



Hope Recovery Network: Peer Recovery Support

PEER PARTICIPANT MANUAL



OUR MISSION—To support those striving to overcome mental health and/or substance use disorders using strength-based goal setting while sharing our own lived experience overcoming similar challenges. Through this mutual partnership we work to help individuals attain a better life and to thrive in the face of difficulty.

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1.1) So, You're Ready to Start Peer Recovery Support: But What Is It Exactly?

Peer Recovery Support is a mutual aid process where individuals with shared experiences provide emotional, social, and practical help to each other while promoting recovery, reliance, and empowerment. You were referred here because another provider thought Peer Recovery Support would be a good idea, or perhaps you heard about it and walked in to see for yourself if it was something for you.

Peer Recovery Supporters are certified by the Ohio Department and Mental Health and Addiction Services Board (OhioMAS) to give 'Recovery Support' after completing online courses and in-person training. Peer Supporters are different than other roles, in large part because of the experience not gained from a classroom or test, but from first-hand recovery experiences of their own.

Peer Recovery Support has many different service possibilities, starting first and foremost with a strong social connection with another person in recovery—this adds an authentic and experienced fighter in your corner. HRN support also includes education and practice on healthy habits, care coordination with your other support persons, and being your advocate for additional services and rights. You and your supporter can work on building life skills including: communication skills, practice coping with anxiety, problem solving skills, and guidance on how to set goals and planning to achieve them. Finally, HRN peer support will help build your confidence and provide the universal medicine of 'hope' for your recovery.

Together with your Peer Recovery Supporter, you are now a team. You will work together to foster a healthy balanced life. Your stable, best possible independence is the goal and what will end the Hope Recovery Network part of your journey toward a thriving recovery. **HRN Recovery Support is 'Person-Centered'** meaning **it starts and ends with you and your recovery wellness goals.** Who knows, perhaps you can get your own certification and join us to help others with your lived recovery experience?

What Is Hope Recovery Network? (Contact: <http://www.hoperecoverynetwork.org> or 419-706-3001)

Hope Recovery Network (HRN) is just that—a network of Peer Supporters that provide assistance for the ongoing recovery process for 'Participants'—that's you! HRN has an office located at Oak House (See *Section 4.2 for details*) in Ottawa County, but most work is done outside of any office by Peer Supporters serving participants in person for Ottawa, Sandusky, Seneca and Wyandot counties. HRN is funded by Ottawa, Sandusky Seneca and Wyandot County Mental Health Recovery Services Board.

PEER RECOVERY SUPPORT CARE COORDINATION: Build Confidence and Abilities to Navigate the System

In addition to your Case Manager your Peer Supporter can help with your care coordination. As an 'Advocate' for your recovery Peer Supporters can 'navigate the system' with along you to locate and secure resources you may be eligible to receive. This includes: SNAP (aka 'food stamps'), government assistance for internet and/or cell phone service, HUD rent vouchers for section 8 housing, and much more.



Transportation Assistance. Most healthcare insurance providers have transportation assistance for medical appointments for those eligible. Ask your Peer Supporter (and/or Case Manager) for help to set it up. Peer Supporters may also be able to assist if the time/resources are available, or if other options are not possible.

1.2) Factors That Affect Your Peer Recovery Support — Diagnoses & Identity

MENTAL HEALTH. Recovery from mental health illness will involve aspects that are unique including which local hospitals are tailored for mental health in-patient needs, the type of therapist or licensed professionals used, and what types of challenges are part of recovery. Mental illnesses may be resistant to standard treatment, maybe that's why you're in peer support. Integrating holistic 'wellness' and practicing other tools like cognitive behavioral therapy with a peer supporter can help manage symptoms for a 'best' life.

SUBSTANCE ABUSE DISORDERS. As with mental illness, there will be specific care facilities, types of providers, and resources available for substance abuse recovery. Recovery from substance abuse may involve rehabilitation centers and/or criminal justice system requirements. Concepts like 'Recovery Capital' and having a 'sponsor' will be a part of recovery. One of the unique SUD resources are SOR grants.

- **State Opioid Response (SOR) Grant Funding.** HRN Participants in substance abuse recovery may be asked about their histories to see if they are eligible SOR grant funding. This government funding in response to the opioid crisis (*and for stimulant misuse and disorders, including cocaine and methamphetamine*) seeks to increase access to treatment systemically. The grant process will give HRN funding that provides for your ongoing Recovery Support. If eligible, it **includes 3 steps including a \$30 gift card** for assisting this important effort to fight the nationwide crisis. HRN has Peer Supporters trained in this process that can guide and support you though each step, having been through SUD recovery themselves.

DUAL DIAGNOSES. In Peer Support this means having more than one diagnosis, this is not uncommon and usually means a mental health and a substance abuse diagnosis. It can add different circumstances or additional needs as opposed to just one type. '**DID**' or **Developmental & Intellectual Disability** is another type in dual diagnoses that affects recovery. A DID diagnosis is a documented disability that can strongly shape what the 'beginning' and 'end' of peer recovery support looks like as well as impact key aspects of this HRN Participant Manual.

INDIVIDUAL IDENTITY FACTORS. Your unique identity will affect recovery circumstances beyond your official diagnoses. There are different Peer Supporter Certifications to specifically address 'Youth' participants and 'Family' support. Other identity factors that will vastly shape the recovery needs and goals include: *race; gender; socioeconomic class; rural residence; elderly status; veteran's status; and LGBTQ persons* just to name a few. HRN will assign a Peer Supporter that closest meets your needs if available.

TRAUMA INFORMED CARE. When diagnoses and identity concerns mix with your personal history, it may leave trauma. Historic trauma, called Adverse Childhood Experiences (ACE's) affect our development. Trauma can be repressed or otherwise not readily apparent (*lack of ability to communicate, lack of comprehension of extent, lack of trust to disclose, ect*) so it is important to treat trauma in a way that does not further and/or re-traumatize. Peer Recovery Supporters are trained to be sensitive to individual trauma in a respectful way by providing a safe space to discuss it, if or when you become comfortable to do so.

