

# Hospital & Institutions Learning Day

Santa Fe, NM  
Rev 1.5  
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# H&I History

When was the first Narcotics Anonymous H&I subcommittee meeting?

- The first NA H&I subcommittee meeting was in 1963 in southern California

# H&I History

- When was the first Narcotics Anonymous H&I prison panel meeting in the Rio Grande Region?
  - The first NA H&I prison meeting was in 1982. It went into Los Lunas honor farm which is now the level 1 in Los Lunas.
- When was the first Narcotics Anonymous H&I treatment center panel meeting in the Rio Grande Region?
  - The first NA H&I treatment center meeting was in early 1983. It went into the Cottonwood treatment center.

# H&I guidelines/handbook history

- Prior to 1984, H&I used a version of guidelines created by the World Literature Committee. The WSC H&I Committee in 1984 held workshops to rewrite those original H&I guidelines.
- At the World Service Conference (WSC) in 1985, the conference approved the “navy blue version” of the H&I guidelines.
- The name was changed from “Guidelines” to “Handbook” in 1986
- WSC’89: the conference approved the *Hospitals and Institutions Handbook* unanimously.
- WSC’96: the conference approved minor changes to some existing chapters, the new chapter “Forensic and Psychiatric Units,” and revisions to the “Learning Days” and “Preparation for Learning Days” chapters.
- WSC’97: the conference approved changes to the “Do’s and Don’ts” in the *Hospitals and Institutions Handbook*.

# H&I vs. regular NA meetings

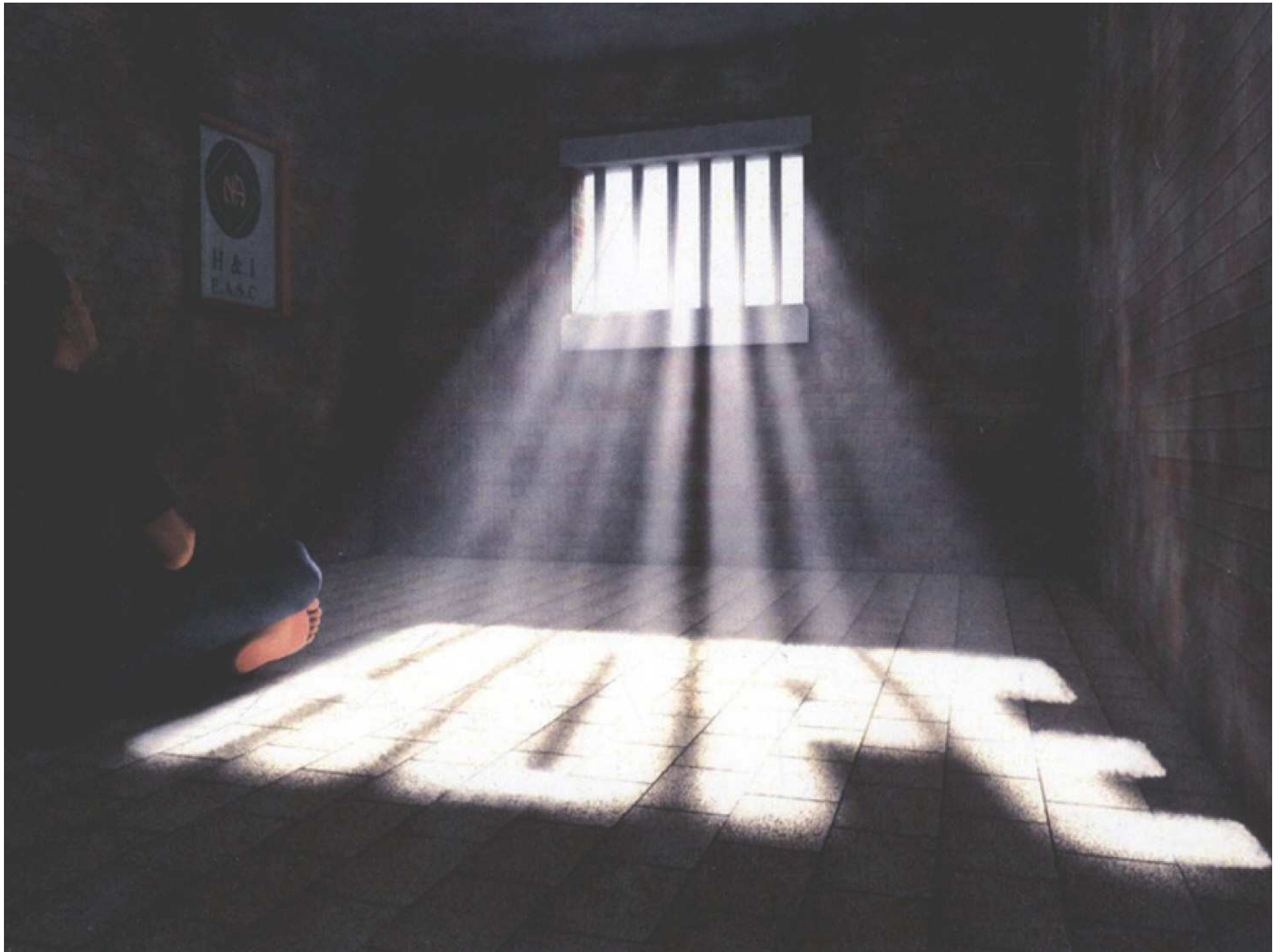
Are H&I meetings the same as regular meetings?

