **Seminar # 22**

#### Elements of a Family Plan of Action

##### **Learning Objectives:**

1. What Change to Expect
2. The Family Meeting
3. Making a Family Decision

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

---

### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### *Coping Skill # 3 Family Plan of Action*

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#### **SOLUTION** (forwarded)

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

##### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

##### **Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 23**

#### **“Roles and Responsibilities in the Family Plan of Action”**

##### **Learning Objectives**

1. Communication
2. Triangulation
3. Stronger Internal Support between Family Members

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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

##### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

##### **Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 24**

“Getting Networked in Advance.”

#### **Learning Objectives**

1. Family Community Resource Mapping
2. Pre-Mapping, what is the goal?
3. The Family Community Resource Mapping



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## ***Family Coping Skill # 1: The F.T.R. Model Worksheet***

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar #25**

“Suicide Prevention”

#### **Learning Objectives**

1. Common Risk Factors
2. Common Warning Signs
3. Silent Contributor to Overdose Deaths

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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---

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

---

---

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

---

---

### **How does the issue impact the family?**

Who in the family?

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In what way?

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---

What is needed to move forward?

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---

### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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---

❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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---

**Identify, what is causing this to happen?**

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---

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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***Coping Skill # 3 Family Plan of Action***

---

**SOLUTION** (forwarded)

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

**Our Solution Is:**

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**DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Part V: Other Types of Situations**

Seminar Twenty-Five: Suicide prevention

Seminar Twenty-Six: Financial in Substance Use Disorder

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



## **Learning Modular III**

### **Seminar # 26**

“Financial Management in the Substance Use Disorder Journey”

#### **Learning Objectives**

1. How much treatment will insurance cover
2. Options for individuals with no or poor insurance coverage
3. How Much Does Inpatient Residential Treatment Cost

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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---

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

---

---

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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---

What is needed to move forward?

---

---

### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

---

---

What will it look like when completed?

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---

**Who can help and assist the family in their response?**

How to search for an organization to help?

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---

What to ask from them?

---

---

What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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---

❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

---

### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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---

**Identify, what is causing this to happen?**

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---

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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***Coping Skill # 3 Family Plan of Action***

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**SOLUTION** (forwarded)

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

**Our Solution Is:**

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**DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 27**

“Foster Care Services in Substance Use Disorder”

#### **Learning Objectives**

1. Family-Level Factors
2. Child-Level Characteristics
3. Reunification with Parents with Substance Use Issues

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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---

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

---

---

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision

**We will do the following:**

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### *Coping Skill # 3 Family Plan of Action*

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 28**

NARCAN Intervention(s)

#### **Learning Objectives**

1. Appropriate Narcan Use
2. Post NARCAN Follow-up
3. Overdose Risk Factors

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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**State the Solution Here:**

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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***Coping Skill # 3 Family Plan of Action***

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**SOLUTION** (forwarded)

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

**Our Solution Is:**

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**DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 29**

“Peer to Peer Service’s”

#### **Learning Objectives**

1. Peer Support Role
2. Principles of Core Competencies
3. Recovery and Recovery Support

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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**State the Solution Here:**

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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---

**Identify, what is causing this to happen?**

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

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### **Third Step: What is the number one contributing factor.**

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

##### **Our Solution Is:**

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#### **DECISION** (forwarded)

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

##### **Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 30**

“Medical Assisted Treatments (M.A.T.)”

#### **Learning Objectives**

1. M.A.T. Effectiveness
2. Medications Used in MAT
3. Opioid Dependency Medications

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 31**

“Creating a Family Solution Finder Learning Center.”

#### **Learning Objectives**

1. Creating a Family Solution Finder Learning Center
2. Market Analysis
3. Family Empowerment Is Our Goal

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

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What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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❖ The expenses/cost involved in this issue?