1.3) Before We Can Get Started: Peer Recovery Support Permission and Release Form

(See 4.2 for SAMHSA brochure list & general information designed for *specific diagnoses & populations*)



HRN: 1.3) Peer Recovery Support Participant Manual
HRN PEER RECOVERY SUPPORT: RELEASE OF GENERAL LIABILITY



I, (print name) _____, understand by signing this release I give permission to Hope Recovery Network to provide Peer Recovery Support that is tailored to meet my needs within the requirements of Ohio Mental Health and Addiction Services board, state and federal laws. The services may include, but are not limited to: *social activities, group support, recovery related events, daily living assistance such as shopping for groceries or clothes, assistance scheduling and attending appointments.* HRN Peer Support will also include weekly individual communications and meeting my with HRN Peer Recovery Supporter to work directly on my recovery needs and to follow-up on that progress. My signature also releases Hope Recovery Network and/or any HRN Peer Supporter from any liability for damages, losses, injuries that may result directly or indirectly from these services.

X _____
Signature of Participant **Date**

 Signature of Guardian if Applicable Date

HRN PEER RECOVERY SUPPORT: RELEASE OF TRANSPORTATION LIABILITY

I, (print name) _____, understand by signing this release that I will not hold Hope Recovery Network and/or any HRN Peer Recovery Supporter accountable or liable for any personal injuries, damages or losses that I may incur through the course of Peer Recovery Support that may result from any transportation provided by any HRN Peer Recovery Supporter or their vehicle.

X _____
Signature of Participant **Date**

 Signature of Guardian if Applicable Date

OR I hereby refuse my consent to this "HRN Release of Transportation Liability Agreement." I understand that I will need to provide my own transportation to any Peer Recovery Support related activity or services, including any supplemental trips and events in conjunction with Oak House.

X _____
 Signature of Participant Date

 Signature of Guardian if Applicable Date

HRN PEER SUPPORTER: RELEASE WITNESS

I (supporter name) _____, attest that by signing this form I have ensured that the listed "Participant" understood the "Release of General Liability" as well as the "Release of Transportation Liability" before signing this document; **OR** if I am unsure of listed "Participant" capabilities and legal permissions required to authorize these releases, that I will collect the designated legal guardian's signature to guarantee the participant's rights are protected, and that this Release remains insolvent.

X _____



HRN: 2.0) Peer Recovery Support Participant Manual

Peer Recovery Support seeks to foster a healthy balanced life and independence by helping to build skills for resilient wellness.



YOUR PRIVACY, EMERGENCY PLAN & SUPPORT GUIDELINES

2.1a) **GENERAL PRIVACY RULES IN PEER RECOVERY SUPPORT**

It's important to build trust with Hope Recovery Network and your Peer Supporter for effective support in your ongoing recovery. Part of building trust is being able to talk about difficult topics that may leave you feeling vulnerable—perhaps things that you are not proud of, or violates some law or official rules. Anything you say in confidence with your HRN Peer Supporter is treated as confidential, and protected at all stages of your recovery, and all stages of your individual health information management.* HRN uses a Health Information Portability Accountability Act (HIPAA) “Best Practices” approach to privacy.

WHAT IS HIPAA? WHAT ARE “BEST PRACTICES”?

(1) HIPAA sets basic standards to transfer or “port” your medical records (or Health Information Portability=H.I.P.) that protect your privacy rights. Examples include switching doctors in a new city or giving X-Rays to a specialist. Assisting insurance coverage and **Accountability** is also part of this **Act**. Examples include the ability to bill two agencies and using standard units to calculate costs.

(2) A “Best Practices” approach means HRN will treat participant confidentiality with the same standard as other “covered entities” (*providers that bill health insurance*) are required to do.

SAFETY & MANDATED REPORTING. HRN Peer Supporters are “Mandated Reporters,” and are required by law to notify outside agencies in certain dangerous situations—despite Participant’s privacy rights.

1. Peer Supporters must report knowledge that person(s) not able to protect themselves are being harmed or are at substantial risk of being harmed (*children, elderly, disabled, animals, ect*).
2. Peer Supporters are required report any specific plans for self-harm, harm to others, or threats to public safety. They may ask if you have such plans under their professional, ethical obligations to protect all.

2.1b) **EMERGENCY PLAN & CRISIS SUPPORT**

HRN Emergency Plan. (See 2.3a) All Participants are asked to complete this plan form, which will be stored confidentially. It should list any allergies as well as any medications / health information details that first responders would need to know to give you safe and effective treatment. Discussing in advance with your Peer Supporter what to do in an emergency, who to contact, and talking through possible scenarios all will help crisis support be more seamless—so we can be focused in times of need.

Authorization to Disclose. (See 2.3b) Part of HRN’s “Best Practices” approach requires Peer Supporters have your prior-approval to share confidential information with your case manager, emergency contact, or any support person for times of crisis **or even for day-to-day recovery support**. Any signed authorizations will be stored confidentially in your file along with your HRN Emergency Plan.

*Its not required, but STRONGLY recommended for your Peer Supporter to **have signed authorization forms for your Emergency Contact and Case Manager**, at the minimum, for effective service.*

Crisis Support In event of a crisis, it's important to know what help is available, when it is available, and have the details posted in your home and/or in your phone. Saving crisis phone numbers to your phone contacts is a low-profile way to be prepared for yourself or be able to help others in need.

Crisis Hotlines: Crisis Hotline: 800-826-1306; text 741741

Mobile Crisis Response Team: 419-552-1254 (Mon.-Fri. 10-6)

Veterans Crisis Line: 800-273-8255; or text to 838255



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PEER RECOVERY SUPPORT PRIVACY, SAFETY & GUIDELINES (Cont.)

2.2) PEER RECOVERY SUPPORT GENERAL GUIDELINES

Peer Recovery Support Start to Finish. Ideally there is a beginning of recovery support and an end to the service when the Participant's goals are met and wellness is self-guiding. Peer Support is not designed to be indefinite. It can be ended or paused when needs decrease and restarted as needs arise. The level of support can be adjusted from weekly to bi-weekly or monthly. Situations may arise where peer support is also suspended temporarily and restarted when the team is better prepared to engage.

Peer Recovery Support Progress & Exit Survey. To gauge the ongoing peer support process from beginning to end, a Progress Survey may be used to evaluate the progress made and potential progress possible. When the recovery 'Team' has reached the end, participants will be asked to take an exit survey. This will ensure your recovery is in a stable healthy place that has reached independence from dedicated professional peer support, as well as help HRN provide effective peer support in the future.

