

**EAST TEXAS AREA:  
H&I SUBCOMMITTEE**



**WWW.ETXNA.COM**

## **DEFINITION & PURPOSE**

**The H&I subcommittee of the East Texas Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept:**

*"TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES."*

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there. The Area H&I subcommittee plays a central role in the overall H&I service effort. It initiates, coordinates and conducts all local NA hospitals and institutions meetings and activities within the Area. This subcommittee is the hub of the H&I planning and organization.

## **CONTACTS**

### **East TX Area H&I Chairperson:**

Sara M.

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### **Regional H&I Chairperson:**

Danny S.

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# **H&I BASICS**

## **1. WHAT IS H&I?**

H&I is NA service work in Hospitals & Institutions. The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I Meetings are intended to simply introduce those attending to some of the basics of the NA program.

## **2. WHAT IS AN H&I SUBCOMMITTEE?**

An H&I Subcommittee is the source of accountability and service structure for H&I service work within an Area. Any meeting not linked into the service structure in this way is not an H&I meeting.

## **3. WHO CAN PARTICIPATE IN H&I?**

In our experience, it is best for NA members to have three months clean before attending an H&I meeting, and six months clean before speaking at one.

All H&I Participants are expected to have a clear NA message, an NA home group in the East Texas Area, a sponsor, an understanding of the NA Steps & Traditions, and carry a CLEAR NA message.

# **EAST TX AREA H&I SERVICE MEETINGS:**

**1. CENIKOR: TYLER, TX**

Friday Nights: 7PM

**2. COMMUNITY HEALTHCORE: LONGVIEW, TX**

Last Thursday of Every Month

10AM-1PM or 5:30-8:30PM

**3. HIGHWAY 80 MISSION: LONGVIEW, TX**

Monday Nights: 7PM

Mens's Meeting ONLY

**4. HIGHWAY 80 MISSION: LONGVIEW, TX**

Thursday Nights: 6:30PM

Women's Meeting ONLY

## **H&I SUBCOMMITTEE POSITIONS:**

An H&I service board of officers shall consist of a chairperson, a vice chairperson, and secretary. H&I Panels consist of panel leaders, panel members, and panel guests. In order to qualify for an H&I position you must come to an H&I Subcommittee meeting and inform the members of your desire to serve. You must also complete an H&I workshop before entering a facility with an H&I Panel.

### **H&I CHAIRPERSON: SARA M.**

*Clean Time Requirement: 3 years, plus a minimum of six (1) year activity in H&I work.*

#### **Responsibilities**

- ✓ Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
- ✓ Carry out policies and orders for the subcommittee.
- ✓ Attend area service committee meetings and H&I subcommittee meetings.

### **H&I VICE CHAIRPERSON: OPEN**

*Clean Time Requirement: 1 year, plus a minimum of six (6) months activity in H&I work.*

#### **Responsibilities**

- ✓ Assume the responsibilities of the chairperson in the event of the chair's absence.
- ✓ Help coordinate H&I meetings/presentations by acting as panel coordinator.
- ✓ Insure that all panel leaders have adequate literature for their meetings by acting as literature distributor.

## **H&I SECRETARY: OPEN**

*Clean Time Requirement: 1 year, plus a minimum of six (6) months activity in H&I work.*

### **Responsibilities**

- ✓ Record minutes of all subcommittee meetings.
- ✓ Copy and distributes those minutes.
- ✓ Keep records of all subcommittee members, including addresses and telephone numbers.
- ✓ Keep copies of all hospital; institutional; and recovery-house guidelines, rules, and regulations.

## **H&I PANEL LEADERS:**

1. **CENIKOR:** SARA M. & OSCAR N.
2. **COMMUNITY HEALTHCORE:** ARIANNA M. & BRITTANY B.
3. **HWY 80 MISSION (WOMEN):** BRITTANY B.
4. **HWY 80 MISSION (MEN):** JOHN C.