- Not self supporting, uses Area funds – no 7<sup>th</sup> tradition
- Anonymity not protected
- Inmates/clients cannot get out to regular meetings
- May be under surveillance
- H&I must follow the rules of the facility such as restricted access, no cell phones, or dress codes
- Not Autonomous – must follow Area guidelines

# What do Hospitals & Institutions do?

Carrying the message of recovery to those who cannot attend meetings in the community

- Panel meetings to treatment centers and institutions
- Provide meeting guides for when they get out
- Sending literature to institutions
- Writing letters – Steps Behind the Walls



# Types of Treatment Facilities:

- SHORT TERM

- Detox Centers – 3-6 days
- 28 Day Facilities
- Outpatient Facilities – Not eligible for H&I

- LONG TERM

- Recovery Houses– May or may not eligible for H&I
- Halfway Houses – Not eligible for H&I
- Psychiatric Hospitals



# Types of Institutional Facilities:

- Correctional Facilities
  - Long Term - prisons
  - Short Term - jails
  - Adolescent

# H&I and PR

- What are the connections between H&I and PR?
- PR connection - building and maintaining relationships with facilities
- H&I and PR cooperation – joint presentations
- Working with PR committees when presenting information about NA to those outside the fellowship such as jails.
- If there is no PI/PR resource person available, use PR guidelines and PR material