Mutual Respect, Privacy, and Acceptance. HRN Participants shall be respectful in language, actions and behavior while engaged in any Peer Recovery Support related activity—with your Peer Supporter or with any fellow community member or agency employee. Participants shall not discuss other participant's personal issues that betray privacy. If any person is uncomfortable or upset by your language, actions or behavior or vice versa, please communicate and resolve the issue with fairness and acceptance. If not, you can use the 'Cause for Concern' form available (*See Section 4.3*) in addition to a 'Grievance'— or an official complaint that has a specific steps that attempt to resolve issues using neutral parties.

Respect Sobriety and Mental Health For All. HRN Participants are asked to be respectful of other people's recovery and sobriety, regardless if they themselves are not in substance abuse recovery. Conversely, participants without a mental health diagnosis shall not disrespect or disparage those with one. Let's work to destigmatize these labels and accept that we all have challenges to overcome.

No Theft Rule. Stealing will not be tolerated. Theft of any kind from your Peer Supporter, their belongings / car, or from Oak House and its members / staff will be reviewed. After which, it will likely result in a termination of HRN Peer Recovery Support and possibly other legal actions if appropriate.

No Gift Rule. Peer Supporters cannot accept from/or give gifts to Participants. This is against the professional ethical guidelines of their certification. This does not mean they do not appreciate the gesture. If so desired, Participants can give cards or other similar tokens/actions without monetary value to the 'Hope Recovery Network' agency to show appreciation. *HRN thanks you for great teamwork!*

When At Oak House or Other Recovery Agencies. Participants shall follow Oak House rules (*or other recovery agencies / community centers in your county*), in addition to HRN rules, while at that location or at those agency sponsored events. This includes any repercussions for not following those rules.

Join Oak House. HRN Participants are strongly encouraged to become Oak House Members. Members gain access Oak House resources and events while also solidifying and building the community. Joining Oak House is not *required* but if ever at Oak House, all HRN Participants are required to sign in.



HRN Participant Policy and Rules Subject to Change. *HRN would like to refrain from too many rules to overwhelm but enough rules to keep things fair—but that still clearly communicate what is expected. Therefore, HRN reserves the right to add, remove and/or amend these rules and policies as needs arise. Any changes and/or additions will be communicated fairly.*



HRN: 2.3a) Peer Recovery Support Participant Manual
PARTICIPANT SUPPORT NETWORK AND EMERGENCY CONTACTS



Participant Full Name: _____ **Date of Birth:** _____

Street Address: _____ **City:** _____ **State:** _____

County of Residence: _____ **Recovery Service County:** _____

Cell Phone: _____ **Home/Second Phone (if any):** _____

Email: _____ **Diagnos(es)** _____
(If desired for general announcements only; Not for support.) *(Your choice to disclose to assist support, Will remain private.)*

Race: *(circle one)* African American / Asian / Caucasian / Hispanic **Identified Gender:** _____

Identity traits I wish to disclose to assist support: _____

Emergency Contact Name: _____ **Relation:** _____

Want Signed Authorization? Y / N **Contact Info:** _____

Do you have a Legal Guardian? Y / N **Name:** _____

Want Signed Authorization? Y / N **Contact Info:** _____

Do you have a Case Manager? Y / N **Name:** _____

Want Signed Authorization? Y / N **Contact Info:** _____

THIS SECTION IS TO ASSIST IN AN EMERGENCY AND COORDINATE YOUR SUPPORT NEEDS:

- Hope Recovery Network (HRN) and your Peer Supporter use 'Best Practices' to protect your information.
- Sharing details about your HRN Peer Support requires a signed Authorization For Release of Information.
- Not being able to communicate may complicate crisis support as well as daily recovery support needs.
- You must decide how / if your HRN recovery support persons can share information on your behalf.
- You will have an opportunity to amend this information through the course of your recovery support.

Medications: _____

(Rx Cont.) _____ **Allergies:** _____

Health Conditions / Limitations: _____

Information for First Responders: _____

Recovery Provider Name: _____ **Contact:** _____

(Therapist, Psychiatrist, Court Officer, ect.) **Title:** _____

Primary Care Provider: _____ **Contact:** _____

Alternate Emergency Contact (if desired): _____ **Contact:** _____

Group Home/Residential Contact (if any): _____ **Contact:** _____

List any persons above you want a signed Authorization for: _____



AUTHORIZATION FOR RELEASE OF INFORMATION TO THIRD PARTIES

Peer Participant Name: _____ **Date of Birth:** _____

Many peer participants want other family members such as spouse, parents, siblings and/or certain friends to be involved in their peer support relationship by getting shared information or calling with questions or information. Many also find it beneficial to include Case Managers and/or Legal Guardians. Under the requirements of HIPAA (*Health Information Portability and Accountability Act*), Hope Recovery Network is not allowed to give this information to anyone without the peer participant's consent. If you wish to have your medical or other information released to family members, friends or medical providers, you must sign this form. Signing this form will only give information to the people listed below.

I (Print Peer Participant Name) _____ authorize Hope Recovery Network to release my medical information and other information gathered during Peer Recovery Support to the following individual(s):

1. _____ (Print Name of Person to Share Information With)	Relation to Peer Participant: _____
	Contact Information: _____
2. _____ (Print Name of Person to Share Information With)	Relation to Peer Participant: _____
	Contact Information: _____
3. _____ (Print Name of Person to Share Information With)	Relation to Peer Participant: _____
	Contact Information: _____

Peer Participant Information:

I (Print Peer Participant Name) _____ understand I have the right to revoke or change this authorization at any time and that I have the right to discuss the protected health information to be disclosed. I also understand that information disclosed to any above recipient is no longer protected by federal or state law and may be subject to re-disclosure by the above recipient. I am aware I have the right to revoke this consent in writing.

Peer Participant Signature: _____ **Date:** _____



HRN: 3.0) Peer Recovery Support Participant Manual

Peer Recovery Support seeks to foster a healthy balanced life and independence by helping to build skills for resilient wellness.



DEFINING WELLNESS, GOAL SETTING, AND TEAM PLANNING

3.1a) WHAT IS WELLNESS AND HOW IMPORTANT IS IT?

