

LMHANA H&I Workshop

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I. LMHANA - Meetings – May 21 2017

Place	Coordinator	Coordinators' Phone #
Twin Lakes Center, Somerset	Stephen C	724-689-6717
Spirit Life Rehab	Alex B.	
SCI Laurel Highlands, Somerset	Lance S	814-442-1497
SCI Pine Grove, Indiana	Ed D	724-422-2816
Indiana County Jail, Indiana - Men		
Indiana County Jail, Indiana - Women		
Cove Forge, Williamsburg – Men /Women	Anthony	
Pyramid BH, Altoona - men/ women	Seth S	814-592-9732
Somerset Co Jail, Somerset	Lance S.	814-442-1497

II. How it works

1. What constitutes and H&I meeting?
2. Our Relationships with Facilities
3. Proposing a new H&I meeting
4. Types of Formats, p21-24
5. Service Structure

III. Short Term Facilities

IV. Long-term/Correctional Facilities,

1. Filling out the applications
2. Institutional Groups

V. Qualifications

1. Panel Coordinators
2. Panel Leader
3. Panel Member
4. Panel Co-Chair

Questions and Answers?

H&I Purpose: PURPOSE:

The LMHANA H&I subcommittee exists to carry the NA message of recovery from the disease of addiction to residents of facilities who are restricted from full access to regular NA meetings. Except those in long term facilities H&I meetings are intended simply to introduce those attending to some of the basics of the NA program. All H&I functions will be held in accordance with the Twelve Traditions of Narcotics Anonymous.

The NA WAY

IT HAS BECOME CLEAR THAT OUR COMMON IDENTIFICATION, OUR UNITY, AND OUR FULL SURRENDER AS ADDICTS DEPEND ON A CLEAR UNDERSTANDING OF OUR MOST BASIC FUNDAMENTALS:

We are powerless over a disease that gets progressively worse when we use any drug. It does not matter what drug was at the center for us when we got here. Any drug we use will release our disease all over again. We recover from this disease by applying the Twelve Steps of NA. Our steps are uniquely worded to carry this message clearly, so the rest of our language of recovery must be consistent with our steps. Ironically, we cannot mix these fundamental principles with those of any other 12 step fellowships without crippling our own message. When our members identify as "addicts and alcoholics" or talk about "sobriety" and living "clean and sober" the clarity of the NA message is blurred. The implication in this language is that there are two diseases; that one drug is separate from the rest, so that a separate set of terms is needed when discussing it. At first glance this seems minor, but our experience clearly shows that the full impact of the NA message is crippled by this subtle semantic confusion.
(Re: World Service Board of Trustees Bulletin #13)

From NA - Hospitals & Institutions Handbook

TYPES OF TREATMENT FACILITIES - SHORT-TERM FACILITIES

Detox Centers - Twenty-eight Day Facilities

Our Role with Facilities that Provide Medication to Their Clients/Residents

During the initial planning meetings with the facility, we must be very clear about what NA is and what our basic message is. NA is a program of complete abstinence from all drugs. We have no opinions on outside issues and our approach is non-professional, so we must be very sure that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug. In facilities which provide medication, residents inevitably ask the question, "Am I clean if the doctor has me on medication?" When that question comes up, it is important not to judge. Based on our Eighth and Tenth Traditions, we are not in a position to discuss the issue. We can only tell them to keep coming back, they are welcome at meetings, and to read the Basic Text. The people on the H&I panels should not tell residents to stop taking their medication. We are not doctors!

INTERACTION WITH THE STAFF

Our relationship with the staff of the facility is important for the continued success of the H&I meeting/presentation. Although the staff's designated contact person may be on the administrative level, our week-to-week interaction will most likely be with the other staff. It is important that we establish a rapport with these staff members that will make it much easier to deal with any difficulties that may come up. This positive relationship will facilitate everything from making sure that there is a

table to put the literature on to handling a resident who has a seizure during the meeting/presentation. At some H&I meetings/presentations, a staff person may be expected to attend. We should make it clear, not only at the initial stage of setting up the meeting, but also on an ongoing basis, that their role will be as observers only. This also applies if the staff member happens to be a member of NA. While this person is functioning as an employee of the facility, they wouldn't be able to share about NA without the residents becoming confused about NA's relationship with the facility. This is in keeping with our traditions concerning non-professionalism and non-affiliation (Tradition Eight and Six).