# Hospitals & Institutions Functions at Multiple Levels

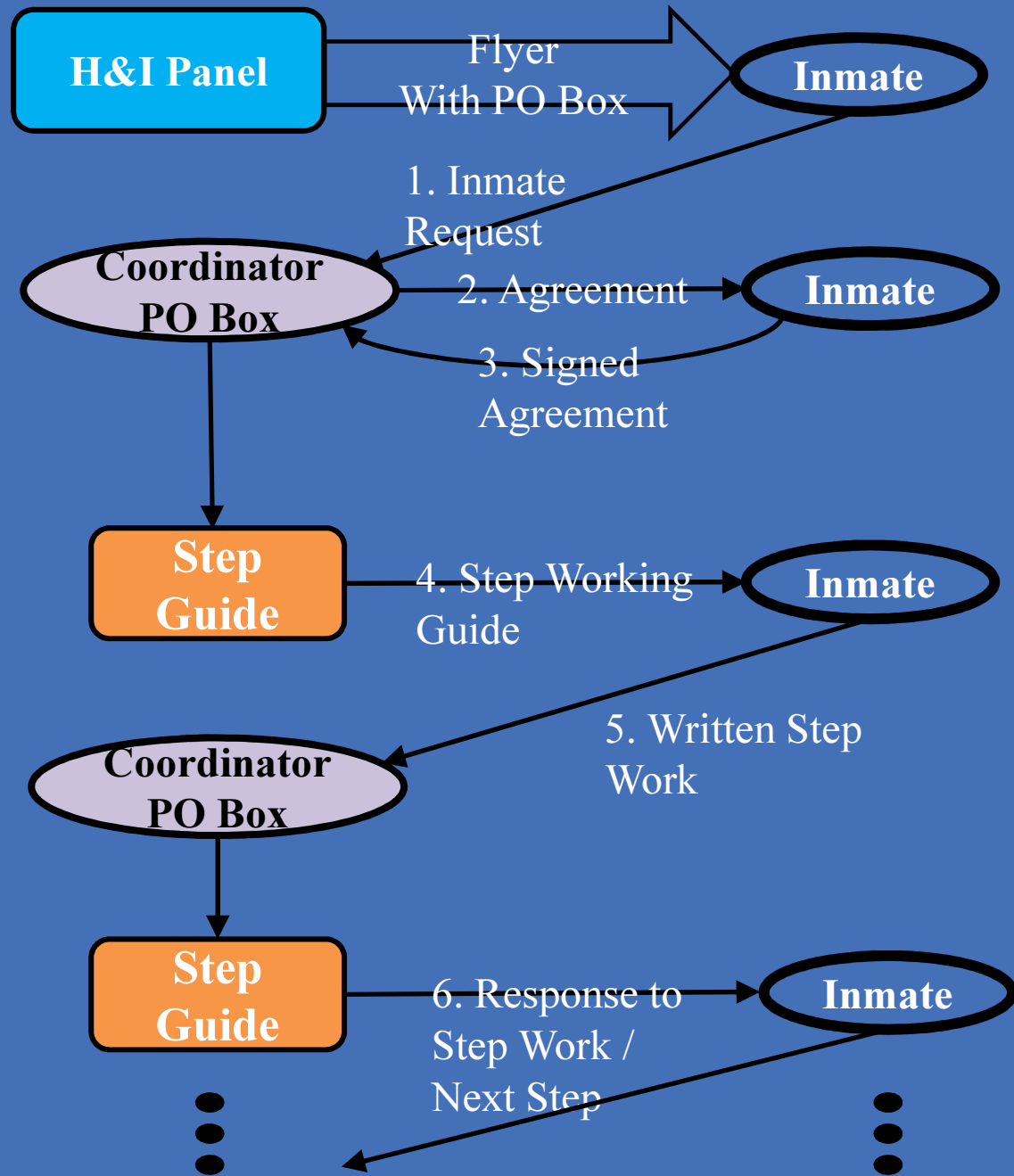
- Area Service Committee provides literature and funding for the H&I sub-committee
- H&I sub-committee
  - H&I sub-committees are directly responsible to the Area members, the Area Service Committee, and their guidelines
- H&I Service
  - panel meetings, maintaining relationships with facilities, written correspondence

# Steps Behind the Walls

- This is a new program in Rio Grade Region that writes letters to inmates to work steps.
- It's not actually sponsorship but more guiding an inmate through the steps without sharing personally identifiable information.
- Confidentiality is required to protect NA and the NA members.

# Steps Behind the Walls

## Program Flow



# Hospitals & Institutions Basics

# H&I

# Panel Leader Do's

- Screen all panel members, speakers, and chairpersons and clarify the rules with whomever you bring into the facility.
- Start and end on time!
- Adhere to clean time requirements of the treatment facility and the H&I sub-committee guidelines
- Ensure that a clear NA message of recovery is carried by all panel members
- Have meeting guides and literature available
- Attempt to get all agreements in writing. If it is special, be sure to get it in writing and bring it to the H&I sub-committee for review
- Explain briefly, during the meeting, what H&I is.
- Clearly state that N.A. is separate from the treatment facility and from other fellowship
- Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- 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)

# Panel Leader Don'ts

- Don't bring any contraband items or weapons into the treatment facility or institution.
- 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 or institution
- Don't attend H&I facilities alone if possible
- Don't make an H&I presentation to a facility by yourself



# Panel member Do's

- Involve residents with the meeting, especially those in prison or long-term treatment facilities (readings, etc.)
- Emphasize the importance of getting to an N.A. meeting the first day out
- Emphasize the importance of a sponsor, regular N.A. meeting attendance, and group commitments after release
- 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)
- Obey the dress code, especially in institutions and exercise common sense.
- Adhere to the security regulations at all times.

# Panel Member Don'ts I

- 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) of the treatment facility that you are attending as an H&I member until they are released
- Don't accept money or gifts from, or give money or gifts to, any resident

# Panel Member Don'ts II

- Don't give anyone within the facility your address or telephone number or info from another NA
- Don't break another person's anonymity.
- Don't emphasize 'war stories' while sharing an NA message of recovery
- Don't wear flashy jewelry and don't carry excessive cash
- Don't use excessive profanity
- Don't show favoritism to any resident(s).
- Don't take messages or carry letters in or out of the facility.
- Don't ask what type of crime an inmate has been convicted of, or discuss guilt or innocence.