Defining “**Wellness**” will have different standards to every person, but there are some common overlaps. The Global Wellness Institute defines wellness as the active pursuit of activities, choices and lifestyles that lead to a state of holistic health. From this definition it is important to note:

- 1) Wellness is not a passive or static state, rather an intentional “active pursuit” of specific choices and actions that work toward an optimal health and wellbeing;
- 2) Wellness is “holistic health” extending beyond physical health to incorporate many different dimensions that balance in harmony. HRN Peer Recovery Support is a team approach to building resilient wellness.

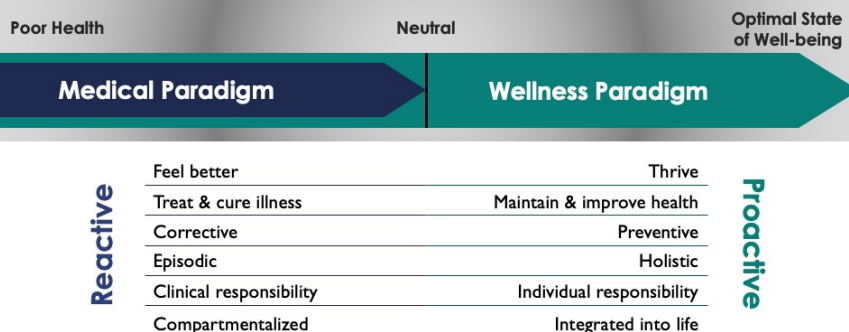
Wellness is an individual pursuit—we have self-responsibility for our own choices, behaviors and lifestyles—but it is also significantly influenced by the physical, social and cultural environments in which we live.

Areas of Wellness (Sometimes its defined in 8, 10 or more categories, but all have aspects of these 6):

- **Physical:** Nourishing a healthy body through exercise, nutrition, sleep, etc.
- **Mental:** Engaging the world through learning, problem-solving, creativity, etc.
- **Social:** Connecting and engaging with others and our communities in meaningful ways.
- **Emotional:** Being aware of, accepting and expressing our feelings, and understanding the feelings of others.
- **Spiritual:** Searching for meaning and higher purpose in human existence.
- **Environmental:** Fostering positive interrelationships for your environmental health with sustainable actions and choices.



Wellness Continuum



Source: Global Wellness Institute, adapted from Dr. Jack Travis

To understand wellness, consider health as a continuum that extends from illness to a state of optimal wellbeing. On one end, patients with poor health engage the medical paradigm to treat illnesses; they interact reactively and episodically with doctors and clinicians who provide care. On the other end, people focus proactively on prevention and maximizing their vitality. They adopt attitudes and lifestyles that prevent disease, improve health, and enhance quality of life and wellbeing.

Wellness is different from healthcare. Our healthcare systems use a pathogenic and reactive approach, focused on causes, consequences, diagnosis and treatment of diseases and injuries. But, **wellness is a proactive approach, focused on prevention**, healthy lifestyles and the pursuit of optimal wellbeing. A solid foundation for wellness helps us prevent and overcome disease, both at present and in the future.

<https://globalwellnessinstitute.org/what-is-wellness/>

It is essential to understand the continuum to combat negative feelings that poor physical health, substance abuse side-effects, and/or a chronic mental illness make “thriving” wellness out of a person’s reach. This might limit energy to focus on the overall aspects of holistic health. But there is strong evidence that doing your best to focus on wellness provides a universal medicine. We all should focus on both the physical and wellness paradigm simultaneously, for our recovery process and beyond.

3.1b) ACHIEVABLE GOAL-SETTING IN PEER RECOVERY SUPPORT

Hope Recovery Network believes the most universal “Goal” of personal recovery is: Gaining and Maintaining Wellness. Sounds great, right? But setting goals can be harder to do than it seems, and no one needs another discouraging “New Year’s Resolution” that doesn’t actually **impact** their lives. This is why you are in Peer Recovery Support, so you have someone along with you to help set achievable goals and keep you focused on making actual progress towards stable, resilient wellness. **Build Your Best Life.**

Stating Goals With IMPACT! (Section 3.1b is from the Whole Health Action Management WHAM Program, National Council for Well-Being)

Improve: *Does it improve the quality of my health and resiliency?*

Measurable: *Is it measurable in terms of my supporter knowing if I have accomplished it?*

Positively Stated: *Is it positively stated as something new I want in my life?*

Achievable: *Is it achievable for me in my present situation and with my current abilities?*

Call Forth Actions: *Does it call forth actions I can take on a regular basis to start creating healthy habits?*

Time Limited: *Is it time limited in terms of when I will begin and when I plan to accomplish it?*



Keys to Meeting Goals Successfully:

After setting an “impactful” goal, following this specific action plan with daily accountability can help achieve it:

Person-Centered Goal: *Using current patterns, interests, and strengths to develop an individualized goal.*

Weekly Action Plan: *Actions taken each week toward the goal.* **Daily/Weekly Personal Log:** *Tracks what we do each week.*

One-to-One &/or Group Support: *Meeting each week to set and share weekly action plans with contact between each meeting.*

Staying Resilient In Your Wellness Goals:

*Life has mini episodes called “days.” Each day can go really well, or really... not so well. So after a bad week, a bad month or even a bad year, resiliency is how our personal wellness can **survive to thrive.***

Whole Health Action Management (WHAM) has defined ten “Whole Health and Resiliency Factors” as:

- | | | |
|-----------------------|-----------------------------------|---|
| (1) Stress Management | (5) Service to Others | (9) Spiritual Beliefs & Practices |
| (2) Healthy Eating | (6) Support Network | (10) Sense of Meaning & Purpose |
| (3) Physical Activity | (7) Optimistic Expectations | |
| (4) Restful Sleep | (8) Challenging Negative Thinking | <i>(You can ask your Supporter for more WHAM content)</i> |

3.1c PERSON-CENTERED GOALS IN RECOVERY SUPPORT

Effective Peer Recovery Support is “Person-Centered,” meaning its up to the Participant to decide what to do and how to do it. Peer Supporters have experience with their own recovery and can suggest routes and give tips, but they cannot drive for you. The underlying goal of Peer Recovery Support is to get Participant’s to a balanced healthy life that guides itself, without the need for a professional co-pilot.