Do's and Don'ts for H&I Work in - Treatment Facilities

Do follow the guidance found in the NAWS - *H&I Handbook*

Treatment Facility Rules

- Do Attempt to get the treatment facility agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do Adhere to the security regulations at all times
- Do Arrive early to set up meeting
- Do Keep the staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

Panel Leaders and Members

- Do Screen all panel members, speakers, and chairpersons
- Do Adhere to the clean time requirements of the treatment facility and the H&I committee
- Do Ensure that a clear NA message of recovery is carried by all panel members

Literature

- Do Make directories of outside meetings available to the residents
- Do Use the literature recommended for H&I work
- Do Stamp all literature with the local phonenumber
- Do Provide facilities with literature order forms and encourage the facility to supply its own NA literature

Treatment Facility Meetings

- Do Start and end on time
- Do Explain briefly, during the meeting, what H&I is
- Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships
- Do Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA) Hospitals & Institutions Handbook

Residents Meeting Participation

- Do Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Do Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

Panel Leaders and Members

- Don't Bring any contraband items or weapons into the treatment facility
- Don't Take messages and carry letters in or out of the facility
- Don't Show favoritism to any resident(s)
- Don't Bring an NA member who has friends and/or family in the treatment facility
- Don't Wear flashy jewelry and don't carry excessive cash

Don't Use excessive profanity
Don't Attend H&I facilities alone.

Facility Guidelines

Don't Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff

Don't Discuss conditions within the treatment facility

Don't Discuss treatment staff members with resident(s)

Don't Discuss resident(s) with the treatment facility staff

Don't Sponsor resident(s) in the treatment facility that you are attending as an H&I member

Don't Accept money or gifts from, or give money or gifts to, any resident

Meeting Guidelines

Don't Give anyone within the facility your address or telephone number

Don't Provide anyone with another NA member's address or telephone number

Don't Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)

Don't Break another person's anonymity

Don't Emphasize 'using days' while sharing an NA message of recovery

H&I IN CORRECTIONAL FACILITIES AND JAILS

PURPOSE

The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA Program.

CORRECTIONAL MEETING FORMATS

There are many different types of facilities with different rules and regulations. The following is a general format for an NA H&I meeting/presentation. It may be modified according to local needs or customs. It is presented here for those seeking some direction. Remember, it is our responsibility to maintain an atmosphere of recovery.

- a. Introduce yourself and welcome everyone to the meeting.
- b. Have a moment of silence followed by the serenity prayer.
- c. Invite all attending the meeting to give their first name (when appropriate).
- d. Briefly explain that this is a hospitals and institutions (H&I) meeting. Because these residents' access to regular NA meetings is limited, the area service H&I subcommittee is bringing this special meeting/presentation here.
- e. At this time have residents volunteer to read from conference-approved literature. Usually, "Who Is an Addict?," "What Is the NA Program?," "How It Works," "Why Are We Here?," or other selections are Hospitals & Institutions Handbook can be used. Within long-term facilities the reading "What Can I Do?" and the Twelve Traditions can be used.
- f. Depending on the format selected, proceed as follows: "After the speakers have finished there will be time for any questions. There will be no cross-discussion while anyone is sharing. Please hold your questions until the end of the meeting."

Specific Formats - Speaker Presentation - Panel Presentation – Topic Discussion

Topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. There are a multitude of topics that relate to our personal recovery in NA. There are many topics that have nothing to do with recovery. It is important to remember in most H&I meetings we are dealing with addicts who are relatively inexperienced with recovery. When we select the topic for an H&I meeting, their needs should be considered first. The following list is not complete, but you will find a number of topics that are appropriate for most H&I meetings/presentations. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

Some Suggested Topics

1. Any IP or selection from the Basic Text
2. H.O.W. (honesty, open-mindedness, and willingness)
3. Surrender
4. Acceptance
5. The Basics (Don't use, meetings, phone numbers, literature, sponsor, and the steps)
6. H.A.L.T.S. (don't get too: hungry, angry, lonely, tired, or serious) Hospitals & Institutions Handbook
7. Responsible for our own recovery
8. Freedom from active addiction
9. Identify rather than compare
10. Spiritual, not religious, program
11. Going to any lengths
12. Transition from correctional facilities to the fellowship
13. Tools of the fellowship
14. Letting go
15. Feelings
16. Learning to trust
17. Giving up old playmates, playgrounds, and playthings
18. Living just for today
19. The first three steps
20. Denial
21. Reservations
22. Sponsorship

Literature Discussion

Residents can be involved with the sharing, but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.

Step Study

A step study meeting may be held in an H&I setting. The Basic Text, *Narcotics Anonymous*, or other conference-approved literature is used to read the step and then the material is discussed. It is important to have members on the panel who have practiced the particular step being studied. This type of meeting/presentation usually works well in longer-term facilities where the residents have had some previous exposure to the Narcotics Anonymous program of recovery.

