



# **Self-Assessment/Planning Tool for Implementing Recovery- Oriented Services (SAPT)**

***Adapted for Florida's Recovery Oriented  
System of Care Initiative (ROSC)***

James Winarski, M.S.W.  
Michael Dow, Ph.D.  
Patrick Hendry  
Patricia Robinson, Ph.D.

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Louis de la Parte Florida Mental Health Institute  
University of South Florida

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## **Preface to the Self-Assessment Planning Tool for Implementing Recovery-Oriented Services (SAPT): Adapted for Florida's Recovery Oriented System of Care Initiative (ROSC)**

The Self-Assessment Planning Tool for Implementing Recovery-Oriented Mental Health Services (SAPT): Version 2.0 was originally developed at the University of South Florida (USF) Louis dl la Parte Florida Mental Health Institute (FMHI) under contract to Florida's Medicaid authority, the Agency for Health Care Administration (AHCA). This adaptation supports the Recovery Oriented System of Care (ROSC) Process in the State of Florida, including the delivery of services in both mental health and substance abuse treatment systems. ROSC is a system transformation initiative being led by Florida's Department of Children and Families (DCF) to establish an integrated, values based recovery oriented system of care where recovery is expected and achieved through meaningful partnerships and shared decision making with individuals, communities and systems.

The ROSC framework has been supported by the Substance Abuse and Mental Health Services Administration (SAMHSA) to assist with the transformation of behavioral health service systems to a recovery orientation throughout the United States (SAMHSA, 2010).

“The adoption of recovery by behavioral health systems in recent years has signaled a dramatic shift in the expectation for positive outcomes for individuals who experience mental and/or substance use conditions. Today, when individuals with mental and/or substance use disorders seek help, they are met with the knowledge and belief that anyone can recover and/or manage their conditions successfully. The value of recovery and recovery-oriented behavioral health systems is widely accepted by states, communities, health care providers, peers, families, researchers, and advocates including the U.S. Surgeon General, the Institute of medicine, and others.” (SAMHSA, 2010).

ROSC is designed for organizing and coordinating multiple services, supports and systems, and supports person centered, self-directed approaches to services.

This version of the SAPT includes the following revisions:

- Updated language to reflect the latest developments in the field of recovery-oriented services. Consumers of services are referred to as persons receiving services, unless referring to a peer delivered service.
- Expansion of resources specific to the needs of substance abuse agencies.
- The Recovery Self-Assessment (RSA-R) is used in place of the Recovery Oriented System Indicator (ROSI) as the measure of outcomes for persons receiving services (O'Connell, M., Tondora, J., Croog, G., Evans, A., Davidson, L., 2005).
- Updated resources in the SAPT Planning and Implementation Guide.

The ROSC adaptation of the SAPT was developed under contract to the South Florida Behavioral Health Network, Inc. (SFBNH), with financial support from Magellan Complete Care. Expanded resources specific to the needs of substance abuse agencies were provided by Candace Hodgkins, Ph.D. LMHC of Gateway Community Services, Inc. Jacksonville, Florida.

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# **Introduction to the Self-Assessment/Planning Tool for Implementing Recovery-Oriented Services (SAPT)**

## **The SAPT Helps Translate the Vision of Recovery into Effective Policies and Practices**

The purpose of the Self-Assessment/Planning Tool for Implementing Recovery-Oriented Services (SAPT) is to help behavioral health systems and programs move from more traditional and limiting views of what is possible for persons with behavioral health disorders to practices that reflect a recovery vision. This shift requires fundamental changes in roles and responsibilities of behavioral health professionals and persons receiving services. Judgments about who may or may not recover must be relinquished in favor of creating treatment environments that provide hope and create opportunity for integration into meaningful community roles. The SAPT helps define the policies and practices as well as new roles and responsibilities of recovery-oriented behavioral health services. It includes a 50-item survey to track performance in key areas of recovery-oriented services implementation, in addition to a planning/implementation guide to support quality improvement strategies.

## **The SAPT Supports Continuous Quality Improvement (CQI) Processes in Service Provider Agencies**

SAPT findings are designed to be integrated into continuous quality improvement (CQI) initiatives at behavioral healthcare agencies. Agencies that invest time and resources into CQI seek to improve services by regularly reviewing the agency's activities, programs, and policies. By integrating the SAPT as part of routine the CQI process, the agency integrates on-going feedback regarding the implementation of recovery-oriented services into strategic plans for achieving excellence in service delivery. Recovery – oriented policies and practices can then become a routine part of agency operations.

## **SAPT Development**

### *Development Team*

The SAPT was developed by a team of faculty and service recipients at the University of South Florida (USF) Louis de la Parte Florida Mental Health Institute (FMHI). A clinical supervisor from a Florida mental health service provider agency served as an external reviewer. Input was solicited from persons receiving services and staff at service provider agencies as part of a two part pilot study; findings informed the revision of the survey and planning/implementation guide (Winarski & Dow, 2010; Winarski, Dow, Hendry, Robinson, & Peters, 2009). The ROSC leadership team provided input on revisions to support the development of the SAPT as adapted for Florida's Recovery Oriented System of Care (ROSC).

### *Development Process and Linkage to Peer Outcomes*

To ensure a direct connection to the experiences of persons receiving services, the SAPT was designed to support outcomes described in the Recovery Oriented System Indicator (ROSI) (Dumont et al., 2006). The ROSI was developed as part of a

collaborative effort among a number of state mental health authorities, national organizations, peer survivor leaders, and mental health recovery researchers entitled, *Mental Health Recovery: What Helps and What Hinders? A National Research Project for the Development of Recovery Facilitating System Performance Indicators*. It provides a core set of system-level indicators that measure the critical elements and processes of recovery-oriented services in programs and delivery systems (Dumont et al., 2006; Onken et al., 2004).

### *ROSC Application of Recovery Self-Assessment (RSA-R) to Track Outcomes*

The ROSC leadership team identified difficulties that some persons receiving services in Florida have experienced with completing ROSI surveys. The team recommended the inclusion of a measure that addresses the major domains identified in the ROSI, but with a more user-friendly survey. The Recovery Self-Assessment (RSA-R), developed by the Yale University Program for Recovery and Community Health, was selected (O'Connell, M., Tondora, J., Croog, G., Evans, A., Davidson, L., 2005). Specifically, the RSA-R Person in Recovery Version and Family Member/Significant Other Version, include survey items related to values, policies, and practices that closely correspond to the domains of the SAPT and ROSI (O'Connell, M. J., Tondora, J., Kidd, S. A., Stayner, D., Hawkins, D., & Davidson, L., 2007). The structure of the RSA-R provides a clear and simple process for survey implementation.

The SAPT includes three domains with 14 sub-categories that provide the structure for the SAPT Survey items and the SAPT Planning and Implementation Guide. The domains are based on the eight components that emerged from the factor analysis of the ROSI self-report questions and on additional performance indicators described in the ROSI administrative data profile (Dumont et al., 2006).

#### Administration

1. Philosophy
2. Continuous Quality Improvement
3. Outcome Assessment
4. Staff Support
5. Peer and Family Support

#### Treatment

1. Validation of the Person
2. Person-Centered Decision Making
3. Self-Care – Wellness
4. Advance Directives
5. Alternatives to Coercive Treatment

#### Community Integration

1. Access
2. Basic Life Resources
3. Meaningful Activities and Roles
4. Peer Leadership

The SAPT development team developed survey items for each domain based on a review of the literature. The documents reviewed are listed in the reference section of this document and in the reference sections of two previous AHCA studies (Winarski, Thomas & DeLuca, 2007; Winarski, Thomas & Ort, 2006). Each item was designed to describe key recovery-oriented service activities for each of the domains. The team then developed the Planning and Implementation Guide based on this same framework.

The SAPT is designed to be used independently or together with the RSA-R. The SAPT helps agencies establish policies and practices that result in positive, recovery-oriented services outcomes. The RSA-R informs agencies about the degree to which they have achieved those outcomes. Applied together, the SAPT and RSA-R may be used to support processes for policy development, program planning, staff development, and outcome evaluation.

## **Section 1: Self-Assessment/Planning Tool for Implementing Recovery-Oriented Services (SAPT) Survey**

### **Instructions for Using the SAPT Survey**

The SAPT survey includes 50 items organized under the domains of Administration (12 items), Treatment (21 items), and Community Integration (17 items). The instrument uses a four-point rating scale to rate the degree of agreement or disagreement with each item.

To complete the SAPT survey, the agency should select staff from senior administrative positions, clinical supervisors, and direct clinical positions. Staff selected should include individuals who are most knowledgeable about how behavioral health services are delivered at the agency in specific programs. It is important to collect survey information from staff in each program within the agency. A person should be designated to take the lead in collecting, scoring, and interpreting the results and in applying findings as part of a recovery-oriented services implementation plan.

Agencies may collect information by the following methods:

- *Manual Collection:* The survey and instructions may be distributed to staff members in hard copy to complete using a pen. Data from each survey may be entered into a spreadsheet application, such as Excel (see sample instructions in Appendix 1).
- *Web-based:* The survey may be loaded onto a web-based platform using survey software applications such as Qualtrics or Survey Monkey. The survey and instructions may then be forwarded to staff members via e-mail and accessed through a link in the e-mail message (see sample instructions in Appendix 2).

In addition to the SAPT Survey, agencies may conduct staff focus groups to gather more detailed information about how services are implemented. The focus groups may discuss specific areas identified in the SAPT survey and target specific programs and staff. The discussion can help provide a deeper understanding of staff perspectives and issues that affect implementation. The discussion can also help foster collaboration among staff and assist them in developing strategies for program improvement.

### **Scoring the SAPT Survey**

All of the items are scored on a four-point Likert Scale: 1 = Strongly Disagree, 2 = Mostly Disagree, 3 = Mostly Agree, and 4 = Strongly Agree. The following steps for compiling/scoring survey data should be considered:

- Administer and score the survey from key staff in each agency program.
- *Program Means:* Average all of the responses for all items within each program.
- *Program Domain Scores:* Prepare a score for each of the 3 domains (Administration, Treatment, and Community Support) by taking an average of the scores for the items under each domain.
- *Agency Means:* Average all of the responses for all items within each program.