However, being person-centered does not mean Peer Support is completely passive. Everyone is responsible for their own actions: You for yours and Peer Supporters for theirs. Peer Supporters cannot stop a Participant’s unhealthy behavior, but they can choose not to offer their support for behavior that directly contradicts recovery and wellness. Peer Supporters may choose not to drive to McDonald’s if you have Type II diabetes, or enable a gambling addiction with multiple trips for scratch off lottery tickets, or any similar counterproductive behavior toward recovery.

Instead of reinforcing poor habits, Peer Support fosters positive habits using your strengths to meet your goals. First, it seeks to establish—what are your strengths? Do you like to organize and plan? Or “just do it” and learn from mistakes with self-evaluation and feedback? Do you have hobbies you can build on? Peer Support then uses those qualities, preferences, and abilities to reach your unique wellness goalposts.



HRN: 3.0) Peer Recovery Support Participant Manual

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3.2a) GETTING TO KNOW EACH OTHER: PEER RECOVERY TEAM PLANNING

It takes time to get to know someone and understand how that person does things and why. Using research-based assessments with properly qualified, ethical professionals can help this process. While Peer Supporters do not make diagnosis and are not certified to conduct assessments, they have relatable experience of being diagnosed and assessed. They understand it feels and how to still live a full life.

The **Myers-Briggs Type Indicator® (MBTI)** assessment has more than 70 years of science-based, research-based insight to help understand how people operate. It provides positive language for recognizing and valuing individual differences in a productive way. MBTI insights can enhance personal development, team building, communication skills, career change, conflict management, and life transitions. (*The life transition of “Recovery” is your “Career” while in peer support, and your supporter is your closest colleague*). The MBTI uses questions to identify natural preferences in four areas, it then sorts into 16 distinct MBTI personality types:

Extraversion–Introversion (E–I): From where you get your energy?

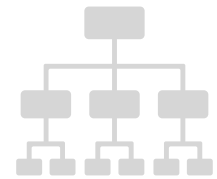
Extraversion: Gets energy from outer world of people and experiences. *Focuses energy and attention outwards in action.*

Introversion: Gets energy from inner world of reflections and thoughts. *Focuses energy and attention inwards in reflection.*

Sensing–Intuition (S–N): What information you prefer to gather and trust?

Sensing: Prefers real information coming from the five senses. *Focuses on what is real.*

Intuition: Prefers information coming from associations. *Focuses on possibilities and what might be.*



Thinking–Feeling (T–F): Which process you prefer to use in making decisions?

Thinking: Steps out of situations to analyze them dispassionately. *Prefers to make decisions on the basis of objective logic.*

Feeling: Steps into situations to weigh human values and motives. *Prefers to make decisions on the basis of values.*

Judging–Perceiving (J–P): How you deal with the world around you?

Judging: Prefers to live life in a planned and organized manner. *Enjoys coming to closure and making a decision.*

Perceiving: Prefers to live life in a spontaneous and adaptable way. *Enjoys keeping options open.*

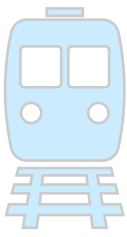
Knowing there are far more than 16 types people and that labels can sometimes harm, using this kind of insight can still assist your focus direction, relationships, and life choices. By carefully considering just these MBTI “style preference” pairs provides a basic framework to describe to each other our most comfortable and natural “mode of operation.” (*If this type of information interests you, consider doing a complete official assessment online or ask your therapist to learn more about it*). Also remember, personality is only part of how we behave. We all have different motivations, experiences, values, hobbies, skills, and cultures that shape us. The MBTI is just one assessment example and it is used here to help early Peer Support planning be more effective, until a more natural relationship from direct experience has time to build.

HRN Team Plan Worksheet (See HRN: 3.3 Participant Manual)

This worksheet (*or a similar tool your peer supporter prefers*) is the first formal step in the getting-acquainted process. It gathers your strengths and initial goals to get “the ball rolling.” Anything written down can be changed at anytime—maybe your priorities changed? Or you choose “easy” goals to build confidence and are ready for more? The team planning sheet should also help outline communication styles, list resources, how to avoid conflict, and how to resolve if it occurs.



A team-planning worksheet should be completed together in person, with each recovery support team member filling a copy out. This can be an opportunity for “active listening” as you each discuss expectations and clarify definitions by listening, interpreting and repeating back what you heard before writing it down (*Tip: using a pencil is wise* :). At the end you can exchange copies, ensuring you are both literally “on the same page.” Any copy of a team plan will be stored in your confidential file so it can be reviewed when the team agrees is a good time (*at least once a year recommended*).



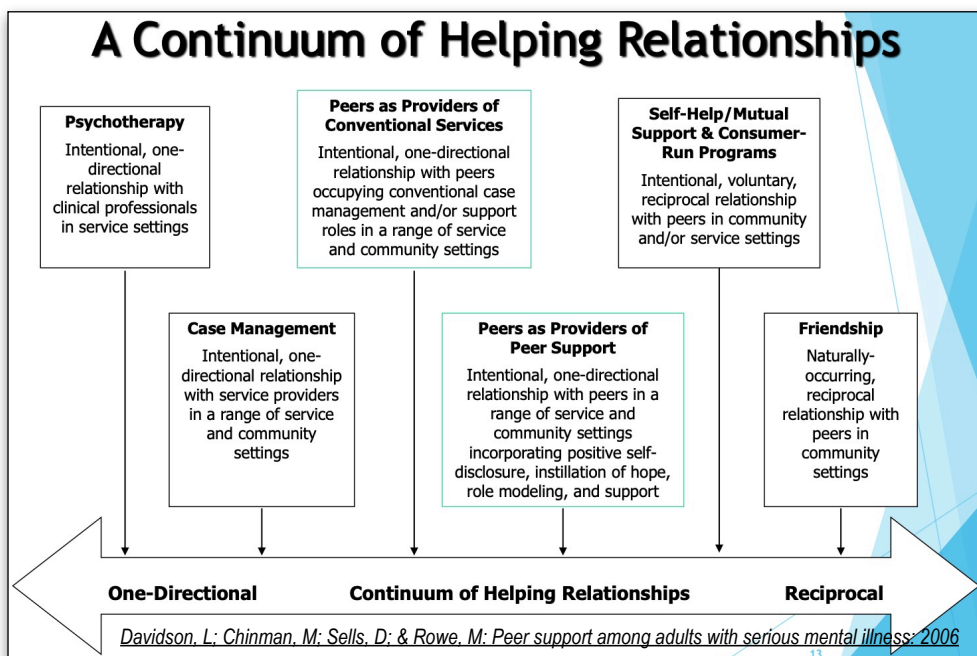
3.2b) UNDERSTAND THE PEER SUPPORTER ROLE: BOUNDARIES & ETHICS

It's tempting to ride the momentum of team-building straight into making a plan, but defining boundaries and ethics is essential before getting started. Without these guiding principles, our Peer Support train can leave the station already off track—possibly even harming our recoveries.