*Clean Time Requirement: 1 year, plus a minimum of six (6) months activity in H&I work.*

### **Responsibilities**

- ✓ Invite panel members to the H&I meeting/presentation and, in general, do all the things necessary to conduct the meeting.
- ✓ Communicate regularly with the panel coordinator (vice chairperson) informing him/her of any problems with the meeting/presentation.
- ✓ Make a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.
- ✓ Obtain any supplies that are running low for the meeting.

# H&I PANEL MEMBERS

*Clean Time Requirement: 6 months and members are qualified and assigned by the H&I subcommittee*

## **Responsibilities**

- ✓ Be familiar with the H&I meeting/presentation format.
- ✓ Be familiar with subcommittee and facility rules.
- ✓ Be able to share a CLEAR message of recovery in Narcotics Anonymous.

# **H&I PRISON BASICS**

## **HOW DO I GET INVOLVED WITH PRISON H&I SERVICE WORK?**

H&I service work takes dedication, consistency, personal accountability, and TIME. Some of the prison meetings can last most of the day due to the drive and meetings being held at multiple units.

## **TDCJ MINIMUM REQUIREMENTS**

- Must be 18 years or older with a VALID ID.
- Must not have any pending criminal charges.
- Must have been released from an adult prison for at least 12 months.
- If you are on any type of adult supervision, you will be required to provide a letter from your supervising officer acknowledging your participation in the TDCJ Volunteer Program and that you are meeting the requirements of supervision.
- Must be 12-months from the disposition date of ANY criminal charge (excluding traffic tickets).

## **ONLINE APPLICATION**

[https://www.tdcj.texas.gov/php/prod/volunteer\\_app/index.php](https://www.tdcj.texas.gov/php/prod/volunteer_app/index.php)

## **ONLINE TRAINING**

[https://www.tdcj.texas.gov/php/prod/volunteer\\_training/index.php](https://www.tdcj.texas.gov/php/prod/volunteer_training/index.php)

*Both new and current volunteers must submit an online application prior to training. Only after training is complete will your application be processed.*

**Completion of training does not guarantee your approval. Approval from TDCJ does not guarantee approval at a specific facility. Each facility Warden and or Chaplin has the ultimate authority and must also preapprove you prior to attending. After the completion of initial training, volunteers are required to renew their volunteer application and re-train every two (2) years.**



# REGIONAL H&I SERVICE MEETINGS:

## 1. **POWLEDGE UNIT: PALESTINE, TX**

Thursdays: All Day

Men's Meeting ONLY unless special Panel Event is planned

## 2. **GURNEY UNIT: PALESTINE, TX**

In Process of Being Scheduled

Men's Meeting ONLY unless special Panel Event is planned

## 3. **MULTIPLE UNITS: GATESVILLE, TX**

First Saturday of Each Month: All Day

Men's & Women's Facilities

## REGIONAL H&I CHAIRPERSON: DANNY S.

### Responsibilities

- ✓ Is available to answer questions from the Area H&I Subcommittee.
- ✓ The point of contact and coordinator for H&I prison meetings in the Area.
- ✓ Maintains communication with the WSC H&I Committee.
- ✓ Prepares a budget with the Subcommittee to be submitted for approval of the RSC for the upcoming year.
- ✓ Gives a report on the status and activity of the H&I Literature Fund and Stockpile at each Subcommittee meeting.

**If you have completed all steps of the application process with TDCJ and are approved, you will receive an approval status email. AFTER you receive this, please contact the Regional H&I Chairperson to do a correctional facility workshop and discuss attendance at a specific facility. The Regional Chairperson will provide additional instructions and guidance.**

# SAMPLE PANEL MEMBER ORIENTATION PACKAGE

(area)

## H&I SUBCOMMITTEE

### Orientation

H&I orientation is a period that allows NA members to become familiar with H&I work so they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off, everyone has something to offer.

This packet has been compiled by the \_\_\_\_\_ Area H&I Subcommittee to give a brief outline of some of the specifics that will be important for you as a panel member. The *H&I Handbook* gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service.