General Hints About Conducting H&I Meetings/Presentations

Regardless of the format you use, a question and answer session can be included somewhere toward the end of the meeting. In this way, the speakers can fan any sparks of hope or interest that may have ignited during the meeting. We may not have all the answers to the residents' questions, but we can always convey our interest in the person who asked. That may do more than the information contained in our answers. In a facility where residents are incarcerated for long periods of time, step meetings have been very beneficial to the incarcerated addicts. They give a sense of belonging, and of being part of the NA Fellowship. If you cannot provide a weekly H&I meeting/presentation, perhaps a panel can be taken in once a month. Literature and meeting schedules may be supplied, or the facility can be encouraged to buy NA literature for its residents. Make sure the facility is aware of *The NA Way, Reaching Out*, and the speaker tapes approved for sale through the WSO. Try to avoid a return to old attitudes when you walk into a facility. We need to remember that ours is a program of attraction, and our attraction lies in the ways we have changed.

TYPES OF CORRECTIONAL FACILITIES

Short-Term Facilities

Long-Term Facilities

Adolescents - There are some issues that should be taken into consideration when working with adolescents. Please refer to the discussion of this on last.

DO'S AND DON'Ts FOR H&I WORK IN CORRECTIONAL FACILITIES

Do follow the guidance found in the NAWS H&I Handbook

The World Service Conference H&I Committee has compiled this list based upon the experiences of subcommittees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

Correctional Facility Rules

- Do Attempt to get all agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do Adhere to the security regulations at all times
- Do Arrive early to satisfy security requirements
- Do Keep staff informed of your whereabouts
- Do Obey the dress code, exercise common sense

Panel Leaders and Members

- Do Screen all panel members, speakers, and chairperson(s)
- Do Always clear a member who is on parole/probation with the facility and parole/probation officer
- Do Adhere to clean time requirements of the correctional facility and of the H&I committee
- Do Ensure that a clear NA message of recovery is carried by all panel members
- Do Choose panel members and speakers according to H&I guidelines Hospitals & Institutions Handbook

Literature

- Do Provide NA literature for correctional facility meetings
- Do Make directories of outside meetings available to the inmates
- Do Use NA literature recommended for H&I work and stamp all literature with the local phonenumber
- Do Provide facilities with literature order forms and encourage them to supply their own NA literature

Correctional Facility Meetings

Do Start and end on time

Do Explain briefly in the meeting format what H&I is

Do Clearly state that Narcotics Anonymous is separate from the correctional facility and from other fellowships

Do Emphasize that NA recovery is available to all addicts regardless of drug(s) used

Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA)

Inmates Meeting Participation

Do Involve inmates with the meeting, especially those in long-term facilities (readings, etc.)

Do Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility

Panel Leaders and Members

Don't Allow a member who has outstanding warrants to participate in a correctional facility meeting

Don't Bring any contraband items or weapons into the facility

Don't Take messages or carry letters in or out of the correctional facility

Don't Show favoritism to any inmates

Don't Bring an NA member who has friends and/or family in the correctional facility

Don't Wear flashy jewelry and don't carry excessive cash

Don't Use excessive profanity

Don't Attend H&I facilities alone

Facility Guidelines

Don't Debate any issues involving the correctional facility's rules, regulations, programs, and other fellowships with inmates and staff

Don't Discuss conditions within the correctional facility

Don't Discuss correctional facility staff members with inmate(s)

Don't Discuss inmate(s) with correctional facility staff members

Don't Sponsor inmate(s) in the correctional facility that you are attending as an H&I member

Don't Accept money or gifts from, or give money or gifts to any inmate

Meeting Guidelines

Don't Give anyone within the correctional facility your address or telephone number

Don't Provide anyone with another NA member's address or telephone number

Don't Bring in anyone who is not supposed to be there (newcomers, friends, guests)

Don't Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence

Don't Break another person's anonymity

Don't Emphasize 'using days' while sharing an NA message of recovery

LMHANA H&I Trusted Servants Qualification: (from Imhana H&I guidelines)

PANEL COORDINATOR:

Elected by a majority of this H&I subcommittee for a one year term.

A. QUALIFICATIONS:

1. Suggested minimum of one year of continuous abstinence.
2. Six months of previous involvement in H&I
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service H&I Handbook.
5. Willingness and desire to give the time & resources necessary to serve this H&I subcommittee.
6. Have an NA home group and an NA sponsor.

B. DUTIES:

1. Keep in close contact with the H&I Chair, Vice Chair and Panel Leaders of the facility for which they are the Panel Coordinator.
2. Instruct the Panel Leaders on the facilitys requirements, regulations, and general rules covering the H&I meeting.
3. Shall make sure that weekly H&I meetings go on as scheduled and that all weekly panels are filled at the facility for which they are the Panel Coordinator, utilizing the current H&I volunteer list.
4. Maintain regular contact with weekly Panel Leaders.
5. Acts as the liaison between the LMHANA H&I subcommittee and the facility for which they are the Panel Coordinator.
6. Maintain literature supply at the facility for which they are the Panel Coordinator.
7. Appoints Weekly H&I Panel Leaders pending the approval by the LMHANA H&I subcommittee.
8. Should make an effort to suggest a replacement for their position near the end of their commitment.
9. In the event a weekly H&I cannot be conducted the Panel Coordinator Shall inform the facility in advance the H&I meeting is canceled for that day or night.