- *Agency Domain Scores*: Prepare a score for each of the 3 domains (Administration, Treatment, and Community Support) by taking an average of the program domain scores.
- Record comments or observations made by participants as part of the assessment process in each agency.

Survey software applications can be set up to compile and report the above information automatically. Agencies that use a web-based software application to administer the survey may have to download item means into Excel or another application to compute scale sub scores.

## **Interpreting SAPT Survey Findings**

The SAPT survey items describe key recovery-oriented service activities for each of the 3 domains to help agency staff determine, on a four-point scale, the degree to which agency performance is reflected by each statement. An individual item score of 1 or 2 is an area of weakness needing improvement, and an individual item score of 3 or 4 is an area of strength.

Agencies should examine the scores for each domain, program, and the combined scores of programs to establish a baseline of strengths and weaknesses for implementing recovery-oriented services. It is important to note that the SAPT is a self-report instrument, and provides only staff impressions about each item; it does not provide an objective analysis of performance. Staff perceptions provide an important starting point to compare impressions of persons receiving services or the results of other objective reviews.

The results should be used to establish priorities and develop plans for program or agency wide improvement. Findings should also be compared to objective evidence such as policy statements and clinical records, in addition to observations of agency practices.

### **SAPT and RSA-R**

Agencies may use the SAPT and the RSA-R during the same 12-month interval to provide complementary outcome information. The SAPT can be used independently to help shape agency policy and practice. However, by administering the RSA-R to gather information from persons receiving services on recovery-oriented services outcomes, agencies can determine if these policies and practices are making a difference in the lives of service recipients. By administering both assessments during the same 12-month interval, agencies will have performance data from the perspective of both staff and persons served. Identifying areas where there are discrepancies between the perspectives of staff and persons served is especially helpful in establishing priorities for quality improvement.

The RSA-R may be accessed at the Yale Program for Recovery and Community Health: [http://medicine.yale.edu/psychiatry/prch/tools/rec\\_selfassessment.aspx](http://medicine.yale.edu/psychiatry/prch/tools/rec_selfassessment.aspx)

<b>Self-Assessment/Planning Tool For Implementing Recovery-Oriented Services (SAPT)</b>  <b>Version 2.0</b>  <b>Self-Assessment Survey (50 Items)</b>	<b>Strongly Disagree</b>	<b>Mostly Disagree</b>	<b>Mostly Agree</b>	<b>Strongly Agree</b>
	1	2	3	4
<b>Administration (12 Items)</b>				
1. The agency strategic planning process incorporates diverse viewpoints from persons receiving services.				
2. The agency has a process in place to ensure that persons receiving services are included in quality improvement activities as equal partners with professionals.				
3. The agency administers the RSA-R or other recovery-oriented surveys as part of the quality improvement process.				
4. The agency uses outcome indicators that track quality of life.				
5. The agency uses standardized, quantifiable scales for assessing recovery outcomes.				
6. The agency has a process for persons receiving services to participate in developing recovery-oriented outcome indicators (e.g., RSA-R).				
7. The agency uses outcome measurement processes to improve recovery-oriented services.				
8. The agency has a comprehensive program to promote recovery-oriented knowledge, attitudes, and skills in its workforce.				
9. Clinical supervision focuses on the capable delivery of recovery-oriented services.				
10. Clinical staff evaluations assess the capable delivery of recovery-oriented services.				
11. The agency hiring criteria include competencies in delivering recovery-oriented services.				
12. The agency provides training in self-advocacy for persons receiving services and families.				
	1	2	3	4
<b>Treatment (21 Items)</b>				
1. Agency staff use person-first language in all verbal and written communication.				
2. Agency staff use language that is encouraging and hopeful in conversations with persons who are receiving services.				
3. Agency services are provided in the person's spoken language as often as possible.				
4. Agency assessment tools are culturally sensitive.				
5. Agency staff implement culturally sensitive service plans that consider the impact of culture on the person's experience of behavioral health problems.				
6. Agency staff have assessed and are aware of their own cultural competence/biases.				
7. Agency staff are sensitive to the person and family's experience,				

history of immigration, and country of origin.				
8. The persons receiving services are encouraged and assisted in identifying their own goal(s).				
9. The persons receiving services direct the therapeutic alliance/partnership.				
10. The persons receiving services drive the process of goal setting based on their hopes and preferences. **				
11. Assessment and intervention activities are integrated as part of a holistic treatment approach. **				
12. Treatment is provided in the context of a trusting and hopeful relationship.				
13. Agency staff work from a strengths/asset-based model. **				
14. Agency staff and persons receiving services collaborate to develop an individual service plan that identifies needed resources and supports. **				
15. The person receiving services defines his/her family's level of involvement in the service plan. **				
16. The agency provides wellness education and support to persons receiving services (e.g., Wellness Recovery Action Plan – WRAP).				
17. The agency provides education and support to family members and significant others to help support the person's process of recovery.				
18. Agency staff encourage persons receiving services to build self-care plans based on their strengths and abilities.				
19. Services are available when persons receiving services feel they are needed.				
20. The agency has a process in place for the review of advance directives when persons receiving services experience relapse/incapacitation. *				
21. Agency clinical staff are trained to assess the person's possible history of abuse/trauma.				
	1	2	3	4
<b>Community Integration (17 Items)</b>				
1. Agency staff return communications from persons receiving services/families at the first opportunity.				
2. The agency provides persons receiving services and families with comprehensive information about community resources, including detailed information about eligibility criteria and processes for making applications.				
3. The agency facilitates opportunities for persons receiving services to participate in community activities of their choice.				
4. The agency provides community education designed to decrease stigma and increase early identification of behavioral health problems and the recovery process.				
5. The agency has a process in place to determine satisfaction of persons receiving services with their housing.				
6. The agency ensures that persons receiving services are provided access to all available independent and supported housing options.				
7. Agency staff use person-centered planning that includes strategies to assist persons receiving services in securing and maintaining employment.				
8. The agency ensures that persons receiving services are provided access to all available employment and training opportunities.				
9. Agency staff ensure that persons receiving services experience				

support and assistance for their employment choices.				
10. Agency staff utilize person-centered planning that includes strategies to assist persons receiving services in pursuing educational goals.				
11. The agency ensures that persons receiving services have access to all available educational opportunities.				
12. Agency staff ensure that persons receiving services experience support and assistance for their educational choices.				
13. Agency staff assist persons receiving services to develop the interpersonal skills needed to initiate and maintain positive relationships with others.				
14. The agency ensures that persons receiving services have opportunities to initiate and maintain positive interpersonal relationships in the community.				
15. Agency staff utilize person-centered planning that takes into account a person's spiritual needs and interests.				
16. Agency staff view spirituality as an integral part of the person and not merely as an expression of pathology.				
17. The agency provides persons receiving services with information regarding peer run services (e.g., support groups, drop-in centers, respite services and mentoring programs).				

\* Adapted from *The American Association of Community Psychiatrist Guidelines for Recovery Oriented Services* (Sowers, 2005).

\*\* Adapted from *Treatment Planning for Person-Centered Care: The Road to Mental Health and Addiction Recovery* (Adams & Grieder, 2005).

## Section II: Self-Assessment/Planning Tool for Implementing Recovery-Oriented Services (SAPT) Planning and Implementation Guide

### Introduction

The SAPT Planning and Implementation Guide is designed to assist agencies with developing plans to address findings from the SAPT Survey and to support effective delivery of recovery-oriented services. It provides information to guide program planning and development in 14 key categories:

#### Administration

1. Philosophy
2. Continuous Quality Improvement
3. Outcome Assessment
4. Staff Support
5. Peer and Family Support

#### Treatment

1. Validation of the Person
2. Person-Centered Decision Making
3. Self-Care – Wellness
4. Advance Directives
5. Alternatives to Coercive Treatment

#### Community Integration

1. Access
2. Basic Life Resources
3. Meaningful Activities and Roles
4. Peer Leadership

The guide includes the following information for each of the 14 categories:

**Description:** Provides a clear definition of the domain and explains why it is important for implementing recovery-oriented services.

**Essential Characteristics:** Provides a brief summary of the most important service components, including a description of activities needed for capable implementation.

**Barriers:** Describes some of the most common barriers for each domain that behavioral health agencies encounter in implementing services.

**Remedies:** Suggests strategies for overcoming barriers to effective implementation.

**Resources:** Provides reference to key resources, such as articles, manuals, and web sites that can assist agencies with program planning and service implementation.

## Instructions for Using the SAPT Planning and Implementation Guide

The information included in the SAPT Planning and Implementation Guide is intended to be used as a reference for agency staff in developing program plans and implementation strategies. It clarifies terms and practices that define a recovery-orientation, provide practical guidance for service implementation, and presents select resource references.

The SAPT Survey and Planning and Implementation Guide are designed as tools. The successful implementation of recovery-oriented services requires a commitment by the agency to provide administrative support, training, supervision, and technical support over the long term. In addition, these core components need to be linked to a process of program monitoring, evaluation, and development.

The following strategies for planning and implementation should be considered:

1. Identify agency priorities and establish a manageable number of goals:

The SAPT survey helps agencies rate performance in specific activities that translate to a recovery-orientation. There may be a broad range of areas that require attention. Survey results should be examined in relation to the agency's overall strategic plan, within the context of needs and available resources. Identifying even one or two goals with corresponding action plans provides a valuable starting point to move the agency toward a recovery-orientation. It is most important that the course of action selected is manageable, measurable, and fully supported by the agency.

2. Focus on areas of strength as well as weakness:

When establishing priorities for agency/program improvement, it is important to recognize that building upon areas of strength can often enhance the agency's ability to implement recovery-oriented services as much or more than ameliorating areas of weakness. By emphasizing strengths as well as addressing weaknesses and efficiently targeting resources (e.g., conducting activities that do not require extra funding or that may be supported by external grant funding), agencies can begin to see improvement within a short period of time.