Peer Support Ethics. These are professional boundaries that certified Peer Supporters must follow. As previously discussed, these include privacy standards and when safety concerns mandate reporting. Other ethics include maintaining their own recovery and doing no harm. They can't control what participants do and should avoid giving unsolicited advice. This includes not being able to stop a participant from making poor decisions, even when they may endanger their own life (*outside of the specific safety standards set by law*). Peer Supporters should never depend on Participants to meet their own needs or for their own support. Without exception, Peer Supporters are prohibited from intimate relations with participants or their support network. **Any** indication of this should be reported immediately.

Personal Boundaries. These are lines a person sets to stay healthy and stable over time. To be effective, they must be communicated clearly and enforced consistently. Making exceptions to established boundaries will erode them to the 'exception' level thereafter. **Exceptions further erode the foundation to have boundaries at all—'exceptions' become the rule.** It may seem harsh or unnecessary—maybe its okay to cross a boundary today because of X, Y, Z? But slippery 'standards' don't last and will crumble eventually, wasting precious momentum. Peer Supporters that enforce their own boundaries well are role-modeling how to do this—its not easy. But healthy habits in all aspects of recovery is the recovery.

Singular Role. Perhaps the most important and consistently difficult ethical standard that Peer Supporters must follow is having just one 'role' with any participant, **even after peer support has ended.** **They can't also be sponsors, have close social ties, or become 'like a family member.'** This is even more difficult in small communities and rural areas. They can be your legal advocate, but they can't give legal advice. They can be very friendly, but they can't be friends (that requires reciprocation, see diagram). This will likely feel counterintuitive, and at times may be very uncomfortable and hard to understand.



Peer Supporters should never have a 'favorite' participant they support. It shows poor boundaries that may result in harming that 'favorite' peer. **Peer Support is rewarding work but designed to *not* be reciprocal.** It is a **professional relationship that deals with extremely personal details of our lives**—our recoveries. Peer Supporters get paid to help with things you might not tell your best friend about—which has unique benefits and specific risks and why boundaries are **essential**.

Role Drift. The Peer Support role can 'drift' over time we recover. As the peer relationship grows in length and depth, the overall goal is to shrink in necessity and become 'obsolete.' This can lead to extending support beyond what is healthy for your best independence, or falling into a 'routine' that is no longer fostering actual progress. It may drift to filling in for other areas/unfilled roles as progress is made beyond the role's definition. Having periodic progress surveys and re-evaluating goals will help keep us on track. Its a good idea to formally evaluate periodically (*especially after 2+ years*) to determine if the support has drifted beyond the goal-based best-recovery purpose and ethical boundary guidelines.

HRN: 3.4) Peer Recovery Support Participant Manual

Peer Recovery Support seeks to foster a healthy balanced life and independence by helping to build skills for resilient wellness.



'ON-BOARD' JOINT PARTICIPATION CONTRACT



*Peer-Centered Recovery means my recovery support starts with my goals.
My Peer Supporter and I participate together on a team to meet those goals.*

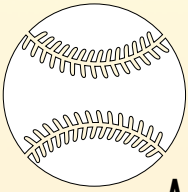
1. I will be honest and respectful with my Peer Supporter, including not being aggressive, misrepresenting my actions and/or sobriety, or putting myself or Peer Supporter at risk. *I understand a safe and honest environment is needed so we can build ongoing trust with each other.*
2. I will interact with my Peer Supporter differently than I would with my family, close friends or other supports in my network. *I understand that my relationship with my Peer Supporter will provide a different type of support than a best friend, or close family member, or licensed therapist.*
3. I will share my concern if I am not happy with my recovery progress, my Peer Supporter or with Peer Recovery Support. *I understand being honest will not get me in trouble, that it may actually help guide the support, and there is an anonymous 'Cause for Concern' form I can use if it is more comfortable.*
4. I will respond in 3 days or less when my Peer Supporter contacts me and give them up to 1 business day to respond to non-urgent matters. *I understand it's important to respect each other's boundaries for daily communication and the importance of making a plan for emergencies or urgent issues.*
5. I will tell my Peer supporter when I want to cancel a meeting or to end Peer Support. *I understand a pattern of not responding, canceling more often than not, or canceling without notice several times may lead to my supporter being assigned to other tasks until I am able to participate regularly.*
6. I will inform my Peer Supporter when I am concerned about harming myself, harming others, or if I am being harmed by others. *I understand its the first step to build coping skills together, that my privacy will be respected and we will define situations where safety may require other actions.*
7. I will stay engaged with my recovery and Peer Supporter by putting equal effort in to plan wellness goals, develop and follow a skill-based plan for a balanced life and personal growth. *I understand we will review the progress and re-evaluate the plan as part of the recovery support process.*
8. I will commit to equal "On-Board" participation to our plan with an honest willingness keep trying in the ongoing process. *I understand a lack of effort to participate may lead to a probation period so I have time to think about what I want, goals and how to prepare if I want to try Peer Recovery Support again.*
9. I will engage in more than transportation assistance with my Peer Recovery Supporter. *I understand we can set up other transportation methods if needed to ensure both my personal recovery support plans and other transportation needs are met.*
10. I will not use my recovery support resources to directly benefit others in my support network. *I understand this is a conflict of interest and that HRN resources are limited to provide for my needs.*

I have read and will follow the HRN On-Board Contract while staying open to work on other issues that may arise.

I understand if either participant are not following this contract this may lead to HRN actions to get back on track.