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❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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**Identify, what is causing this to happen?**

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION** (forwarded)

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

**Our Solution Is:**

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#### **DECISION** (forwarded)

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Learning Modular III**

### **Seminar # 32**

#### **“Harm Reduction”**

##### **Learning Objectives**

1. Harm-Reduction Medications
2. Mindfulness: ‘Significantly Greater Extent
3. Family Member Harm Reduction

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## *Family Coping Skill # 1: The F.T.R. Model Worksheet*

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### **Define the Issue?**

- ❖ Clearly State what happened or will happen?

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

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

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### **How does the issue impact the family?**

Who in the family?

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In what way?

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What is needed to move forward?

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### **What steps can the family take to prepare and then respond to the issue?**

What needs to be done, prioritize the list?

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Who needs to be involved?

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What will it look like when completed?

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**Who can help and assist the family in their response?**

How to search for an organization to help?

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What to ask from them?

---

---

What to expect?

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**What should the family expect as their outcome?**

❖ Timeline?

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---

❖ The expenses/cost involved in this issue?

---

---

❖ Required changes to successful respond to this issue?

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State the Solution Here:

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## ***Family Coping Skill # 2: Value Based Decision Model***

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### **First Step: Identify Exactly 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?

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### **Second Step: Analyzing the Situation**

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

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

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---

**Identify, what is causing this to happen?**

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---

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

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

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**Fourth Step: Gathering Information.**

The **Primary Source** information:

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The **Secondary Source** information:

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The **Gut Feeling Source**:

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**Fifth Step: Create a Criteria, what is most important.**

**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 the Best Decision**

**We will do the following:**

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### ***Coping Skill # 3 Family Plan of Action***

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#### **SOLUTION (forwarded)**

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

**Our Solution Is:**

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#### **DECISION (forwarded)**

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

**Our Decision Is:**

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**PLAN OF ACTION** (prioritize the tasks)

**The Family Plan of Action process: (Assign family members and others a task, to combine in the overall workload of completing the family response to this issue)**

**Priority # 1.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 2.**

**Assigned To:**

Task:

Task:

Task:

**Priority # 3.**

**Assigned To:**

Task:

Task:

**State the Family Plan of Action Here:**

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## **Design “Family Master Organizing Binder”**



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				

In the area of legal documents, it is equally important to identify what you do have from what you do not have and need to go get.

<b>CATEGORY (Legal)</b>	<b>YES</b>	<b>NO</b>	<b>MAYBE</b>	<b>NOTES</b>
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](mailto: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 is 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 are 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 are 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 are 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: 1<sup>st</sup>

Assignment:

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

Paying for Care: (managing bills)

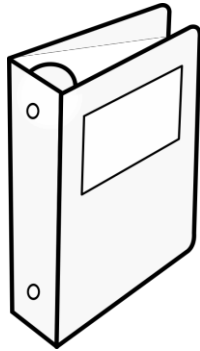
**Several financial resources may be available to help** cover the costs of care for the person with substance us disorders. Some may apply now and others in the future.

2<sup>nd</sup> 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

<b>BANK ACCOUNTS:</b> Account Name:	Website			*Account Number:
<b>CREDIT CARD ACCOUNTS:</b> Account Name:	Website			Account Number:

<b>MONTHLY BILLS ACCOUNTS:</b> Account Name: Account Phone Number	<b>Website</b>	<b>Account Number:</b>
<b>On-Line Subscriptions: Account Name:</b>	<b>Website</b>	<b>Account Number:</b>

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

## By Asset: Problem Identification Checklist

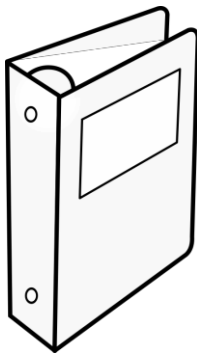
<i>1# Problem:</i>	<i>Corrective Action Required:</i>	<i>Required Documents:</i>	<i>Comments:</i>	
ContactLog Contacted      Date Last	Date Last Contacted:			
<i>#2 Problem:</i>	<i>Corrective Action Required:</i>	<i>Required Documents:</i>	<i>Account Number:</i>	
ContactLog Contacted      Date Last	Date Last Contacted:			
<i>#3 Problem:</i>	<i>Corrective Action Required:</i>	<i>Required Documents:</i>	<i>Comments:</i>	<i>Corrective Action Required:</i>
ContactLog Contacted      Date Last	Date Last Contacted:			
ContactLog Contacted      Date Last	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:			

