



**HOSPITALS AND INSTITUTIONS  
FACILITY COORDINATORS HANDBOOK**

**CENTRAL TEXAS AREA  
NARCOTICS ANONYMOUS**

# **H&I Facility “Coordinator” Handbook**

## **Purpose of an H&I Meeting**

- 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

## **H&I FACILITY COORDINATOR RESPONSIBILITIES & REQUIREMENTS**

- The H&I Facility Coordinator is elected by the H&I Subcommittee to serve for one year beginning in the month of November or at any time a new facility is started or an existing facility is in need of a Coordinator.
- The H&I Facility Coordinator will have a minimum of one year clean time, plus have a minimum of six months involvement in H&I service.
- It is a one year commitment and the person must be willing and able to serve in this position.
- Has been through an H&I orientation session, at an H&I Subcommittee meeting, or by the facility coordinator. The coordinator completes annual orientations per H & I policy.
- Must be able to carry a clear NA message of recovery as stated in our **CLARITY STATEMENT** which states:

*We are presented with a dilemma; when NA members identify themselves as addicts and alcoholics, or talk about living clean and sober, the clarity of the NA message is blurred.*

*To speak in this manner suggests that there are two diseases, that one drug is somehow separate from the rest, requiring special recognition. Narcotics anonymous makes no distinction between drugs.*

- The coordinator is ultimately responsible for the content of the message delivered to the facility (i.e. the content of the message delivered by any person selected by the Coordinator to enter into the facility with or on behalf of the coordinator)

### **Responsibilities include:**

- Attend all H&I Subcommittee meetings as per H&I policy requirements. Mark your calendar to attend the last Sunday of each month for the calendar year.
- Must make a written / emailed report to the H&I Subcommittee. Can also make a verbal report if needed at the subcommittee meeting.

- Communicates regularly with the H&I Facilitator, informing them of any problems with the meeting/presentation.
- Keeps an open line of communication with the facility.

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- Must be familiar with the H&I Subcommittee policy and the facility's rules and regulations.
- Makes sure that the panel leader and the panel members have been through an H&I orientation, and are aware of and understand the Subcommittee policy and the facility's rules and regulations.
- Those who have not completed H & I orientation are not to independently facilitate presentations
- Is responsible for panel leader and panel members at all times.
- The **FACILITY COORDINATOR** is responsible to screen all panel members and speakers coming into their facility (from HASCONA).
- The Coordinator will determine if the volunteer is following all of the facilities and NA requirements.
- This is including dress code and jewelry.
  - If the coordinator does not feel comfortable with that volunteer then they may ask them not to attend that meeting.
- Makes sure that the meeting/presentation takes place, and that it starts and stops on time.
- Makes sure that the meeting/presentation is supplied with approved and helpline stamped NA literature only and that the literature meets the guidelines of the facility (i.e. if staples are not permitted they have been removed, etc.)
- Decides what type meeting format or formats are to be used at the meeting/presentation.
- Makes sure that the Twelve Traditions and Twelve Concepts of Service are upheld, at all times.
- Calls upon the administrative and other committee members, when in need of assistance.
- Must attend at least 50% of the presentations each month that he or she coordinates.
- Responsible for facilitating any H&I orientation presentations for his/her facility. This includes giving volunteers Orientation Packet and Updated Facilities list.
- The filled out Volunteer Information form is to be given to the H&I Co-Facilitator to update volunteer phone list. Information to include phone number, email address, clean date, and date of orientation.
- Chooses a "co-coordinator" of his/her choice as long as the co-coordinator meets all H&I requirements as required by this policy.

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- **Co-coordinator will fulfill responsibilities and duties, as listed above, in the absence of the coordinator. In the absence of coordinator will attend subcommittee meetings and submit report when possible.**
- **Co-coordinator must attend H&I subcommittee meeting within the first 2 months. This is so they are comfortable and are able to attend if called on to do so.**

### **H&I Meeting/Presentation PANEL LEADER**

- The H&I meeting/presentation panel leader **is appointed by the H&I Facility Coordinator**, at the time that position needs to be filled. The meeting/presentation panel leader must have **six months** clean time. (Some facilities may require more clean time).
- Been through an H&I orientation session, be able to carry a clear NA message of recovery plus have a minimum of six months involvement in H&I service.
- It is a one-year commitment and the person must be willing and able to serve in this position.

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### **Responsibilities include:**

- Must be familiar with the H&I meeting/presentation format or formats chosen by the Coordinator.
- Must be familiar with the CTA Subcommittee policy and the facility's rules and regulations. CTA Policy can be found on the CTANA Website
- Reports all activities and any problems of the H&I meeting/presentation, to the Coordinator.
- Makes sure that a clear NA message of recovery is being carried using NA language and that the meeting/presentation starts and stops on time.
- Encouraged to attend all H&I Subcommittee meetings and all H&I functions and activities in the Central Texas Area.
- Shall always keep in mind that he or she is a representative of Narcotics Anonymous and should conduct themselves responsibly, at all times.

### **H&I Meeting/Presentation PANEL MEMBER**

- The H&I meeting/presentation panel member is approved by the H&I Subcommittee, or Facility Coordinator.
- May attend any H&I meeting/presentation that the H&I Subcommittee is involved in, once they have six months involvement in NA, six months clean time and have been through H&I orientation. (Some facilities may require more clean time).
- Panel members must be willing to share their experience, strength, and hope, and must also be willing to learn.

### **Responsibilities include:**

- Must be familiar with the H&I meeting/presentation format or formats and follow the lead or direction of the panel leader.
- Must be familiar with subcommittees and facility's rules and regulations.
- Must be able to share a message of recovery through the twelve steps of Narcotics Anonymous, using only NA language.
- Must show up at meeting/presentation on time and when expected.
- Encouraged to attend all H&I Subcommittee meetings, functions and all H&I functions and activities in the Central Texas Area, when possible.
- Shall always keep in mind that he or she is a representative of Narcotics Anonymous and should conduct themselves responsibly at all times.