Supporter Signature: _____ **Date:** _____

Participant Signature: _____ **Date:** _____



On-Board Policy



A Peer Recovery Support Team works together to overcome life's challenges. They practice skills and work together on a winning strategy to reach goals.

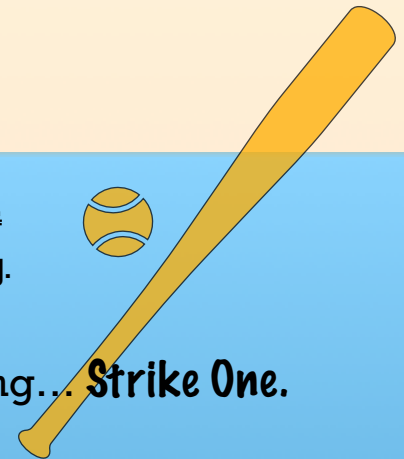
But what if a team member is not participating in the team's recovery playbook?

Hope Recovery Network does have some support rules to help with this.

The team decides what is an official "pitch" and what level of "participation" is a swing.

If an official "Pitch" is called out but

the other team member doesn't make an effort to swing... **Strike One.**



Daily life struggles may continue to distract. Team goals may move farther rather than closer. And another team-play is met without joint participation

...**Strike Two.**

Are We On-Board Or On-the-Bench?

Strike Three? One Month Probation to think about the goals.

Time to think about what can be done after a fresh start. What was working before?

Is something interfering with progress? What can be improved with practice?

Round Two: Same as before but better, right? Distraction has a way of seeping in and if participation is falling off again. ...Three strikes will lead to 3 Months Probation.

It's time to think...

Is Peer Recovery Support the right play at this time?

When sitting on the bench for those months, its important to consider the bigger game.

Choose to step up to the plate again or wait.

If a third strike out occurs, it will take a new referral and a commitment in advance to engage in recovery equally.



Let's Team Play & Win Together!



HRN: 4.0) Peer Recovery Support Participant Manual

Peer Recovery Support seeks to foster a healthy balanced life and independence by helping to build skills for resilient wellness.



RESOURCE LISTS & RESOLUTION FOR PEER SUPPORT PARTICIPANTS

4.1) RECOVERY COUNSELING & COMMUNITY CENTERS

For Counseling: NAMI Northwest: (419) 334-8021 (Seneca, Ottawa, Sandusky, Huron, & Wyandot counties)



Firelands Counseling & Recovery: (419) 734-2942 (Ottawa County)

Bayshore Counseling: (419) 734-5535

LOTUS, Seneca County. (Ask your Peer Supporter for details)

Oak House Community Center, Ottawa County (62 Grande Lake, Port Clinton, OH) Phone: (419) 734-4417

Services. Oak House sends a monthly newsletter with information, activities and games along with a monthly event calendar with special events and ongoing club schedules. Regular weekly scheduled activities include: *group therapy, art club, mindfulness, yoga, book club and even time with Baron the therapy dog.* Monthly outings are scheduled to Walmart, fishing and walking clubs (weather permitting), as well as events like birthday bingo, group lunches and much more. Outside has gardening in the summer and inside year-round is a “Media Center” with a large movie collection, video games consoles with numerous game options as well as a full bookcase of boardgames—plenty of fun in every corner here!

Oak House makes visits and hosts events for members in Fremont (Sandusky County) and Tiffin (Seneca County) as well. See the Monthly Newsletter for details and events outside of Ottawa county.

Membership Benefits. Oak House members have access to all services and can become a board member to take a more active role in their community. Ask your Peer Recovery Supporter for help getting signed up.

Meetings Oak House Hosts: **Taking Back Ohio:** Tuesdays 6:00 pm, **SMART Recovery** Thursday 6:00 pm

AA Meetings: Men’s Wednesdays 7:00 pm & Women’s Saturdays 11:00 am

HOPE RECOVERY NETWORK ONLINE

HRN is a young organization that is building an online presence, including social media. Follow us to learn more about upcoming events in your communities and services we offer. Also look out for general education, awareness and topics for well-being in mental health and/or substance abuse recovery. HRN will host a monthly photo scavenger hunts on instagram, with a prize for first completed. Stay tuned for a “Daily Twitter Tidbit,” if you reply to more than 20 you will get a “Facebook Fist-Pump.”

Website: HopeRecoveryNetwork.org

Facebook: facebook.com/HopeRecoveryNetwork

Instagram: instagram.com/hoperecoverynetwork

Twitter: twitter.com/HopeRecoveryNet

Social Media Rules. Fun and advocacy is greatly encouraged. But respect is required— you got to give it to get it. No discrimination, hate speech or harassment. Do not post any information (like names, birthdates, addresses, ect.) that would make it possible for someone to “identify.”

Peer Recovery Team Rules. Peer Supporters are not permitted to “friend” or follow Participants to protect their privacy and follow certification ethical guidelines. Any unethical, illegal or questionable activity should be reported to HRN Supervisor, be it from Peer Supporters, Participants or other community members or agencies.

HRN Website. Has recovery resources for Participants, including this manual. There are many easy to download and view PDFs selected on Recovery, Peer Support, mental health &/or substance abuse issues, wellness topics and goal setting, and so many other options. Ask your Peer Supporter for help if you are not comfortable using computers, perhaps your team can build skills together practicing on HRN’s laptop?



HRN: 4.0) Peer Recovery Support Participant Manual

Peer Recovery Support seeks to foster a healthy balanced life and independence by helping to build skills and wellness.



4.2) SAMHSA Peer Recovery Support, Related Information Brochure & Guide List

U.S. Department of Human Services, Substance Abuse and Mental Health Services Administration’s (SAMHSA) seeks to lead public health and service delivery efforts that promote mental health, prevent substance misuse, and provide treatments and supports to foster recovery while ensuring equitable access and better outcomes.

SAMHSA defined ‘Peer Support Recovery Service’ and other essential terms and concepts from a federal perspective. They have brochures for different populations in varying states of recovery from acute crisis to family member/other support’s point of view. Ask your supporter about any titles you would like to read together or go our website for these (and other resources) :<http://www.hoperecoverynetwork.org/resource-list>



SAMHSA's Working Definition of Recovery

This brochure provides a working definition and 10 guiding principles for recovery from mental illness and substance use disorders.