Many areas as a part of orientation bring those that are new to H&I to their first H&I meeting/presentation or two as an observer. This will give you a chance to just listen at first and see how an H&I meeting/presentation really works. Also this helps many feel more comfortable when they come join the panel.

### The Meeting/Presentation Format

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I meeting/presentation may vary from meeting to meeting depending on the type of facility. In short-term facilities, the format will be more focused on the panel members carrying a message in to the residents, while at a long-term facility we may encourage more participation from the residents. In H&I we are carrying the message into the facility. At an H&I meeting we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The panel leader should let you know what the format is before the meeting/presentation and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the *H&I Handbook*.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting/presentation. Also, you may be asked to stay after the meeting for a while to talk with the residents if that is allowed.

## Personal Commitments

Please **DO NOT** volunteer for an H&I meeting/presentation if:

1. You are not sure that you want to attend, or
2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make it, try to give the panel leader at least forty-eight hours notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone to take your place or even to come along with you to the meeting. The panel leader is the only one that is allowed to invite people to the meeting.

## Questions and Answers

This a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that NA has no opinion on outside issues. Occasionally during the question and answer period or when talking after the meeting/presentation, the residents will ask us to give an opinion on outside issues such as:

1. Other recovery programs or fellowships.
2. The facility, i.e., “Do I need to stay in treatment?”
3. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to only your share experience, strength, and hope about YOUR recovery in Narcotics Anonymous.

## Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meetings/presentations will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

## Adolescents

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/presentations. 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 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 at the end of this package, 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.

### **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.

### **H&I Requirements**

You have been invited to carry the message of recovery through H&I meetings/presentations because:

1. You have at least six months abstinence from all drugs.
2. You have a strong NA message of recovery from addiction.
3. You seem willing to comply with all of the H&I subcommittee's and the facility's requirements.
4. You are willing to carry the message in a responsible way.

## Do's and Don'ts for H&I Participation

### Do's

- Do** Make directories of outside meetings available to residents.
- Do** Clarify the facility's rules with anyone you bring in.
- Do** Start and end on time!
- Do** Briefly explain what H&I is.
- Do** Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- Do** Try to get residents involved, especially those in long-term facilities (i.e., literature person, coffee maker, readings, etc.)
- Do** Obey all dress codes. Exercise common sense and dress appropriately.
- Do** Keep staff aware of your whereabouts at all times.
- Do** Stamp all literature you bring into a facility with the local helpline number.
- Do** Screen all panel members carefully, especially regarding the clean time or other requirements.

### Don'ts

- Don't** Break another person's anonymity, or tell his or her story.
- Don't** Debate any issues involving facility rules or regulations.
- Don't** Get involved in discussions on outside issues; remember why we are there.
- Don't** While sharing, put too much focus on what it was like. They already know.
- Don't** Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Don't** Discuss conditions within the facility, or opinions about staff members.
- Don't** Carry excessive cash, or wear expensive or flashy jewelry.
- Don't** Show favoritism to any resident(s).
- Don't** Take messages in or out of the facility.
- Don't** Give out any other person's address or phone number.
- Don't** Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.

## TYPES OF TREATMENT FACILITIES

### SHORT-TERM FACILITIES

#### Detox Centers

When doing H&I work in detoxification centers, keep in mind that the addicts you are working with are in the earliest stage of recovery. Your subcommittee should also be aware of the type of detox center with which you are working. Some serve as interim care for addicts who are waiting to go to a treatment unit and may therefore remain in the detox for two or three weeks. Others are short-term only with a maximum stay of three to seven days.

The panel format is suggested for meetings/presentations held in detoxification centers. You may wish to allow time for a brief discussion and/or questions about NA. Do not plan a meeting/presentation which lasts more than one hour. These addicts will often be in withdrawal, with scattered thinking and short attention spans.

Because of the physical and mental state of these addicts, topics for the meeting should be selected carefully. There is a need for panel members to talk about what it used to be like so that the addicts in the facility can identify. Be sure that the NA members you take are able to talk about their using without glorifying it. In addition to talking about what it used to be like, the panel will wish to discuss what happened when they were in the earliest stages of recovery. Some suggested topics include: “denial,” “Step One,” “just for today,” “we do recover,” or “my first NA meeting.” It is a good idea for panel members to also speak about what it’s like now, but they should remember that these addicts will not be as likely to identify with what our lives are like after living clean for a while.