## **TYPES OF TREATMENT 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.
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- They may be residents from several days to weeks. 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.
  - **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 share on what it used to be like so that the residents can identify. Also speak about what it’s like now, but remember that these addicts will not be as likely to identify with what our lives are like after living clean for a while.
  - Be aware of your facility requirements. Including whether volunteers can give their phone number to residents. If the facility supports that, then it is still up to the NA panel member, only if they feel comfortable with giving their phone number out.
  - 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.
  - 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.
  - Narcotics Anonymous has **no opinion** on next steps of treatment other than attendance at Narcotics Anonymous meetings and working the steps of NA (i.e. endorsing sober living, PHP/IOP, etc—especially particular organizations).

### **SHORT TERM 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.
- **Some topics might include:** "the basics," "the first three steps," "sponsorship," "we do recover," "just for today," etc.

## 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.
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- 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.**
  - 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.

## **Do's and Don'ts in Treatment Facilities**

### THE DO'S:

- Do Attempt to get the treatment facility agreements in writing if applicable
- 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 NA meetings available to the residents
- Do use the literature recommended for Narcotics Anonymous H&I work
- Do stamp all literature with the local information and phone line number
- Do provide facilities with literature order forms and encourage the facility to supply its own NA literature Treatment Facility Meetings if applicable
- Do Start and end on time. 5
- Do, as early as is possible and foreseeable, seek to avoid conflicts of interest that may exist between yourself and those who are accompanying you and the facility or anyone who is a resident/client/staff member in the facility. Seek the assistance of the H&I facilitator when necessary and appropriate.
- 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)
- 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

#### **THE DON'TS:**

- 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 IF AT ALL POSSIBLE.
- 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 doesn't accept money or gifts from, or give money or gifts to, any resident
- Don't give anyone within the facility your address or telephone number UNLESS it suggested by that facility. Then it is up to the NA member whether or not they feel comfortable doing so or not.
- 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) ONLY MEMBERS OF THE H&I SUBCOMMITTEE or those who have been properly screened according to policy.
- Don't break another person's anonymity. 6
- Don't emphasize 'using days' while sharing an NA message of recovery
- Don't smoke or vape with residents either before or after meeting

### **Do's and Don'ts in Correctional Facilities**

#### **DO'S:**

- **MUST BE T.D.C.J. ORIENTED AND APPROVED!**
- Do Attempt to get all agreements in writing
- Do Clarify the rules with whomever you bring into the facility
- Do make sure all panel members have been approved by that facility. That might include a separate background check and orientation for that facility
- Do adhere to the security regulations at all times
- Do arrive early to satisfy security requirements
- Do keep staff informed of your whereabouts while in the facility
- Do obey the dress code, exercise common sense. Most facilities have strict dress code requirements.
- Do provide NA literature for all correctional facility meetings if allowed. The facility will let you know what literature we can give to inmates if any. In most cases, the Chaplin is the contact person for this information.
- Do make CTANA meeting schedules available to the inmates
- ENSURE THAT LITERATURE MEETS SAFETY STANDARDS OF FACILITY, i.e. NO STAPLES on any literature.



- Do use NA literature recommended for H&I work and stamp all literature with the local phone line number and address
- Do provide inmates with ADOPT-AN-INMATE address to send for Basic Text and other literature. The address is:

**TEJAS BLUEBONNET RSC  
ADOPT-AN-INMATE  
6537 S. STAPLES  
SUITE 124 #1014  
CORPUS CHRISTI, TX 78413**

- Do provide facilities with literature order forms if applicable, and encourage them to supply their own NA literature for the inmates or their library.
- 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.

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- 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)
- 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

#### **DON'T'S:**

- Don't bring any contraband items or weapons into the facility
- Don't bring wallet into facility. You will only need your driver's license for access in TDCJ facilities.
- Don't bring a CELL PHONE into facility
- Don't take messages or carry letters in or out of the 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 get into a conflict with inmate. If this occurs just excuse yourself and alert guard if necessary
- Don't wear flashy jewelry
- Don't use excessive profanity
- Don't assume the gender of anyone you are speaking with (unless of course you are speaking/presenting on in a unit or environment comprised of one gender).
- Don't attend H&I facilities alone

- Don't debate any issues involving the 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
- Don't give anyone within the facility your address or telephone number (strictly enforced by TDCJ).
- 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.

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

Our literature does not explicitly state that gender precludes one gender from offering hope and strength to another recovering addict; in fact, part of our message in NA is that diversity is our strength. According to, "Sponsorship, Revised" :

*A good rule of thumb is to look for someone with similar experiences who can relate to our struggles and accomplishments. For most, finding a sponsor of the same sex makes this empathy easier and helps us feel safe in the relationship. Some feel gender need not be a deciding factor. We are free to choose our own sponsor. It is, however, strongly suggested that we avoid getting into a sponsorship relationship that may lead to sexual attraction. Such attraction can distract us from the nature of sponsorship and interfere with our ability to share honestly with each other.*

- Some facilities treat individuals according to gender or separate them according to sex assigned at birth.
- In facilities where your meetings will consist of only one gender, we recommend seeking the guidance of the facility regarding gender of speakers. In doing so we find it necessary and appropriate to use gender neutral language, communicating that whatever the facility's level of comfort with gender of a presenter is how we will proceed. We strongly believe that anyone, regardless of gender, is able to and fully capable of carrying an NA message.

- 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 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.
- There might be, on occasion, when a facility only has a co-ed meeting. In this case we do our best to make sure we bring both male and female panel members.