



HOPE RECOVERY NETWORK

The Performance Improvement Plan seeks to identify a serious issue and set a plan with provided tools and steps that uses an employee's strengths to meet a required goal for professional improvement and continue as a HRN PRSS.



PEER RECOVERY SUPPORT SPECIALIST - PERFORMANCE IMPROVEMENT PLAN (PIP)

PRSS SPECIALIAST NAME:

HRN SUPERVISOR NAME:

FORMAL WARNING ISSUE DATE:

VERBAL WARNING Y / N DATE:

SUMMARY:

OUTCOME:

WRITTEN WARNING: (CIRCLE ONE) **FIRST DATE:** _____ / **SECOND DATE:** _____ / **FINAL TERMINATION DATE:** _____

AREA(S) OF CONCERN:

HRN POLICY SECTION #:

OHIO CODE #:

PARTICIPANT WELLBEING / DISSATISFACTION

ETHICAL BOUNDARY VIOLATION(S)

UNPROFESSIONAL / POOR HRN REPRESENTATION

PUBLIC SAFTEY / RECKLESS ACTION(S)

CONFIDENTIALITY / HIPPA COMPLIANCE

NOT MEETING BASE STANDARDS / ABSENT

OTHER: _____

LIABLE / MISREPRESENTATION

OTHER CONDUCT UNBECOMING HRN MISSION

AREA(S) OF CONCERN NOTES:

RELEVANT DATE(S):

SUPPORTING DOCUMENTATION

NOT APPLICABLE / DATE(S):

ATTACHED: Y / N

Notes:

PROGNOSIS: PERFORMANCE IMPROVEMENT PLAN DETAILS (PROBATION / LEAVE: Y / N DATES: _____)

ACTIONS REQUIRED:

PRSS STRENGTHS:

HOW TO USE IN P.I.P.

REQUIRED GOAL(S):

TOOLS TO AID IMPROVEMENT

FOLLOW-UP SUPERVISION

NEXT DATE:

EMPLOYEE REBUTTAL COMMENTS

ADDITIONAL NOTES:

I acknowledge receiving this form, I understand the content even if I don't agree with it, and was given opportunity to comment.

SIGNATURE DATE

SUPERVISOR SIGNATURE

SPECIALIST SIGNATURE

X

X

AFTER PERFORMANCE IMPROVEMENT PLAN - NEXT STEPS:

- 1. Utilize the improvement 'Tools' provided, including independent research and/or writing activities before the scheduled supervision**
 - ➔ Discuss this first round of prescribed actions during the specific scheduled supervision
 - ➔ Establish a rubric for 1. Gaging effectiveness 2. Ultimate goal 3. How to measure that goal
 - ➔ If effective, continue working on them or discuss other options that may be more effective
- 2. Schedule at least one additional supervision meeting that will solely focus on the issue**
 - ➔ Discuss second round of actions and decide if on-going specific meeting(s) are required
- 3. Next regular scheduled performance evaluation will note if acceptable progress was made**
 - ➔ All relevant and supporting documents will be stored in the employee personnel folder

PROGNOSIS: GENERAL TOOLS TO ASSIST WITH PERFORMANCE IMPROVEMENT

EMPLOYEE ENGAGE IN 'BRAINSTORM' ACTIVITY FOLLOWED WITH AN ACTIVE DIALOGUE

- **Review HRN Policy and/or other similar policy**
 - Write statement on how employee behavior relates to the issue and how it violates the HRN/outside policy
 - Discuss statement with supervisor and/or trusted colleague in a strictly confidential setting
- **Review HRN Code of Ethics**
 - Write statement on general understanding of each number & importance *and/or*
 - Conduct exercise of ranking importance and why it was ranked that way
 - Consider possible issues with any of the numbers, what agree with or would change if it was up to them
 - Discuss statement with supervisor and/or trusted colleague in a strictly confidential setting
- **Change Perspective**
 - Complete 'mock' Performance Evaluation of own performance from 'Supervisor' point of view *and/or*
 - Complete 'mock' Performance Evaluation of the supervisors performance from own point of view *and/or*
 - Complete 'mock' Performance Evaluation from of own performance from participants point of view
 - Discuss *statement* activity with supervisor
- **Review Joint Participant Plans**
 - Independently review employees submitted plans and consider how, if at all, the violation relates
 - Discuss joint plans as they were submitted, the 'mock' changes, and if they should be changed

DISCUSS POSSIBLE ADDITIONAL TRAINING

Research possible additional training and write a statement of how it might help the situation
Outline a mutually agreed upon plan of specific course / training, goals, and completion timeline
Follow-up discussion about how it did or did not assist and what to do next as a result

PROBATION / TIME-OFF

Decide if a probation period is necessary *and/or* if time-off would aid improvement
If so, outline a specific plan, goals, and guidelines to evaluate and re-instate if appropriate

ADJUST PRSS ROLE, DUTIES OR PARTICIPANTS

Discuss if changing the role or duties would assist resolving the issue and what those changes would be
Decide if making changes to workload or persons would help and plan to make those changes

EVALUATE AND/OR ADJUST SUPERVISION TYPES / MODES / ECT. (See Supervision Defined)