In this talk, Michael describes the practical steps that will help mission staff members to develop and utilize written recovery plans. Developing a written recovery plan ("contract" or "covenant") is one of the most effective means of meeting the special needs of each individual in a rescue mission recovery program. By establishing attainable goals and objectives, the written recovery plan can be used to effectively measure the personal growth of program participants.
Introducing the Recovery Plan

A Recovery Plan is a written plan of program services for each client which is individualized and outlines realistic goals that increase the possibility of his/her success. In other words, it describes how the resources of the program and the outside community will be applied during the individual's stay in the program.

This written plan should include:

1. A simple description of the problem(s) to be addressed
2. A plan for involving family members and others
3. A statement of long and short term goals that will be accomplished while in the program
4. A list of supportive services that will be used and referrals that will be made
5. A list of the recovery program team members and their specific roles in assisting the client to attain the goals and objectives outlined in the plan.
6. A time line in which the recovery plan objectives will be met.

Steps to Developing the Recovery Plan

1. Assign one primary counselor to each new client
2. Data gathering

Information gathered in during the assessment interview and contained in the client's case history provides the basis for developing a Recovery Plan.

   a. Assessment Interview

      (Intake form filled out by staff, volunteer, or senior resident)

   b. Signed Release Forms for requesting information on prior recovery/treatment program experiences to enable you to contact them for discharge summaries.

   c. Medical Assessment
d. Results of Psychological and other Tests

e. Psycho-social Interview

f. Observations of Significant Others (form)

g. Discussions and Observations of Recovery Planning Session

4. Develop a List of the Main Problems to Be Worked On

Identify the areas that will be worked on during his/her time in the program.

5. Develop a List of Realistic Goals to be Attained - In the plan specific and realistic goals are set for each client that are designed to increase his/her success in the recovery program.

6. List recovery program objectives - specific actions that address how the goals will be attained - They must be measurable and time specific!

7. Set a specified time frame in which the objectives will be accomplished.

8. Set conditions by which attainment of the objectives can be measured (conditions to be met, person to whom progress will be reported)

A well stated recovery program objective will contain:

1. The results to be attained in measurable behavior

2. The criteria for knowing if the result is attained

3. The estimated time at which the result will be attained

4. The individual who will attain the desired results

5. The individual responsible for seeing that the results are attained

EXAMPLE: Client will be medically screened within two weeks of admission. The program nurse is responsible for notifying the counselor when medical screening is completed by written notification to the counselor of the results.
Updating and Reviewing the Recovery Plan

1. Gather data relevant to the Recovery Plan
   a. Discharge summaries from other programs
   b. Daily progress notes
   c. Observations and discussions at staff meetings
   d. Group therapy/session notes
   e. Client assignments returned to the counselor/chaplain (develop a record entitled "Assignments of the Treatment Plan" to keep track of assignments)
   f. Daily "Significant Event" sheets
   g. Reports from outside services (pastors' observations?)
   h. Peer review
   i. Additional Tests and Reports

2. Review data with staff members involved with client to:
   a. Develop new goals and objectives, and new assignments, including specific actions to be taken by staff members
   b. Re-prioritize objectives
   c. Set criteria for discharge

3. Review decisions made at staff consultation with client during a regularly scheduled Recovery Plan Review Session
   a. Jointly set new goals, objectives, assignments
   b. Spell out specific criteria for discharge

4. Return to data gathering process, then ongoing staff and client review until recovery goals have been reasonably attained within the context of the program and an established time frame.
   At this point, discharge planning begins.
Discharge

We have really accomplished our goals when the client no longer needs us. The goals of the recovery program should be designed to promote this independence or actually transferring their dependence on God and an ongoing supportive community.

Discharge happens when:

1. All the significant objectives of the Recovery Plan have been accomplished. (With Staff Approval)

2. The client leaves before objectives have been accomplished, cutting short the recovery process (Against Staff Advice)

3. The client is requested to leave the program because of resistance to the recovery process or violation of program rules (At Staff Request)

   The Discharge Summary is a form that outlines the essential aspects of the client's participation in the recovery program. It includes the problems addressed while at the program, progress (or lack of progress) toward attaining recovery goals and objectives, recommendations from program staff, and criteria for re-admission to the program.

Discharge Summary

Written within two weeks of discharge

1. Rationale for Discharge

2. The client's treatment and rehabilitation status or condition at discharge

3. The instructions given to the client about aftercare and follow-up

   When thinking of aftercare, it is important to develop a written "contract" outlining, with input from the client, the expectations for concrete and measurable "self-care" activities they will continue in after discharge; i.e. attendance at church three times a week, bi-weekly support group meetings, monthly outpatient counseling session.