3. Integrate recovery-oriented services planning with Continuous Quality Improvement (CQI) activities:

Most agencies implement a standard process of Continuous Quality Improvement (CQI) to monitor and support positive program outcomes. We recommend that agencies organize a recovery team or sub-group that works as part of the CQI system. The team should take the lead in facilitating data collection, identifying priorities, monitoring progress, and developing the agency's recovery-oriented services plan. The team's activities and findings should be integrated with agency-wide CQI processes.

Findings from the CQI recovery team and the plan for implementing recovery-oriented services should also inform the agency's strategic plan.

4. Establish person-centered decision making as a high priority:

Among the SAPT items, those related to person centered decision making are among the most critical to implementing recovery-oriented programs and services. The treatment plan is the primary mechanism through which the person receiving services decides upon goals, objectives, and key activities that will define the course of treatment. If persons receiving services are not at the center of this process, then the efficacy of all other strategies is significantly diminished (Daniels & Adams, 2006).

5. Repeat the SAPT Survey and modify plans every 12 months:

The SAPT survey should be administered every 12 months as part of the agency's standard process of continuous quality improvement. Modify goals, objectives, and action plans based on the results. By also administering the Recovery Self-Assessment (RSA-R) at the same 12-month intervals, agencies will have performance data from the perspective of both staff and persons receiving services that can help guide planning and implementation efforts.

# Self-Assessment/Planning Tool for Implementing Recovery-Oriented Services (SAPT)

## Planning and Implementation Guide

### Administration

#### 1. Philosophy

*“Having a clearly articulated mission statement gives one a template of purpose that can be used to initiate, evaluate, and refine all of one’s activities.” (Laurie Beth Jones, 1998)*

#### Description

Mission statements are the primary mechanism through which the philosophy of organizations is communicated. Mission statements express the overall purpose of behavioral health service provider agencies and can be a powerful tool for supporting the implementation of recovery-oriented services. It is important for agencies to include recovery from behavioral health disorders in mission statements because they reflect the field’s most current understanding about the nature and course of behavioral health disorders and because they support the development of policies and practices that are most responsive to the needs of service recipients (Harding et al., 1987; Harding et al., 1987a). Mission statements help organizations make decisions that align with their values and goals.

#### Essential Characteristics

The agency should include an explicit statement about recovery in the mission statement to help ensure a clear, recovery-oriented focus and congruence among program policies, practices, and outcomes. The agency should also fully embrace the core principles of recovery such as those articulated by the Substance Abuse Mental Health Services Administration National Consensus Statement on Mental Health Recovery (SAMHSA, 2011). It is important for the agency to fully accept recovery values, such as honoring peer choice, to ensure that references to recovery in the mission statement are more than just rhetoric and reflect an authentic commitment to realizing the recovery vision.

The mission statement should serve as the frame of reference in program development and implementation activities. Agencies should consider the following action steps:

- Include persons receiving services in the process of developing mission statements and ensure that they play a key role in the development of policies and procedures.
- Periodically compare current policies and procedures as part of an agency work group to ensure that they are consistent with the mission statement.
- Explore innovative ways to translate the recovery philosophy into practice that moves beyond current policies and practices.



- Monitor the degree to which staff interactions with persons receiving services are consistent with the recovery philosophy and mission. It is important to note that making the transition to a recovery-oriented culture is best realized through changes in performance at every level of the organization, but especially in areas where persons receiving services directly interact with agency staff.

## **Barriers**

A large agency that provides a broad range of services may feel hard pressed to include recovery as part of the mission statement because of concern about creating a “laundry list” of services that would dilute the purpose of the mission statement.

A lack of agreement among the agency's leadership about the importance of recovery and other key issues can present obstacles to developing a clear mission statement. After the mission statement is created, an agency may not always use it to guide decision-making or the implementation of policies and procedures.

An agency seeking to develop a recovery orientation to services sometimes establishes separate recovery programs as a sub-set of the array of behavioral health services they provide. This creates the impression that the experience of recovery is program specific, when it should be the focus of all agency services.

Some agency staff may not “buy-in” to a recovery mission.

## **Remedies**

Developing a compelling recovery-oriented mission statement is best achieved when agency leadership works in collaboration with persons receiving services of behavioral health services. Persons receiving services with a broad range of backgrounds should play key roles on agency boards, committees, and workgroups.

Agencies should recognize that a recovery-oriented mission should be applied to all behavioral health programs. Traditional psychiatric services such as prescribing/managing medications and counseling can all be implemented with a recovery-orientation. There are also services such as person centered planning and skills training in which recovery is a special focus. All of these services share in realizing the mission of promoting recovery for individuals with behavioral health disorders.

It is important to provide an orientation to the principles and practices of recovery-oriented behavioral health services for all agency staff and persons receiving services.

- The orientation should provide definitions of basic concepts and principles that are applied in developing the mission statement.
- Staff should be given the opportunity to openly express diverse viewpoints about recovery as part of the orientation process to help establish buy-in.

Agencies should recognize that culture change is achieved primarily through changes in performance.

- Agency staff should be required to meet recovery-oriented performance requirements regardless of their degree of buy-in to the mission.
- The agency should designate a work group to monitor the degree to which agency policies, procedures, and performance outcomes are congruent with the recovery-oriented mission statement.

## **Resources**

### ***Review of Recovery Literature***

Ruth Ralph, a peer researcher, prepared a review of recovery literature for the National Association for State Mental Health Program Directors (NASMHPD) that provides agencies a valuable orientation to the principles and practices of recovery (Ralph, 2000). <http://www.nasmhpd.org/sites/default/files/ralphrecovweb.pdf>

### ***Sample Mission Statements***

The following samples provide examples of integrating recovery into mission statements:

The Main Place, Inc., “Your Recovery Center,” is a peer-operated mental health recovery center that promotes recovery through peer support, socialization, education, and training. By working together, persons receiving services build better lives for themselves, gain employment, maintain independence and earn acceptance within their communities.

The Mental Health and Recovery Services Board of Lucas County exists to enhance the well-being of our residents by promoting mental health, preventing substance abuse and facilitating a process of recovery for persons experiencing mental illness and/or alcohol and other drug disorders.

### **SAMHSA – Recovery and Recovery Support**

<https://www.samhsa.gov/recovery>

### **Resource Guide: Recovery-Oriented Systems of Care (ROSC)**

[https://www.samhsa.gov/sites/default/files/rosc\\_resource\\_guide\\_book.pdf](https://www.samhsa.gov/sites/default/files/rosc_resource_guide_book.pdf)

### **Access to Recovery (ATR): Approaches to Recovery-Oriented Systems of Care (Three Case Studies)**

<https://store.samhsa.gov/product/Access-to-Recovery-ATR-Approaches-to-Recovery-Oriented-Systems-of-Care/SMA09-4440>

### **The Role of Recovery Support Services in Recovery-Oriented Systems of Care (SAMHSA)**

<http://www.pacdaa.org/SiteCollectionDocuments/SAMHSA%20White%20Paper%20on%20The%20Role%20of%20Recovery%20Support%20Services.pdf>

### **50 Mission Statements (Examples)**

<https://topnonprofits.com/examples/nonprofit-mission-statements/>

### **How to Create a Company Philosophy (Inc. Magazine)**

## 2. Continuous Quality Improvement

*“It is essential that services keep improving care by continually striving for optimal quality.”* (World Health Organization, 2003)

### Description

“In mental health care, quality is a measure of whether services increase the likelihood of desired mental health outcomes and are consistent with current evidence-based practice” (World Health Organization, 2003). For people with mental health disorders who seek services, the receipt of quality care is critical to their recovery and improvements in their quality of life. Quality care can be a vehicle for imparting hope and empowerment to individuals who strive to manage their illness. The process of “continually striving for optimal quality” is the essence of continuous quality improvement (CQI) activities. It is an “inbuilt mechanism for identifying and addressing problems” (WHO, 2003).

Agencies that invest time and resources into CQI seek to improve services by continuously reviewing the agency’s activities, programs, and policies. An important aspect of CQI processes is the solicitation of feedback from customers and using that feedback to make system changes. Recovery-oriented CQI processes not only incorporate peer feedback regarding their satisfaction and appraisal of recovery oriented services through the use of such tools as the Recovery Self-Assessment (RSA), but they also involve persons receiving services in CQI related activities, such as service reviews, monitoring, and outcomes measurement.

### Essential Characteristics

Recovery-oriented CQI provides a structure and process to monitor agency policies, procedures, trainings, and other activities that influence interactions between staff and persons receiving services. The focus is less on quantity (e.g., number of service units delivered) and more on the quality of service reflected in staff-peer relationships. The essential features of a recovery-oriented continuous quality improvement process include:

- An established agency policy that outlines the purpose of CQI and its foundation in the principles of recovery.
- A process for educating staff and persons receiving services about the importance of the recovery-oriented CQI process to foster a common understanding of its value and intent.
- Activities that are designed to solicit feedback from persons receiving services and families regarding the services they receive and mechanisms for incorporating that feedback into agency operations.
- Activities (e.g., monitoring, case reviews, audits) that are designed to assess services on an ongoing basis, especially those that involve interactions between clinicians, staff, and persons receiving services.

- Peer and family involvement in CQI activities at all levels.

## **Barriers**

Staff may lack understanding of the purpose and function of continuous quality improvement activities and not appreciate the need to involve persons receiving services and families in the process.

Collecting information required for recovery-focused CQI may add to the administrative burden that the agency already faces in providing information required by funders, accreditation agencies, auditors, etc.

The agency may have difficulty locating persons receiving services with the skills, time, and interest to participate as equal members of a CQI team.

The agency may have difficulty providing the necessary financial resources to support peer involvement (e.g., remuneration for participation and funding to cover expenses).

## **Remedies**

Agency staff and persons receiving services should be educated about recovery-oriented CQI processes and the importance of peer and family engagement in the process.

The agency, its funders, and researchers should collaborate to identify core data sets, eliminate requirements for data that are duplicative or less important, and suggest efficient ways of gathering the information.