Your subcommittee will have clean time requirements, and the facility may have some requirements too. Try to include at least one panel member with the minimum amount of clean time required. Often newcomers will identify more readily with a relative newcomer than with a member with long-term clean time.

There are a variety of methods used to detoxify addicts. Some methods include the use of medication. Narcotics Anonymous has no opinion on methods of detoxification. While a member doing H&I work may wish to simply state that NA is a program of complete abstinence from all drugs, no member should ever advise someone in a detox to refuse the method of detoxification used by the center. We do not deal with the rules or procedures of any facility in which we do H&I work.

#### Twenty-eight Day Facilities

These facilities may utilize various methods of detoxing residents. Once again we are reminded that Narcotics Anonymous has no opinion on methods of detoxification. In these facilities, as in detoxes, it is important to keep in mind that the addicts you are carrying the NA message to are in the earliest stage of recovery. It is therefore important that the H&I subcommittee refer to the previous section (“Detox Centers”) for additional information.

It may be appropriate to change the meeting format weekly, so that the residents are exposed to four different formats during their twenty-eight day stay. Formats recommended include: speaker meetings, topic discussion, questions and answers, and literature/Basic Text discussion. Some topics might include: “the basics,” “the first three steps,” “sponsorship,” “we do recover,” “just for today,” etc.

Some facilities encourage residents to attend regular NA meetings during their treatment. The H&I panel may inform residents about regular meetings, covering such topics as the language used in NA meetings, meeting formats, etc. You may also provide them with meeting lists.

## **Outpatient Facilities**

When H&I committees carry our message to addicts who otherwise have full access to regular Narcotics Anonymous meetings, an unnecessary drain is placed on already limited H&I resources. Addicts in outpatient treatment settings generally have full access to regular NA meetings. Where this is the case, H&I meetings are not appropriate. H&I subcommittees may choose to make meeting schedules available to such facilities and provide them with order forms for our literature. Also, they may ask PI to do presentations.

# **LONG-TERM FACILITIES**

## **Recovery Houses and Therapeutic Communities**

Recovery houses and therapeutic communities which house residents for longer than twenty-eight days are considered long-term facilities. The H&I services which are provided by the area or region are performed in a variety of ways.

Successful H&I meetings/presentations in long-term facilities usually use the panel system. Since NA meetings are not “therapy groups,” and residents in these facilities often easily fall into their familiar therapy group behavior in an NA meeting, panels often work well to avoid that problem and maintain an atmosphere appropriate to an H&I meeting/presentation.

The panel system format may consist of speaker presentations, panel presentations, topic discussions, step study, or literature discussions. These formats will give the residents an idea of recovery from the disease of addiction by hearing the panel members share their experience, strength, and hope. The fact that these residents will be leaving and eventually be back in society is of importance to the panel coordinator. With this knowledge the panel coordinator can coordinate meeting/presentation formats to give the residents the best opportunity for experiencing recovery in the Narcotics Anonymous program when they leave the facility.

The H&I panel may inform the residents of the terminology used in NA meetings to better acquaint them with the Narcotics Anonymous program. Meeting lists may be given to the residents upon their release. The most important thing an H&I subcommittee can give the residents is hope that there is recovery in Narcotics Anonymous.

## **Halfway Houses or 3/4 Houses**

These types of facilities are usually for addicts who are newly released from jails, hospitals, or treatment facilities. Some of these places have a structured program and some do not. We have found that panel presentations, question-and-answer, or topic discussion are the best types of meeting/presentation formats for these facilities. Because the residents usually have free access to outside meetings, these types of facilities should not be considered as having high priority for H&I. Meetings/presentations in these settings should be structured to avoid having the meeting become a therapy group. Within that structured meeting, you may wish to encourage more participation from the residents and suggest that they attend outside meetings where possible.