#5 Problem:	Corrective Action Required:	Required Documents:	Comments:	Corrective Action Required:
Contact Log Contacted	Date Last	Date Last Contacted:		
Contact Log Contacted	Date Last	Date Last Contacted:		
Contact Log Contacted	Date Last	Date Last Contacted:		

### NOTES ON ACTIVITIES:

[illegible]

## *Design the Legal Binder*



## Master Legal Asset Inventory

1 <sup>st</sup> Attorney:	Phone:  Email: Website:	Stockbroker:	Phone:  Email: Website:
2 <sup>nd</sup> 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:

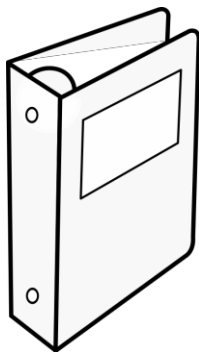
- |    |                             |    |                              |
|----|-----------------------------|----|------------------------------|
| 2  | Trust(s)                    | 18 | Mortgage(s)                  |
| 3  | Will (s)                    | 19 | Auto Insurance Policy        |
| 4  | 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 one's 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 your 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 oversees 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 must be able to show that you tried to communicate and what the results were for that effort.

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



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

<b>Drug Name:</b>	<b>Dose &amp; Frequency:</b>	<b>Date Started:</b>
	<b>Doctor:</b>	<b>Date Stopped:</b>
	<b>Diagnosis:</b>	<b>Result:</b>
	<b>Symptoms to watch out for:</b>	
<b>Drug Name:</b>	<b>Dose &amp; Frequency:</b>	<b>Date Started:</b>
	<b>Doctor:</b>	<b>Date Stopped:</b>
	<b>Diagnosis:</b>	<b>Result:</b>
	<b>Symptoms to watch out for:</b>	
<b>Drug Name:</b>	<b>Dose &amp; Frequency:</b>	<b>Date Started:</b>
	<b>Doctor:</b>	<b>Date Stopped:</b>
	<b>Diagnosis:</b>	<b>Result:</b>
	<b>Symptoms to watch out for:</b>	
<b>Drug Name:</b>	<b>Dose &amp; Frequency:</b>	<b>Date Started:</b>
	<b>Doctor:</b>	<b>Date Stopped:</b>
	<b>Diagnosis:</b>	<b>Result:</b>
	<b>Symptoms to watch out for:</b>	
<b>Drug Name:</b>	<b>Dose &amp; Frequency:</b>	<b>Date Started:</b>
	<b>Doctor:</b>	<b>Date Stopped:</b>
	<b>Diagnosis:</b>	<b>Result:</b>
	<b>Symptoms to watch out for:</b>	
<b>Drug Name:</b>	<b>Dose &amp; Frequency:</b>	<b>Date Started:</b>
	<b>Doctor:</b>	<b>Date Stopped:</b>
	<b>Diagnosis:</b>	<b>Result:</b>
	<b>Symptoms to watch out for:</b>	
<b>Drug Name:</b>	<b>Dose &amp; Frequency:</b>	<b>Date Started:</b>
	<b>Doctor:</b>	<b>Date Stopped:</b>
	<b>Diagnosis:</b>	<b>Result:</b>
	<b>Symptoms to watch out for:</b>	

## Rehabilitation Center (Out-Patient)

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

\_\_\_ Facility Corporate Director or  
Operations:

\_\_\_ Health Plan Insurance Medical  
Director:

## **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 is 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 do not 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.

## **Become a “Friend of the Family”**

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EMAIL US:

[Familiesimpactedbyopioids@gmail.com](mailto:Familiesimpactedbyopioids@gmail.com)

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.