# Working with others:

One simple guideline in facilities that separate men from women or that are unisex:

- Men work with men
- Women work with women

# Literature Do's

- Make N.A. meeting schedules available to the residents
- Use the literature recommended for H&I work
- Stamp all literature with the local N.A. helpline phone number if not already printed there
- Provide facilities with literature order forms and encourage the facility to supply its own NA literature

# Questions and Answers

Encourage questions concerning what was presented at the meeting or about N.A. but here are a few things to keep in mind:

- Don't let one person dominate, get questions from as many different people as possible.
- Minimize cross-talk

# Questions and Answers

- Remember that **N.A. has no opinion on outside issues.**
- Occasionally you may be asked about:
  - Other programs or fellowships
  - Religion or politics
  - The facility rules and regulations
  - Many other issues that do not pertain to recovery from addiction in the N.A. fellowship

It is **very important** that we are not drawn into these types of discussions! Always remember to share about your experience, strength, and hope about **YOUR** recovery in N.A. (What N.A. has done for you!)

# H & I Requirements for Panel Members:

H&I requirements are set by each Area not the Region. Here are some suggested requirements

- You must have at least 6 months abstinence from all drugs
- You have a strong N.A. message of recovery from addiction
- You are willing to comply with ALL of the H&I subcommittee **and** facility requirements.
- You are able to carry the message in a responsible way (refer to Do's and Don'ts)



# H&I Clean Time Requirements

- Any N.A. member may attend H&I sub-committee meetings to learn regardless of clean time
- 4-6 months-Observation only to attend a treatment center H&I panel. Not able to speak.
- 6 months- Panel Member
- 1 Year- Panel Leader/Coordinator

# H&I Requirements for jail/prison

- Varies with the facility
- Prison in New Mexico requires 3 years off parole/probation
- You do NOT need to have ever been in jail or prison to carry the message

# How to pick an H&I meeting for you

- You may want to consider attending a treatment center meeting as your first H&I commitment since those meetings do not require a clearance.
- You must have clearance to do an institution meeting. Just because you meet the criteria for clearance, does not mean your clearance will be approved. Please see the local Area H&I chairperson for clearance criteria as they vary.
- Consider if you have a conflict of interest at the facility or with people in the facility, if you do it may be prudent to target a meeting where you do not have a conflict.
- Usually you must go to the Area H&I subcommittee meeting to be considered for an H&I panel member

# Orientation

- H& I Orientation is a period that allows N.A. members to become familiar with H&I work so they are not rushed into it without any preparation for this service.
- As a part of orientation, experienced panel members may bring those who are new to H&I (with less than 6 months clean time) to an H&I meeting or presentation as an observer.
- This allows them to listen and see how the meetings or presentations really work.
- Also, this helps many feel more comfortable to try before commitment.

# Personal Commitments Check

- Do you have the time?
- Have you talked to your sponsor and your family about making this commitment?
- Please **DO NOT** volunteer for an H&I meeting/ presentation if you are not sure you can fulfill your commitment.
  - (If you are a speaker and you cannot make it, give the coordinator at least 48 hours notice to fill your position.)

# Small Group Discussion

# H&I Discussion Topics

## Treatment Center

- 1) What do you do if you are a panel leader and see a panel member asking inappropriate questions such “come over to my place after you get out?”
- 2) What do you do if you are a panel leader and a treatment center wants to bar specific individuals on your panel from entering the facility for an H&I panel meeting?
- 3) Can a person hold a position on staff at a treatment center and be on an H&I panel in the same treatment center? Explain why or why not.

## Prison

- 4) What do you do if an inmate hands you a note that reads: “Tell my mom I am OK”?
- 5) What do you do if an inmate hands you a note that reads: “I am being raped in my cell and I don’t know what to do”? PREA training required

## General

- 6) What should be done (if anything) about a member holding a trusted servant position that handles H&I funds that is convicted of a recent theft outside NA?

# Reaching Out

- This is an H&I newsletter
- Written by and for addicts in institutions

- <http://www.na.org/?ID=reaching-out-index>



# Questions?

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# Hospitals & Institutions Basics

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