PANEL LEADER:

Appointed by Panel Coordinator pending approval by LMHANA H&I subcommittee.

A. QUALIFICATIONS:

1. Suggested minimum of six months of continuous abstinence.
2. Previous involvement in H&I as a Panel Member.
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service H&I Handbook.
5. Willingness and desire to give the time & resources necessary to serve this H&I subcommittee.
6. Have an NA home group and an NA sponsor.

B. DUTIES:

1. Shall chair for a one year term an H&I meeting in the facility being served in accordance with this H&I subcommittees standard procedure.
2. Shall be familiar with and understand the LMHANA H&I Guidelines and the facility rules.
3. Shall inform their Panel Coordinator well in advance when he / she are unable to conduct a regularly scheduled H&I meeting.

Panel Leader Continued:

4. In cooperation with the Panel Coordinator and utilizing the H&I volunteer list, schedule Panel Members for his / her H&I meeting.
5. Shall inform all Panel Members of H&I Do's & Don'ts and the facility rules.
6. Shall inform Panel Members of the meeting format and procedures.
7. Should give advanced notice of resignation to their Panel Coordinator.
8. Shall inform their Panel Coordinator of literature supplies needed.
9. May be removed from their commitment for absence without notice and/or not making adequate

arrangements for a replacement to conduct the H&I meeting.

PANEL MEMBER:

Selected by the Panel Leader from the H&I volunteer list or a NA H&I member a large in cooperation with the H&I Panel Coordinator and H&I Vice Chair.

A. QUALIFICATIONS:

1. Minimum of 6 months continuous abstinence. (NO EXCEPTIONS)
2. Willingness and the desire to carry a clear NA message of recovery.
3. Willingness and desire to share their experience, strength, and hope the NA way.
4. Have an NA home group and an NA sponsor.

B. DUTIES:

1. Shall take an active roll in the H&I meeting they are attending, as a speaker, a panel member sharing their experience, strength, and hope or in any other acceptable way that is helping the Panel Leader conduct a NA H&I meeting.
2. Shall adhere to the rules of the facility wherein he or she is, in fact a guest.
3. Shall always keep in mind that he / she may be seen as a representative of NA and should conduct themselves properly.

Learning Position = CO-PANEL member = (CO-CHAIR)

Selected by the Panel Leader from the H&I volunteer list or a NA H&I member a large in cooperation with the H&I Panel Coordinator and H&I Vice Chair.

A. Qualifications:

1. Minimum of 90 days continuous abstinence. (NO EXCEPTIONS)
2. Willingness and the desire to observe and learn how H&I operates.
3. Willingness and the desire to begin to understand what H&I is and why it is needed.
4. Have an NA home group and an NA sponsor.

B. Duties:

1. Shall accompany the Panel Leader to designated H&I meeting and assist with setting up literature.
2. Shall adhere to the rules of the facility wherein he or she is, in fact a guest.
3. Shall always keep in mind that he / she may be seen as a representative of NA and should conduct themselves properly.
4. Shall always keep in mind that as a Co-Panel Leader(Co-Chair), his/her role is to just observe and learn proper H&I conduct and procedure in accordance with the do's and don't's of H&I service.

LMHANA H&I and Adolescents Facilities:

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority in your state or country. We need to remember that adolescents are prospective members, and should be treated with respect. When sharing in an H&I meeting/presentation, we need to remember that to an adolescent, the stress experienced due to peer pressure, or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous. Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during meetings. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship. While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of the person sharing at an adolescent H&I meeting is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I meetings/presentations are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous. Our experience has shown that we do not need to use a special format when carrying the message to adolescents. In addition to the do's and don'ts found on pages 28 and 40-41 we feel that the following should be included.

DO's

Do - Remember that this is a "we" program.

No addict should feel that he/she is being preached to.

Do - Remember that an addict is an addict, regardless of age.

Do - Tell them that there is fun in recovery, i.e., social events, fellowship, etc.

Do - Acknowledge and validate their feelings and emotions.

Do - Acknowledge and validate their clean time.

DON'TS

Don't - Glorify your past.

Don't - Say, "I feel like I'm talking to my kids."

Don't - Compare your bottom to theirs.

Don't - Patronize adolescents.

Don't - Use profanity.