The agency and other advocates should advertise openings for peers/persons receiving services who are interested in CQI activities as widely as possible.

The agency should help peers/persons receiving services participate in CQI activities by providing training and identifying resources (e.g., money for time and expenses) to facilitate their involvement.

## **Resources**

***Quality Improvement for Mental Health*** published by the World Health Organization (2003).

**New York State Office of Mental Health (OMH) Continuous Quality Improvement (CQI) Initiative for Health Promotion and Care Coordination - CQI Handbook**  
[https://www.omh.ny.gov/omhweb/psyckes\\_medicaid/initiatives/freestanding/project\\_tools/cqi/handbook/cqi-handbook.pdf](https://www.omh.ny.gov/omhweb/psyckes_medicaid/initiatives/freestanding/project_tools/cqi/handbook/cqi-handbook.pdf)

**Continuous Quality Improvement (CQI) in Addiction Treatment Settings**  
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3906762/>

**The Evaluation of Treatment Services and Systems for Substance Use Disorders**  
<http://www.scielo.br/pdf/rprs/v25n3/19613.pdf>

**The ASAM Performance Measures for the Addiction Specialist Physician**  
[https://www.asam.org/docs/default-source/advocacy/performance-measures-for-the-addiction-specialist-physician.pdf?sfvrsn=5f986dc2\\_0](https://www.asam.org/docs/default-source/advocacy/performance-measures-for-the-addiction-specialist-physician.pdf?sfvrsn=5f986dc2_0)

### **3. Outcome Assessment**

*“The recovery vision expands our concept of service outcome to include such dimensions as self-esteem...empowerment, and self-determination.”*  
(William Anthony, 1993)

#### **Description**

A core principle of the recovery model is that services should help people achieve personally valued goals that help them live meaningful, rewarding lives that are more fully integrated into the community. Assessment of outcomes is the process by which providers work with persons receiving services to determine progress in achieving these goals. Outcomes demonstrate to funders that services are effective and worthy of the investment of resources and most importantly, that services yield “...real life outcomes for people who are striving to attain and sustain recovery; build resilience; and work, learn, live, and participate fully in their communities” (SAMHSA, 2008). Outcomes assessment is an essential part of the feedback loop needed to insure that services remain recovery focused.

#### **Essential Characteristics**

A recovery-oriented outcomes assessment process should be grounded in recovery principles, i.e., it should focus on the outcomes that are of value to the peer, and persons receiving services and families should participate in the assessment process at all levels. An agency that seeks to establish a recovery-oriented outcomes assessment process should consider the following essential components:

- **Formal Policies:** A policy that articulates the purpose of outcomes measurement and that stipulates the inclusion of persons receiving services and families throughout the process. Persons receiving services and families play a role, in partnership with staff, in how outcomes measures are developed and implemented.
- **Staff and Peer Orientation:** An orientation to outcomes measurement that fosters a common understanding of the process and its importance.
- **Assessment Tools:** Outcomes assessment tools that have been proven to be valid and reliable and yet not overly burdensome to administer.
- **Data Collection:** Established principles and procedures for the use of data collected in the outcomes measurement process.

#### **Barriers**

Staff and persons receiving services may lack understanding of the purpose of outcomes measurement and the involvement of persons receiving services and families in the process.

The collection of outcome data may add to the administrative burden that the agency already has to provide data to funders, accreditation agencies, auditors, etc.

The agency may have difficulty locating persons receiving services and families who have the skills, time, and interest to participate in the outcomes assessment process.

The agency may have difficulty providing the necessary financial resources to support peer and family involvement (e.g., remuneration for participation and funding to cover expenses).

It may be difficult for the agency to reconcile recovery-oriented outcomes measurement with the outcomes measurement requirements of funders, accreditation agencies, monitors and auditors.

### **Remedies**

Staff and persons receiving services should be oriented regarding the purposes of recovery outcomes measurement and the importance of peer and family engagement in the process.

The agency and persons receiving services should collaborate to identify core sets of data to be collected that are not duplicative of other data reporting requirements and identify efficient ways of gathering the information. The agency should continue to advocate for the elimination of data reporting requirements that are duplicative, non-essential, and are counter-productive to the principles of recovery.

The agency should assertively advertise for peers/persons receiving services who are interested in outcomes measurement activities.

The agency should help peers/persons receiving services participate in outcome measurement activities by providing training and identifying resources (e.g., money for time and expenses) to facilitate their involvement.

### **Resources:**

#### **The Recovery Self-Assessment (RSA) – The Yale Program for Recovery and Community Health**

[http://medicine.yale.edu/psychiatry/prch/tools/rec\\_selfassessment.aspx](http://medicine.yale.edu/psychiatry/prch/tools/rec_selfassessment.aspx)

***Mental Health Recovery: What Helps and What Hinders? A National Research Project for the Development of Recovery Facilitating System Performance Indicators*** is available for download from the NASMHPD web site:

<http://www.nasmhpd.org/content/mental-health-recovery-what-helps-and-what-hinders-national-research-project-development>

***Personal Outcome Measures in Consumer-Directed Behavioral Health***, The Council on Quality and Leadership, [www.thecouncil.org](http://www.thecouncil.org)

***Principles for Assessment of Patient Outcomes in Mental Health Care:*** This article in Psychiatric Services provides a solid foundation for developing and implementing outcome measures (Smith, Manderscheid, Flynn & Steinwachs, 1997).

***A Compendium of Recovery Measures Volume II*** is available from the Evaluation Center at HSRI (Campbell-Orde, Chamberlain, Carpenter, & Leff, 2005):  
<http://www.hsri.org/publication/measuring-the-promise-a-compendium-of-recovery-measures-volume-ii/>

**National Behavioral Health Quality Framework**  
<https://www.samhsa.gov/data/national-behavioral-health-quality-framework>

**Addiction Treatment Outcomes: Who and What Can You Believe? (William White)**  
<http://www.williamwhitepapers.com/pr/2005AddictionTreatmentOutcomes.pdf>

**Creating a New Standard for Addiction Treatment Outcomes (IBH)**  
<http://www.williamwhitepapers.com/pr/IBH%20Creating%20a%20New%20Standard%20for%20Addiction%20Treatment%20Outcomes%202014.pdf>

**Principles for Outcome Evaluation in the Treatment of Substance-Related Disorders (ASAM)**  
<https://www.asam.org/docs/default-source/public-policy-statements/1outcome-evaluation-1-012.pdf?sfvrsn=0>

## 4. Staff Support

*“It is not our job to pass judgment on who will and who will not recover from mental illness... Rather, it is our job to form a community of hope which surrounds people with psychiatric disabilities. It is our job to nurture our staff in their special vocations of hope.”*  
(Pat Deegan, 1996)

### Description

Implementing recovery-oriented programs requires competent staff who have the attitudes, knowledge, and skills to meaningfully engage persons receiving services in the recovery process. Behavioral health service provider agencies should provide administrative and supervisory support to staff in implementing recovery-oriented services to ensure capable performance and support positive outcomes for recipients of services.

### Essential Characteristics

An agency committed to focusing on recovery should develop a staff support plan that addresses each of the core components of effective program implementation: staff selection, pre-service and in-service training, ongoing coaching and supervision, staff and program evaluation, administrative support, and systems interventions (Fixsen, Naom, Blase, Friedman, & Wallace, 2005). These components are critical to the

support of all behavioral health services. Persons receiving services and families should play a role in all these critical components. Agency plans for managing and supervising staff should include strategies for supporting a recovery orientation for all programs and services. Plans should align with the agency mission and support positive, recovery-oriented outcomes for service recipients.

**Staff Selection:** The agency's hiring criteria should include attitudes, knowledge and skills that are conducive to supporting the process of recovery for service recipients.

- Candidates should buy in to the concept of recovery for individuals with severe mental illnesses and substance abuse disorders, and demonstrate optimism and hope about the potential for improvement.
- Candidates should be comfortable in establishing partnerships with service recipients and in serving as a guide/facilitator/coach in their process of recovery. They should also respect individual differences, especially cultural or ethnic differences, in that process.
- Key skill areas include engagement, person centered goal setting and planning, service coordination, skill development/application, and the ability to establish linkages to the community.

**Training:** Training is critical in helping staff acquire and sustain the core competencies required to implement recovery-oriented services. The agency should develop a training plan for addressing recovery services that accounts for the level of knowledge and skill among staff. The subject areas addressed in training should provide support to staff in achieving strategic, agency-wide objectives for implementing recovery-oriented programming. Training trainers in core competencies can be an effective method to ensure skill development over time. Training initiatives need to be developed as part of an overall plan for service implementation (Fixsen et al., 2005).

**Ongoing Coaching and Supervision:** Coaching and supervision reinforce the development of recovery-oriented knowledge and skills and support staff in adapting the lessons they learn to real life situations. Supervisors are responsible for supporting staff in achieving objectives for job performance. Supervisors should also support staff with the application of recovery-oriented skills that are acquired in training sessions. In addition, there should be mentoring processes in place to support employees who are behavioral health service recipients with their own process of recovery.

**Staff Evaluation:** Assessments of staff performance in providing recovery-oriented services should be integrated with the process of training, coaching and supervision. Staff need clear expectations for implementing recovery-oriented services in order to gauge levels of progress/achievement. Effective staff evaluation supports the continued improvement of individuals and programs within the agency.

**Program Evaluation:** Recovery-oriented evaluation tools such as the Recovery Self-Assessment (RSA-R) should be integrated into the agency's evaluation plans. The agency should not only ask persons receiving services and families for feedback, but also encourage their participation in training and evaluation activities.

**Administrative Support:** Senior management is responsible for providing leadership and organizational structures to assist staff to achieve recovery-oriented clinical



outcomes and ultimately realize the mission of the agency. Administrative support is critical to creating conditions within the agency that allow staff and service recipients to thrive.