## **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).



## Working with Adolescents

There are some issues that should be taken into consideration when working with adolescents. Please refer to the discussion on this on page 5 in the “General Information” section.

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

**Do follow the guidance found in the WSC *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)

## **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

Make the appointment and be there on time. This may be a joint response from the PI and H&I subcommittee members. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous. Bring pamphlets, literature, local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, this handbook, and your local guidelines.

Explain what an H&I meeting/presentation is and is not. What NA offers: we carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not do any counseling or education of staff or residents. We do not provide jobs, housing, money, etc., or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.

What the facility requires from Narcotics Anonymous: We must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). Get specifics about the facility's requirements in writing if possible (see form in Appendix B, page 120). If reference letters, "sunshine letters," are needed, they are available through the WSO H&I coordinator.

## MEETING/PRESENTATION FORMATS

There are many different types of facilities with different rules and regulations. We offer some general guidelines for choosing a format for the meeting/presentation and a general outline around which to develop your own format. One thing which is common to all H&I meetings is that they are closed unless by invitation of the panel leader or the H&I subcommittee.

When choosing a format, the first thing to consider is the Fifth Tradition, "Each group has but one primary purpose, to carry the message to the addict who still suffers." The format should provide a structure which ensures that the NA message of recovery is carried. For this reason, open sharing types of meetings are not used in the H&I setting. They tend to lend themselves to an atmosphere which is inappropriate for an H&I meeting/presentation. The best formats are those in which outside members are delivering a message of recovery in Narcotics Anonymous. The best examples are speaker presentations, panel presentations, question-and-answer, literature discussions and topic discussions. Meetings/presentations should be limited to one hour.

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/presentation to give their first names.

- d. Briefly explain that this is a hospitals and institutions meeting/presentation. Because residents' access to regular NA meetings is limited, the area service H&I subcommittee is bringing this special meeting 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 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**

There are many different meeting formats that may be used; however, whichever format is chosen it is important that the H&I panel maintain control in the meeting/presentation. Many times the use of extremely liberal meeting formats will cause the meeting to be unruly and difficult to control.

### **Speaker Presentation**

*(Appropriate for both long- and short-term facilities)*

In a speaker meeting, one or more NA members share their experience, strength, and hope. That tends to lay out some basic symptoms and characteristics of the disease, and shows how NA has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc., carries a powerful message of recovery and the fact that our disease is progressive, incurable, and fatal.

*(Note: This follows a-f on page 18, 19)*

- g. Introduce the speaker(s).
- h. Leave sufficient time for questions and discussion at the end of the presentation.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, speakers available to talk after the presentation, etc.).
- j. Close with the prayer of your choice.

### **Panel Presentation**

*(Appropriate for both long- and short-term facilities)*

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in NA each and share on that subject. This way topics that supply a variety of relevant information and experience on different subjects can be selected in advance.

*(Note: This follows a-f on page 18, 19)*

- g. Explain how the format works (each member of the panel shares on one topic or on separate topics and then there will be time for questions and discussion).
- h. Introduce the panel members one at a time to make their presentation (you should discuss the length in advance so that the timing works out).
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the presentation, etc.).
- j. Leave sufficient time for questions and discussion at end of meeting.
- k. Close with the prayer of your choice.

### **Topic Discussion**

*(Appropriate only in long-term facilities)*

This type of meeting/presentation allows for the participation of the residents. This format differs from open participation in that more structure is provided for the discussion. One or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The leader, or chairperson, should call on speakers one at a time rather than letting the discussion go spontaneously. This will allow for more control in keeping the meeting recovery-oriented.

*(Note: This follows a-f on page 18, 19)*

- g. Introduce the topic and share first to set a recovery-oriented tone.
- h. Call on several residents and then a panel member repeating this process.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- j. Close with the prayer of your choice.