Need to Know About Wellness: 8 Areas

An introduction to the 8 Dimensions of Wellness: Emotional, Financial, Social, Spiritual, Physical, Occupational, Intellectual, and Environmental. It gives information to live healthy in a holistic way.



Peer Supporting Recovery General Brochure

An introduction & overview of what Peer Support is and how it assists the process of individual recovery with a peer will lived experience.



Peer Supporting Recovery From Substance Abuse Use Disorders Tri-Fold Brochure

An introduction and overview of what Peer Support is and how it fits in to the general support network of Substance Abuse providers and other agencies.



Peer Supporting Recovery From Mental Health Conditions Tri-Fold Brochure

An introduction and overview of what Peer Support is and how it fits in to the general support network of Mental Health providers and other agencies.



Family, Parent and Caregiver Peer Support in Behavioral Health

An introduction and overview of what Peer Support is and how it fits with family and caregivers to person’s with behavioral health needs.



Managing Pain: Which is Right for You?

Increase awareness of the risks associated with prescription opioid use and misuse. This fact sheet focuses on alternative pain management methods such as acupuncture, cognitive behavioral therapy, and meditation.



Good Mental Health is Ageless

This brochure aims to help older adults understand the importance of good mental health. It identifies signs of depression and emotional issues, and offers steps to overcome them.



Behavioral Health Needs of Men

This equips clinicians with practical guidance to address the needs of men in recovery. It addresses screening and assessment, treatment issues, working with specific populations of men, male-appropriate treatment modalities and settings.



What Are Peer Recovery Support Services?

This manual explains peer recovery support services designed and delivered by people in recovery from substance use disorders. Discusses its adaptability and value of peer recovery support service types, and cross-cutting core principles.



Advisory: Peer Support Services in Crisis Care

Discusses role of peer support workers and models of peer support services that are available to assist individuals experiencing a crisis. Peer support services are a vital component of crisis care.



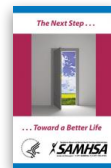
Top Health Issues for LGBT Populations

This kit equips prevention professionals, health care providers, and educators with information on health issues among the lesbian, gay, bisexual, and transgender (LGBT) population. An overview of terms about gender identity & sexual expression.



Tips for Survivors of a Disaster or Other Traumatic Event: Coping with Retraumatization

Brochure explains signs & symptoms of retraumatization. Gives tips on how to manage symptoms. Lists resources for building resilience and adequate support systems for dealing with triggering events.



The Next Step Toward a Better Life

Brochure describes the stages of recovery from alcohol and drug misuse, and what to expect after leaving detoxification services. It offers guidance on adjusting to sobriety, and long-term recovery. Also discusses legal issues, and lists resources.



A Journey Toward Health and Hope: Your Handbook for Recovery After a Suicide Attempt

Guides through the first steps toward recovery and a hopeful future after an attempt. Includes stories from survivors and strategies for recovery, like re-establishing connections & finding a counselor.



A Guide for Taking Care of Yourself After Your Treatment in the Emergency Department

Helps recover from a suicide attempt. Describes how to find healing, hope, and help after emergency room treatment, including how to cope with future thoughts of suicide. Offers ways to connect with other attempt survivors and lists resources to help move forward.



People Recover

This comic book tells the story of people living with co-occurring mental illness and substance use disorders. It presents a hopeful message recovery, and provides resources for more information.

4.3) WHAT IF I HAVE AN ISSUE WITH MY SUPPORTER OR HRN PEER SUPPORT?

Despite efforts to be fair, issues may arise from any aspect of HRN Peer Recovery Support. Discussing issues directly with your Peer Supporter is the easiest way to resolve issues. However that can be uncomfortable—and we want to respect boundaries and avoid adding to trauma. You can speak with Kevin Mount, the Hope Recovery Network Coordinator and supervisor for HRN Peer Supporters (419-706-3001). You can also call the Oak House Program Coordinator or Director (419-734-4417) to discuss the situation. You will not be “in trouble” for speaking up, and it may help improve your support.

If none of these options sound comfortable, you can speak with your Case Manager (a neutral party from HRN or Oak House) or you can submit an anonymous “Cause for Concern.”

CAUSE FOR CONCERN You may have a problem—something small or even serious—with your Peer Recovery Supporter, with Hope Recovery Network and/or Oak House, or even another person or agency as part of your recovery support. Submit the short form with your name if you want to be contacted, or anonymously. After it is received, it will **reviewed accordingly to verify and take appropriate actions.**

**You can submit a “Cause For Concern” in person, by mail/email or through the website:*

Filling in the paper form and mail to: HRN Supervisor, 62 Grande Lake, Port Clinton OH 43452

Filling in the paper form & submit to: HRN Supervisor mailbox or the Oak House comments box

Find and filling it out online: <http://www.hoperecoverynetwork.org/peer-support>

FORMAL COMPLAINTS (called a “Grievance”). If you submitted a “HRN Cause for Concern” form or you want more formal action, you can file a “Grievance.” Hope Recovery Network uses Oak House’s grievance procedure for due diligence to evaluate the complaint more neutrally. Filing a grievance has specific steps to ensure you won’t be punished for filing a complaint. HRN wants to protect Participants and Supporters for our ongoing recovery and well-being. Formal grievances will require your name and contact information, and you may be contacted for mediation. “Mediation” means presenting both sides of a situation in a formal setting to a **neutral party that will evaluate** what, if anything, should be done.



HOPE RECOVERY NETWORK: CAUSE FOR CONCERN



NAME: _____ **CONTACT:** _____ (LEAVE BLANK TO REMAIN ANONYMOUS)

For the record, I am concerned about:

Details of what I am concerned about: *(Include if known: Date(s); location; how long? people involved; event title; etc)*

Why I am concerned: *(i.e. Does it breaks rules or laws? If so, which? Does it feel unfair? Unsafe or dangerous? Does it make you uncomfortable? Are your needs or other’s needs not being met? Worried it may become a problem in the future?)*

Actions I think would help: *(i.e. Do a wellness &/or safety check. Meet to discuss. Talk to them so I don’t have to. I don’t know but something should be done.)*

(circle answers) **Expressing my concern has helped me. Yes / No** **I want to be contacted about this to follow-up. Yes / No**