**Systems Interventions:** The state of Florida has taken steps to transform its system of care consistent with the vision of recovery described by President Bush's New Freedom Commission (New Freedom Commission on Mental Health, 2003). These steps have included a variety of planning and implementation activities at the state and local levels. The agency will derive important benefits by participating in systems level initiatives, such as a greater awareness of peer and family needs, the opportunity to learn from and collaborate with other service provider agencies, opportunities to inform state-level policy development, and access to an important forum to address community concerns.

## **Barriers**

The primary barrier to supporting staff in implementing recovery-oriented services is the lack of a staff support plan. Planning is especially important in environments where budget reductions have contributed to a lack of resources specifically devoted to staff support. In the agency, there may be a lack of in-house expertise, thereby creating a greater need for external resources. In addition, the public behavioral health system may not provide programmatic guidelines for implementing recovery-oriented services.

Recovery-oriented approaches for providing behavioral health care are not part of most college and university programs. Staff enter the field at different levels of readiness to deliver recovery-oriented services. Consequently, agency staff typically develop recovery-oriented knowledge and skills as part of their career practice. This places a greater burden on service provider agencies to prepare and support staff to implement these services.

## **Remedies**

The agency should develop a plan for staff support that includes the following components:

- Defined staff support roles and responsibilities for each core component of program implementation.
- Performance goals in staff evaluations that are consistent with the items in the Self-Assessment and Program Planning Tool for implementing Recovery-Oriented Services (SAPT).
- An inventory of recovery-oriented educational resources (e.g., books, manuals, articles, and websites) should be made available to staff, persons receiving services, and family members.
- Agreements with other agencies to share staff support activities (e.g., in-service meetings, training, coaching).
- The inclusion of persons receiving services and family members as leaders and participants in training/educational activities.
- Participation in system-wide planning activities that target the most efficient use of community resources for staff development across agencies.

## Resources

**Recovery Competencies for New Zealand Mental Health Workers** is available for download at the following web site:

[http://www.maryohagan.com/resources/Text\\_Files/Recovery%20Cometencies%20O'Hagan.pdf](http://www.maryohagan.com/resources/Text_Files/Recovery%20Cometencies%20O'Hagan.pdf)

**Core Competencies of Service Providers: Views of Peer Stakeholders** prepared by Jean Campbell, Ph.D. of the Missouri Mental Health Institute in 1998 is available for download from the following web site:

<https://www.dhs.wisconsin.gov/sites/default/files/legacy/ccs/docs/CCSManualPartDCoreComp.pdf>

**Implementation Research: A Synthesis of the Literature:** The National Implementation Research Network (NIRN) prepared a synthesis of the literature on implementing effective programs.

<http://ctndisseminatnlibrary.org/PDF/nirmonograph.pdf>

### **An Action Plan for Behavioral Workforce Development: A Framework for Discussion**

This report was prepared for the Substance Abuse and Mental Health Services Administration (SAMHSA) by The Annapolis Coalition on the Behavioral Health Workforce (Cincinnati, Ohio) under Contract Number 280-02-0302 with SAMHSA, U.S. Department of Health and Human Services (DHHS). Ronald W. Manderscheid, Ph.D., and Frances L. Randolph, Dr.P.H., M.P.H., served as the Government Project Officers. Senior authors of the report by the Annapolis Coalition were Michael A. Hoge, John A. Morris, Allen S. Daniels, Gail W. Stuart, Leighton Y. Huey, and Neal Adams.

<http://www.mentalhealthconnection.org/pdfs/annapolis-report.pdf>

### **A Recruiting and Hiring Manual for Addictions Professionals (SAMHSA)**

[https://www.naadac.org/assets/2416/pfr\\_hiring\\_manual4.pdf](https://www.naadac.org/assets/2416/pfr_hiring_manual4.pdf)

### **Addictions Treatment and Recovery Workforce Retention and Recommended Practices (NASADAD)**

[https://www.samhsa.gov/sites/default/files/partnersforrecovery/docs/workforce\\_retention\\_practices.pdf](https://www.samhsa.gov/sites/default/files/partnersforrecovery/docs/workforce_retention_practices.pdf)

### **Building Blocks for Behavioral Health Recruitment and Retention (SAMHSA)**

<http://toolkit.ahpnet.com/>

## 5. Peer and Family Support

*“When we talk about independent living, we’re not talking about leaving people alone to suffer with no help. We’re talking about having freedom to make choices; to choose whom and what to be interdependent with; to choose when we need help, how it is to be provided, and by whom...in short we are talking about empowerment. We’re talking about independent living with supports and services that enable us crazy folks to make a success of independent living.” (Howie the Harp, in Carling, P.J. 1993)*

## **Description**

Behavioral health service provider agencies that implement recovery-oriented services provide education and other types of support to persons receiving services and family members to ensure integration to life in the community and their full participation in the design and delivery of services.

Peer and family supports should address both the personal and social dimensions of recovery. Individuals with behavioral health disorders have described “the internal sense of self, inner striving and their whole being (physical, emotional, mental, and spiritual) as affected by and affecting the recovery process” (Onken et al., 2002). The social dimension includes a core of active, interdependent social relationships – being connected through families, friends, peers/other persons receiving services, neighbors and colleagues in mutually supportive and beneficial ways” (Onken et al., 2002).

## **Essential Characteristics**

Agency support for persons receiving services and families should include the following core components:

- Education;
- Access to a well-defined dispute resolution process;
- Knowledge of advocacy opportunities;
- Inclusion on boards, advisory committees and work groups; and
- Opportunities to participate in hiring, staff training, program planning and staff evaluation.

Individuals and families, like other members of the service team, need specialized education and training to fulfill their role to its maximum potential. Persons receiving services and families need to be fully informed about how to play an active role in the behavioral health system.

Agencies should provide access to self-advocacy training such as the Freedom Self-Advocacy Course published by the National Mental Health Consumer’s Self-Help Clearinghouse. Specialized training in meeting management, leadership skills, and board and committee involvement will greatly assist peers/persons receiving services and family members to be productive members of the planning process.

## **Barriers**

Many of the barriers to effective peer and family support are a function of the culture of the agency. Staff resistance to including persons receiving services and family members in the design and provision of services is still common, due in part to a lack of sufficient training on recovery principles and a lack of knowledge of the most current research findings. Some agencies have policies that restrict persons receiving services and family members from participating on boards. Many agencies are not aware of peer developed trainings in advocacy and recovery that are designed to support persons receiving services and families in their efforts to be included.

Concerns about confidentiality of the person receiving services can create barriers to families in playing a supportive role. Confidentiality laws need to be upheld, but provisions of the law are frequently misunderstood and misapplied in practice.

## Remedies

- Provide training to staff in the principles and practices of recovery to support culture change, e.g., National Alliance for the Mentally Ill (NAMI) Provider Education Course.
- Provide self-advocacy training for persons receiving services and family members, e.g., the Freedom Self-Advocacy Curriculum.
- Provide leadership training for persons receiving services and family, e.g., Peer Support Coalition of Florida, Inc. leadership training curriculum.
- Realign agency board procedures and agency policies and procedures to include persons receiving services and family members as essential participants in the life of the agency.
- Include persons receiving services and family members in employee trainings.
- Provide staff with concrete examples of recovery through peer stories, such as *Common Threads: Stories of Survival & Recovery* (Hendry, 2007) and the NAMI *In Our Own Voice* program.
- Provide training to clarify issues surrounding confidentiality laws, including HIPAA.

## Resources

***Wellness Recovery Action Plan (WRAP)***, Mary Ellen Copeland, [www.copelandcenter.com](http://www.copelandcenter.com)

***Freedom Self-Advocacy Curriculum***, available through the National Mental Health Peers' Self-Help Clearinghouse web site: <http://www.mhselfhelp.org/>

***Personal Outcome Measures in Consumer-Directed Behavioral Health***, available from the Council on Quality and Leadership, [www.thecouncil.org](http://www.thecouncil.org)

***In Our Own Voice***, NAMI National: <http://nami.org/>

***Mental Health Recovery: What helps and What Hinders?*** Onken, S. J, Dumont J. M., Ridgway, P., Dornan, D. H., & Ralph, R. O. (2002). National Technical Assistance Center for State Mental Health Planning: <http://www.nasmhpd.org/content/mental-health-recovery-what-helps-and-what-hinders-national-research-project-development>

***Return to Community: Building Support Systems for People with Psychiatric Disabilities.*** Carling, P. J. (1995). New York: The Guilford Press.

***Recovery: The lived experience of recovery.*** Deegan, P. (1988) Psychiatric Rehabilitation Journal, 11.

***On Our Own, Together: Peer Programs for People with Mental Illness.*** Clay, S., Schell, B., Corrigan, P. & Ralph, R. (Eds). (2005). Nashville, TN: Vanderbilt University Press.

***Common Threads: Stories of Survival & Recovery from Mental Illness.*** Hendry, P. (Ed). (2007). The Florida Peer Network, Inc. & The University of South Florida, Tampa.

**Publications and Resources on Recovery and Recovery Support**

<https://www.samhsa.gov/recovery/publications-resources>

**Peer Support and Social Inclusion (SAMHSA)**

<https://www.samhsa.gov/recovery/peer-support-social-inclusion>

**Bringing Recovery Supports to Scale Technical Assistance Center Strategy (BRSS TACS)**

<https://www.samhsa.gov/brss-tacs>

**What Are Peer Recovery Support Services? (SAMHSA)**

<https://store.samhsa.gov/shin/content/SMA09-4454/SMA09-4454.pdf>

**The Power of Peer Support (Bill White)**

<http://www.williamwhitepapers.com/blog/2014/08/power-of-peer-support.html>

**Family Disease (NCADD)**

<https://www.ncadd.org/family-friends/there-is-help/family-disease>

**SAMHSA TIP #39: Substance Abuse Treatment and Family Therapy**

<https://store.samhsa.gov/product/TIP-39-Substance-Abuse-Treatment-and-Family-Therapy/SMA15-4219>

**The Retention Toolkit (NIATx) – Family Involvement**

<http://adai.uw.edu/retentiontoolkit/family.htm>

## **Treatment**

### **1. Validation of the Person**

*"It is not suffering as such that is most deeply feared but suffering that degrades."  
(Susan Sontag, 1991)*

#### **Description**

Recovery-oriented services, first and foremost, are based on a person-centered orientation where the focus is on the individual's strengths and abilities rather than their illness or disability. Many behavioral health service programs have operated under the assumption that persons with serious behavioral health disorders follow a course of long-term deterioration in symptoms and functioning. Little hope has been offered that the person could ever achieve a vital and satisfying life (Deegan, 1993). In this view, the person is defined by the illness and required to reduce expectations about the potential for future success. Persons receiving behavioral health services have often felt diminished and demoralized, and indeed invalidated, by the very system designed to help them (Clay et al., 2005; Deegan, 1988).