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 also many topics that have nothing to do with recovery. It is important to remember in H&I meetings/presentations that 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)
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 to the fellowship from treatment
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

*(Appropriate for both long- and short-term facilities)*

For a literature discussion meeting, parts of the Basic Text or other conference-approved literature are read and discussed. Passing the literature around and allowing everyone a chance to read can be an easy way to get the residents involved. If you do that, though, be sure to include in the format a statement like, "Feel free to pass the literature along if you'd rather not read." Not everyone is willing or able to read out loud.

*(Note: This follows a-f on page 18, 19)*

- g. Explain how the format works (will read through the selected literature, stopping periodically to share; or read through entire piece of literature before sharing).

- h. Introduce the panel members.
- i. Begin the reading of the selected piece of conference-approved literature. 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.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

## Questions and Answers

The question and answer format allows residents to write or state questions and topics they might feel frightened or embarrassed about. This format seems to be especially well received at adolescent facilities. The panel leader asks the residents to write topics or questions that are of concern to them and place them in a basket. After introducing the format, the questions are pulled one at a time and one or two of the panel members respond. If the question has already been adequately addressed the next question would be drawn and so on. The panel leader must judge whether a topic or question is appropriate to the meeting/presentation before it is read out loud. If not, just move on to the next question.

*(Note: This follows a-f on page 18, 19)*

- g. Explain how the format works (residents write topics or questions they would like discussed and place them in a basket, or residents simply ask questions they would like to have discussed).
- h. Introduce the panel members.
- i. The topics are drawn out of the basket and addressed by the panel one at a time. Inappropriate topics should not be read out loud.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

## Step Study

*(Appropriate for long-term facilities)*

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. This format allows the residents of the facility to have more participation.

*(Note: This follows a-f on page 18, 19)*

- g. Explain how the format works (will read through the selected step, stopping periodically to share; or read through entire piece of literature before sharing).
- h. Introduce the panel members.
- i. Begin the reading of the selected step from conference-approved literature. 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.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

### **General Hints about Conducting H&I Meetings/Presentations**

A question and answer session can be included somewhere toward the end of the meeting/presentation regardless of the format you use. When answering questions it is important to remember that NA has no opinion on outside issues. Frequently the residents want us to discuss issues that do not pertain to NA. Some examples are: “Do I need to stay in treatment? What about other fellowships or recovery programs? Should I stay on the medication the doctor gives me?” and many others. Do not be drawn into these discussions. Don’t hesitate to say, “I’m sorry, I have no experience I can share with you on that subject.” Even when you do have personal experience on such outside issues, it is important to remain consistent with the Tenth Tradition and not discuss it in this setting. Always remember to only share your experience, strength, and hope about your recovery in Narcotics Anonymous.

We may not have all the answers to their questions, but we can always convey a feeling of acceptance and interest in the person who asked. That may do more than the information contained in our answers.

The duration of the average resident’s stay should be considered when selecting a meeting/presentation format. You may wish to use a different format for each week of the month. This might be especially beneficial in a long-term facility. For example: week one, speaker; week two, panel; week three, panel with time for discussion; week four, step.

Another factor to consider is whether or not the residents are medicated. Our experience has shown that medicated residents cannot effectively participate in meetings; therefore, speakers or panel formats are better suited for presentations in facilities which medicate their residents (see page 27 for additional information).

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.



# ASC H&I REPORT FORM

*(PANEL LEADER TO AREA H&I)*

DATE: \_\_\_\_\_

NAME OF FACILITY: \_\_\_\_\_

NUMBER OF RESIDENTS EACH TIME: \_\_\_\_\_

NUMBER OF PANEL MEMBERS EACH TIME: \_\_\_\_\_

PANEL LEADER: \_\_\_\_\_

CHANGE OF ADDRESS: \_\_\_\_\_

PHONE NUMBER: (        ) \_\_\_\_\_ - \_\_\_\_\_

PANEL COORDINATOR'S NAME: \_\_\_\_\_

LIST TOPICS AND/OR SPEAKERS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW MANY TIMES HAVE YOU BEEN TO THE MEETING? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROBLEMS OR SITUATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT CAN ASC H&I DO TO BETTER SERVE YOU? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_