Validating the person is best achieved by demonstrating respect for each individual's character and cultural background. It requires listening, acknowledging strengths, providing support for areas of challenge, and responding empathically in every interaction (Asay & Lambert, 2006). It also requires that service provider agencies recognize that every interaction, for better or for worse, reflects how persons receiving services are either lifted up or diminished by every encounter (Carkhuff, 1969). Behavioral health service provider agencies act to either facilitate or obstruct the process of recovery by how they respond.

### **Essential Characteristics**

Validating the person through interactions that are respectful to each individual and sensitive to cultural identity is at the heart of recovery-oriented services. Programs that claim a recovery orientation without respectful communications between staff and persons receiving services do so in name only. Ensuring respectful and culturally sensitive communication should be considered a top priority in the agency's recovery-oriented services plan. The following are important characteristics of programs that validate the person:

- **Hopeful Orientation:** It is important to note that a hopeful orientation about the future prospects of individuals with severe and long term behavioral health disorders does not mean that the seriousness of these conditions are ignored or that unrealistic expectations for improvement have been established. Rather, it is acknowledged that improvement is possible and that the course of improvement is different for each individual. Staff work as partners with each individual to establish goals that foster hope and inspire committed action.
- **Empathic Communication:** Staff need to demonstrate the capacity to respond meaningfully to the content, feeling, and meaning in communication with persons receiving services. This level of responding should be apparent not only as part of clinical interactions, but in every part of the agency's operations. For example, administrative, clerical, and physical operations staff should demonstrate respect in every interaction with persons receiving services.
- **Responsive to Culture:** Staff awareness and sensitivity in responding to issues of culture is critically important to the delivery of behavioral health services. This includes not only matters of race and ethnicity, but also the many ways that individuals identify themselves. Adams and Grieder (2005) provide a framework for considering human diversity using the pneumonic ADDRESSING:
  - Age and generational influences
  - Developmental and acquired disabilities
  - Religion and spiritual orientation
  - Ethnicity
  - Socioeconomic status
  - Sexual orientation
  - Indigenous heritage
  - National origin
  - Gender

## Barriers

There is a perception among staff persons that behavioral health agency concerns about financial survival and increased demand for paperwork limits their ability to spend the time is required to establish empathic relationships with persons receiving services (Winarski, Thomas, & DeLuca, 2007; Winarski, Thomas, Dhont, & Ort, 2006).

Difficult to quantify: Because validating the person involves interpersonal processes, it is difficult to define, measure, and support.

Deficiencies in education: Most academic and internship programs place little emphasis on the development of communication skills. Consequently, individuals enter the field without formal training in accepted techniques.

## Remedies

Agency leadership must be committed to the principles of recovery, as this sets the tone for policies and practices that shape the agency culture. Leadership staff should provide a model of respectful and empathic behavior toward persons receiving services, families and other staff. Such behavior also needs to be reinforced by supervisors through employee evaluations. In addition, the agency should provide training and technical assistance for staff who need support in applying interpersonal skills.

## Resources:

The following interpersonal skills programs can assist agencies with validating the experience of persons receiving services and with facilitating a process of recovery:

**Rehabilitation Readiness:** This program teaches practitioners how to help people to actively assess and develop their own readiness to engage in rehabilitation and includes a section on connecting that focuses on establishing positive helping relationships with persons receiving services. Available from the Center for Psychiatric Rehabilitation at Boston University:

<https://cpr.bu.edu/resources/newsletter/assessing-developing-readiness-rehabilitation>

**Motivational Interviewing:** Motivational interviewing is a client-centered, directive method for enhancing intrinsic motivation to change by exploring and resolving ambivalence. The following materials are available free of charge.

[WWW.MotivationalInterviewing.org](http://www.motivationalinterviewing.org) includes general information about the approach, as well as links, training resources, and information on reprints and recent research.

### **TIP 35: Enhancing Motivation for Change in Substance Abuse Treatment**

<http://store.samhsa.gov/product/TIP-35-Enhancing-Motivation-for-Change-in-Substance-Abuse-Treatment/SMA13-4212>

**Motivational Interviewing: Preparing People for Change** is the seminal text on the subject, available through Guilford Press (Miller & Rollnick, 2013).

### **Motivational Interviewing Resources**

<http://www.motivationalinterviewing.org/motivational-interviewing-resources>

### **Motivational Interviewing Assessment: Supervisory Tools for Enhancing Proficiency (MIA:STEP)**

[http://attcnetwork.org/explore/priorityareas/science/blendinginitiative/miastep/product\\_materials.asp](http://attcnetwork.org/explore/priorityareas/science/blendinginitiative/miastep/product_materials.asp)

### **Motivational Interviewing Resource List**

<https://www.centerforebp.case.edu/resources/tools/mi-list>

### **Principles of Drug Addiction Treatment: A Research-Based Guide (Third Edition) - NIDA**

<https://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/principles-effective-treatment>

### **Thirteen Principles of Effective Drug Addiction Treatment (NIDA)**

<https://archives.drugabuse.gov/news-events/nida-notes/thirteen-principles-effective-drug-addiction-treatment>

## **2. Person Centered Decision Making**

*“Professionals who learn to collaborate with the active, resilient, adaptive self of the client will find themselves collaborating in new rewarding ways with people who may have been viewed as hopeless...” (Pat Deegan, 2001).*

### **Description**

The process of recovery for persons experiencing severe behavioral health disorders is closely linked to the process of decision making. Decision making is an integral part of human growth and development, and the kinds of decisions that are made have a profound effect on the direction and quality of life. Persons with behavioral health disorders can face special challenges with decision making because of the signs and symptoms of psychiatric disorders. Programs that provide services need to have expertise in helping people with psychiatric disabilities to make informed decisions, not only about the course of behavioral health care, but about all areas of life that are important to the person.

In behavioral health service provider agencies, the development of the treatment plan provides the mechanism through which persons receiving services decide upon the goals, objectives, and key activities that will define the course of treatment. To support the experience of recovery, individuals and family members need to be at the center of the process. Effective treatment planning is more than a paper exercise; it is fundamentally an interpersonal process based on mutual partnerships that chart the course for the recovery journey.

### **Essential Characteristics**



The following characteristics are critical to a person-centered approach to treatment planning (Adams & Grieder, 2005).

- **Self Determination:** The individual receiving services needs to be the driving force of the plan.
- **Equal Partnerships:** Professionals provide expert information, but act more as coaches and facilitators than as caretakers who assume they know what is in the best interest of the person. Persons receiving services are active participants in the planning and delivery of their care.
- **Respect for Individuals and Family Members:** Respect is demonstrated by responding to the needs and preferences of persons receiving services, by sensitively responding to the individual's age, gender, culture, ethnicity and tradition, and by focusing on the unique attributes of each person.
- **Effective Communication:** Individuals receiving services need to be fully informed about all matters related to their care, including diagnoses, prognoses, and alternatives for services and supports, along with potential benefits and risks. Language should be "person first" rather than focused on diagnostic labels.
- **Family Participation:** Family members are often vital sources of information and provide support that is critical to the process of recovery. However, persons receiving services should always approve the level of family involvement.
- **Functional Plan:** The plan should be practical and understandable to provide a map for the process of recovery. It should be the focal point of all therapeutic interactions. It should provide a mechanism for acknowledging the hopes and dreams as well as the strengths and resources of each individual and family.

## Barriers

Service providers often view treatment planning as a mandatory administrative burden (Adams & Grieder, 2005). In addition, persons receiving services in Florida's mental health system often experienced treatment planning as bureaucratic rather than as an interpersonal process (Winarski et al., 2006).

Some staff may feel that establishing equal partnerships with persons receiving services diminishes their role as professionals. Some staff may also hold the belief that people with behavioral health disorders do not have the capability to make informed decisions. Staff may lack the knowledge and skill for implementing person-centered approaches to assessment, planning, and service delivery.

## Remedies

All agencies provide treatment planning, and some identify the process as person-centered. However, planning that is recovery-oriented needs to be more than a bureaucratic process and should fully involve persons receiving services. Formal policies and procedures should specify the staff roles and responsibilities for this involvement, with a particular focus on the key characteristics of self-determination, equal partnerships, respect for individual and family, effective communication, family participation, and a functional plan.

Strategies to implement person-centered decision-making should include determination of the beliefs, knowledge, and skill level of staff that are responsible for treatment

planning. Assumptions or beliefs held by staff about the nature and course of behavioral health disorders and persons receiving services' capacity for meaningful participation often go unstated, yet they can have a profound effect on the effectiveness of services. Staff who have not received formal education or training in person-centered approaches may not be aware of the importance of fully engaging the person in the planning process. Person-centered planning often represents a significant shift in roles and responsibilities for staff. They need to have the basic knowledge of the approach and the skills to successfully make this transition. Training and technical assistance can help agencies with developing staff capability.

## Resources

***Treatment Planning for Person-Centered Care: the Road to Mental Health and Addiction*** is the seminal textbook in the field (Adams & Grieder, 2005).

***The Role of Person-Centered Service/Care Planning in Mental Health Recovery*** is a white paper and literature review prepared for the Center for Mental Health Services and is available for download at the following link (Adams & Grieder, 2005):

<http://www.psych.uic.edu/uicnrtc/cmhs/pcprecovery.adams-grieder.doc>

***Boston University's Center for Psychiatric Rehabilitation Case Management Training Package*** provides workbooks and curricula for training in a person-centered approach to providing case management services:

<https://cpr.bu.edu/resources/curricula/training-technology/case-management>

**Treatment Planning for Person-Centered Care**

<http://www.sciencedirect.com/science/book/9780123944481>

**Increasing Person-Centered Thinking: Improving the Quality of Person-Centered Planning**

<https://rtc.umn.edu/docs/pcpmanual1.pdf>

**Practicing Recovery: Expanding Person-Centered Care**

[http://www.ahpnet.com/files/Newsletter\\_2\\_April\\_2015.pdf](http://www.ahpnet.com/files/Newsletter_2_April_2015.pdf)

## 3. Self-Care – Wellness

*“Every aspect of your life – the place you live, the people you live with, your friends and acquaintances, the things you do or don't do, the things you own, your work, even things like pets, music and color affect how you feel.” (Developing a Recovery and Wellness Lifestyle: A Self-Help Guide, SAMHSA, 2002).*

### Description

Self-care – wellness describes the process through which people with behavioral health disorders learn how to feel better through all of the ups and downs that are part of life's journey. It involves the complex interaction of all of the critical dimensions of an individual's life, including mind, body, and spirit and how each person integrates them to

achieve not only recovery from behavioral health disorders, but also a vital and satisfying life. Regaining good behavioral health is inextricably linked to each of these elements.

### **Essential Characteristics**

To create an environment that supports self-care/wellness, agencies need to partner with persons receiving services in a process of education and support that prepares them to assume personal responsibility. Mary Ellen Copeland, a national leader in helping persons receiving services with self-care/wellness planning, describes its importance to mental health service recipients: “It is up to you, with the assistance of others, to take action and do what needs to be done to keep yourself well. Learn all you can about what you are experiencing so you can make good decisions about all aspects of your life” (Copeland, 2008 and Mental Health Recovery & WRAP, [www.mentalhealthrecovery.com/](http://www.mentalhealthrecovery.com/)). When persons receiving services begin to give and receive support from others, they regain an experience of control over their lives that is central to a feeling of well-being.

Agencies can play an important role in helping individuals take control of their self-care as part of a plan for wellness. Key activities should include the implementation of peer-based interventions such as Whole Health Action Management (WHAM), Wellness and Recovery Action Planning (WRAP), physical health management and alternative wellness management tools. Services should also focus on developing strengths and abilities rather than just ameliorating deficits. In addition, agencies should provide support and education for family members and significant others to help support the individual’s process of recovery. The person’s right to refuse treatment must also be respected, even when professional staff disagrees with the decision.

### **Barriers**

Barriers to fostering an environment of self-care and wellness in an agency can be traced to a focus on the signs and symptoms of behavioral health disorders to the exclusion of the preferences and needs of the whole person. Holistic approaches are sometimes regarded as frivolous or of secondary importance. Case managers are usually assigned to persons receiving services to help coordinate multiple services. However, disparate treatment components, even if well-coordinated, do not substitute for the need to respond to the whole person.

There is often a lack of wellness planning educational materials available to persons receiving services that address the needs of the whole person. The lack of available physical health care and community supports also hinders wellness for those seeking recovery.

Primary health care agencies may lack the staff competencies and resources required to address the needs of patients who present with co-occurring primary and behavioral health care needs.

### **Remedies**

Increase the use of WRAP training for persons receiving services, family members and providers to learn the fundamentals of building a comprehensive wellness plan.

Implement peer support strategies to support health and wellness in behavioral health agencies, such as the Whole Health Action Management (WHAM) program, developed by the Center for Integrated Health Solutions.

Co-location of mental health and physical health services is a best practice for persons with mental illnesses. Federally Qualified Health Centers (FQHC) are an example of integrating community mental health services at local medical clinics to address the needs of persons with co-occurring primary and behavioral health problems.

Distribution of self-help materials such as the SAMHSA booklet series:

- Action Planning for Prevention and Recovery
- Dealing with the Effects of Trauma
- Speaking Out for Yourself
- Developing a Recovery and Wellness Lifestyle
- Building Self Esteem
- Making and Keeping Friends

Increase the use of recovery training for staff members.

Distribute wellness materials developed by NAMI and pharmaceutical companies.

Support activities that increase physical health in developing treatment plans.

## Resources

**Wellness Recovery Action Plan (WRAP)**, Mary Ellen Copeland,  
[www.copelandcenter.com](http://www.copelandcenter.com)  
[www.mentalhealthrecovery.com](http://www.mentalhealthrecovery.com)  
<http://mentalhealthrecovery.com/info-center/>

**Whole Health Action Management (WHAM)** is a training program and peer support group model developed by SAMHSA's Center for Integrated Health Solutions (CIHS) to encourage increased resiliency, wellness, and self-management of health and behavioral health among people with mental illnesses and substance use disorders.  
<http://www.integration.samhsa.gov/health-wellness/wham>

**Wellness for Life:** is a multidisciplinary intervention designed to increase health-promoting behaviors and reduce the negative effects of metabolic syndrome disorders among persons with serious mental illnesses. Exercise, nutritional counseling, health literacy education, and peer wellness coaching are provided by allied health professionals and students. Gill, Kenneth J.; Zechner, Michelle; Zambo Anderson, Ellen; Swarbrick, Margaret; Murphy, Ann (2016). Wellness for life: A pilot of an interprofessional intervention to address metabolic syndrome in adults with serious mental illnesses. *Psychiatric Rehabilitation Journal*, Vol 39(2), Jun 2016, 147-153.

How to Integrate Physical and Mental Health Care for People with Serious Mental Disorders – Executive summary of a report by the Bazelon Center for Mental Health Law (June 2004).  
<http://www.bazelon.org/LinkClick.aspx?fileticket=FamA0HBvIA%3d&tabid=104>

**SAMHSA Self Help Booklet Series,**  
<http://store.samhsa.gov/home>

**Action Planning for Prevention and Recovery**  
<http://store.samhsa.gov/shin/content/SMA-3720/SMA-3720.pdf>

**SAMHSA-HRSA Center for Integrated Health Solutions:**  
<http://www.integration.samhsa.gov/>

**The U.S. Department of Health and Human Services- Healthfinder.gov:**  
<https://healthfinder.gov/>

**An Introduction to Mutual Support Groups for Alcohol and Drug Abuse (SAMHSA)**  
<https://store.samhsa.gov/shin/content/SMA08-4336/SMA08-4336.pdf>

**Nine Steps to Building a Self-Care Plan in Recovery**  
<https://www.recovery.org/9-steps-to-building-a-self-care-plan-in-recovery/>

**The Eight Dimensions of Wellness (SAMHSA)**  
<https://www.samhsa.gov/wellness-initiative/eight-dimensions-wellness>

**Wellness Strategies (SAMHSA)**  
<https://www.samhsa.gov/wellness/strategies>

**Alcoholics Anonymous (AA)**  
<https://www.aa.org/>

**Narcotics Anonymous (NA)**  
<https://www.na.org/>

**Celebrate Recovery (CR)**  
<http://www.celebraterecovery.com/>

#### **4. Advance Directives**

*In a behavioral health advance directive, people are able to express their preferences on where to receive care and what treatments they are willing to undergo (SAMHSA Website).*

##### **Description**

Advance Directives offer a powerful method by which people can exercise control over important health care decisions prior to the emergence of a crisis situation. The Florida Legislature enacted a landmark statute, Chapter 765, the Florida Health Care Advance Directive law that states:

“The Legislature finds that every competent adult has the fundamental right of self-determination regarding decisions pertaining to his or her own health, including the right to choose or refuse medical treatment.”

“To ensure that such right is not lost or diminished by virtue of later physical or mental incapacity, the Legislature intends that a procedure be established to allow a person to plan for incapacity by executing a document...to direct the course of his or her medical treatment upon his or her incapacity. *Mental Health Advance Directives: Executive Summary*, Florida.

Advance directives allow an individual the opportunity to plan his/her treatment options in a way that is most supportive to recovery. It provides an important mechanism to ensure self-determination during periods when individuals are most vulnerable and are essential to implementing recovery-oriented services

### **Essential Characteristics**

“An advance directive is a written document or oral statement designating a surrogate in which instructions are given by a person concerning any aspect of the person’s health care. The advance directive must be signed by the person in the presence of two adult witnesses (a person unable to sign may direct another person to sign his or her name). A person named as a surrogate cannot act as one of the witnesses, and one of the witnesses must not be either the person’s spouse or blood relative.” *Mental Health Advance Directive: Executive Summary*.

A copy of the directive should be given to the surrogate. The person issuing the directive can appoint an alternate surrogate in case the primary surrogate is unable or unwilling to perform his or her duties.

An individual is presumed by law to be competent to make his or her health care decisions unless they have been determined to be incapacitated. In that sense, incapacity or incompetency means that a person is physically or mentally unable to communicate a willing or knowing decision about their health care.

A surrogate is any competent person designated by the individual to make health care decisions on their behalf. If a person has not designated a surrogate or executed an advance directive, a proxy may be appointed on their behalf or chosen by the person if they are competent.

It is particularly important that these documents are retained and respected by the mental health service provider agency that the individual will be counting on in a crisis. The agency should make a proactive effort to assist people in creating advance directives and should maintain up-to-date copies as agreed upon with the individual.

### **Barriers**

People receiving services are often unaware of the availability of advance directives.

Staff members are sometimes unaware of the availability of advance directives.

The necessary forms for advance directives are often not distributed widely in the agency.

Advocates and staff members need to be trained to implement the advance directive procedures.

If the agency does not retain copies of advance directives, they are often unaware of their existence.

## **Remedies**

The agency should provide staff training on the principles and practices of recovery.

The agency should provide opportunities to assist persons receiving services in filling out advance directives.

The agency should develop policies to support the creation and ongoing use of advance directives.

## **Resources**

***Psychiatric Advance Directives: Pros, Cons, and Next Steps:*** The purpose of this Community Integration Tool is to offer some of the major pros and cons associated with psychiatric advance directives. It also offers tips, next steps and a list of tools, resources, and references to guide discussion around optimal implementation. Available for download from the UPenn Collaborative on Community Integration at the following link: [http://tucollaborative.org/pdfs/Toolkits\\_Monographs\\_Guidebooks/self\\_determination\\_psychiatric\\_advanced\\_directives\\_self\\_directed\\_care/Psychiatric\\_Advance\\_Directives.pdf](http://tucollaborative.org/pdfs/Toolkits_Monographs_Guidebooks/self_determination_psychiatric_advanced_directives_self_directed_care/Psychiatric_Advance_Directives.pdf)

***The National Resource Center on Psychiatric Advance Directives:*** The Center's web site provides a central resource of information on psychiatric advance directives: [http://www.nrc-pad.org/component/option,com\\_frontpage/Itemid,1/](http://www.nrc-pad.org/component/option,com_frontpage/Itemid,1/)

***Power in Planning: Self-Determination Through Psychiatric Advance Directives*** includes the Bazelon Center's model to create an advance directive to specify preferences for mental health care in the event that an individual is not able to grant or withhold consent. Contents also include an analysis of state laws governing the use of psychiatric advance directives (PADs), a discussion of lessons learned through the use of PADs and a discussion of service recipients' and providers' views of PADs:

<http://www.bazelon.org/News-Publications/Publications/List/1/CategoryID/14/Level/a/ProductID/28.aspx?SortField=ProductNumber,ProductNumber>

### **Advance Directives for Behavioral Health (SAMHSA)**

<https://www.samhsa.gov/section-223/governance-oversight/directives-behavioral-health>

## **5. Alternatives to Coercive Treatment**

*“By speaking directly about who has the power to do what, and what that means in a collaborative relationship, we can establish guidelines and strategies for handling difficult situations and working through potential conflict without coercion.”*  
(Sherry Mead and Mary Ellen Copeland, 2004)

### **Description**

Coercive treatment includes those activities that take decision making authority away from persons receiving services, including overt actions such as involuntary inpatient and outpatient treatment, seclusion, and restraint, and more subtle forms of coercion, such as providing limited treatment options and withholding information needed to make informed choices. Agencies should seek to reduce the need for the use of coercive measures and ensure respectful treatment that preserves the civil rights and fundamental dignity of each person, if such measures become necessary (Blanch & Parrish, 1994; Sowers, 2005). Though the principles of recovery-oriented services focus on ensuring peer choice and involvement, this does not preclude the need for an agency to develop strategies that address the need for the safety and security of persons receiving services and the community during periods of incapacitation. However, these strategies should always be implemented in a way that respects the fundamental integrity of the person.

### **Essential Characteristics**

Recovery-oriented service strategies should be developed to help prevent the need for coercive measures and to maximize participation of the person receiving services in every phase of treatment, including phases of care that address the needs of persons with diminished decision making capacity. The following actions characterize a recovery-oriented approach to preparing for and responding to persons receiving services who experience diminished decision making capacity:

- The agency states its goal of reducing or eliminating coercive practices.
- Policies and procedures are consistent with mental health law and standards for psychiatric practice.
- The agency has a process for examining constellations of interpersonal violence and control, including staff/staff, patient/patient, patient/staff, staff/patient, as well



as unnecessary punitive administrative procedures (Blanch & Prescott, 2002; Curtis and Diamond, 1977).

- Persons receiving services have a contingency plan to guide decision making in the event of diminished capacity, e.g., advance directives and Wellness Recovery Action Plan (WRAP).
- Conflict Management Strategies: Agency staff have the capability to respond from a continuum of possible actions, beginning at the point when a potential difference is identified and extending through a period of agreement/resolution. Staff demonstrate effective communication skills and creative approaches for dealing with differences. The goal is not to reach a settlement as much as it is to promote self-determination, choice, and autonomy (Blanch & Prescott, 2002).
- Involuntary treatment arrangements should occur in the least restrictive environment for the shortest time possible (Sowers, 2005).
- Transfer to voluntary status should be facilitated as soon as possible (Sowers, 2005).
- A process exists to review the status of persons receiving services with guardianships and representative payees and to restore their rights as soon as possible.
- Agencies should work in partnership with the person receiving services to help manage risk by exploring the benefits and risks associated with peer choices and identifying strategies to help mitigate risk (Langan & Lindow, 2004).

## **Barriers**

Agencies may assume that providing care to persons with diminished decision making capacity necessarily precludes the use of recovery-oriented approaches. In addition, clinical perceptions about a peer's decision making ability are not always based on established medical and legal criteria, but on inaccurate assumptions about the abilities of all persons with serious behavioral health disorders.

Some persons with behavioral health disorders may have difficulty expressing their needs and intentions to doctors, judges and other figures of authority, but are not necessarily lacking in decision making capacity. In addition, staff may lack awareness of the traumatizing effects of coercive treatment and also lack the mediation and negotiation skills that could help mitigate the need for such treatment.

Behavioral health systems that primarily provide programming to address acute care/emergency issues and that do not have access to the full continuum of community supports, limit options for care for both clinicians and persons receiving services. Persons receiving services who require less intensive services often must choose between intensive and potentially coercive services or no service at all.

## **Remedies**

***Planning Activities:*** The agency should support persons receiving services in developing Wellness Recovery Action Plans (WRAP). WRAPs help persons receiving services to plan for periods of diminished decision-making capacity and articulate strategies that help the person to maintain optimal health. Person-centered treatment plans developed in partnership with agency staff and the person receiving services should complement strategies described in the WRAP.

**Education/Training:** Key areas include:

- Traumatizing effects of coercive treatment (peers/persons receiving services should lead or play a major role in this presentation);
- Conflict management strategies;
- Jail diversion;
- Legal and medical criteria for involuntary treatment; and
- Crisis management skills.
- Developing peer-support services

**Program Strategies:** Munetz and Frese (2001) have proposed two strategies for including persons receiving services in involuntary commitment issues. Neither has yet been tested, but both provide good examples of innovative approaches for partnering with persons receiving services. In the first strategy, a peer guardian program involves the development of nonprofit agencies staffed by peers/persons receiving services who can serve as court appointed guardians. Agencies may wish to collaborate with local, regional, and state level coalitions to explore the potential of such an organization. Munetz and Frese (2001) have also proposed the development of a Capacity Review Panel that would not have legal standing, but serve as an advocate and consultant for individuals facing involuntary treatment issues. It would include three individuals not directly involved with the person and include peer, family member and mental health professional representation. The panel would be designed to review all instances for which ongoing mandatory treatment was being requested and offer an advisory opinion to the treating psychiatrist.

## Resources

***Managing Conflict Cooperatively: Making a Commitment to Nonviolence and recovery in Mental Health Settings (Blanch & Prescott, 2002)*** describes principles of conflict management and dispute resolution, describes the application of these principles in the mental health field, describes how conflict management can provide tools for changing institutional culture, and provides recommendations for system improvement. It is available for download from the NASMHPD web site:  
<http://www.nasmhpd.org/sites/default/files/ManagingConflictCooperativelyADR%281%29.pdf>

***Transforming Florida's Mental Health System - Constructing a Comprehensive and Competent Criminal Justice/Mental Health/Substance Abuse Treatment System: Strategies for Planning, Leadership, Financing, and Service Development*** provides an analysis of Florida's mental health system and describes strategies for developing and implementing services that provide alternatives to coercive forms of treatment (Supreme Court of the State of Florida, 2007):  
[http://www.floridasupremecourt.org/pub\\_info/documents/11-14-2007\\_Mental\\_Health\\_Report.pdf](http://www.floridasupremecourt.org/pub_info/documents/11-14-2007_Mental_Health_Report.pdf)

***The Gains Center*** provides state-of-the-art information and technical assistance to support services for persons with co-occurring mental health and substance abuse disorders in the justice system  
<http://www.samhsa.gov/gains-center>

**Psychiatric Advance Directives, a Possible Way to Overcome Coercion and Promote Empowerment**

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4010761/>

**From Coercion to Cohesion (United Nations Office on Drugs and Crime – UNODC)**

[https://www.unodc.org/docs/treatment/Coercion\\_Ebook.pdf](https://www.unodc.org/docs/treatment/Coercion_Ebook.pdf)

**The GAINS Center for Behavioral Health and Justice Transformation (SAMHSA)**

<https://www.samhsa.gov/gains-center>

**Constructing a Comprehensive and Competent Criminal Justice/Mental Health/Substance Abuse Treatment System: Strategies for Planning, Leadership, Financing, and Service Development (Florida)**

[http://www.floridasupremecourt.org/pub\\_info/documents/11-14-2007\\_Mental\\_Health\\_Report.pdf](http://www.floridasupremecourt.org/pub_info/documents/11-14-2007_Mental_Health_Report.pdf)

**SAMHSA’s Efforts on Criminal and Juvenile Justice Issues (Sequential Intercept Model)**

<https://www.samhsa.gov/criminal-juvenile-justice/samhsas-efforts>

## **Community Integration**

### **1. Access to Services**

*“We envision a future...when everyone with a mental illness at any stage of life has access to effective treatment and supports”*

(The President’s New Freedom Commission on Mental Health, 2003)

#### **Description**

Access is the ability to obtain and enter needed services, programs, and systems. Unimpeded access is the first essential condition or prerequisite for individuals who seek assistance with their recovery. Unfortunately, in an environment of cost containment and reductions, access to services is often constrained as service providers struggle to keep pace with growing demands and diminishing resources.

Despite the limitations on access that are characteristic of lean funded systems, agencies can create an environment for those who enter services that is welcoming, respectful, and responsive to their needs. These attributes are grounded in an organizational culture of respect for the person and a belief in their ability to recover.

#### **Essential Characteristics**

The behavioral health service provider agency should consider the following characteristics of access when developing plans for recovery-oriented services:

##### ***Geographical access***

Geographical access means that services are located in areas that are easily reached. An agency that provides good access to services has attractive facilities located in safe

areas near public transportation. Their facilities should be reachable within 30 minutes for most individuals they serve. When persons receiving services/families enter facilities, they are made to feel welcome and are treated respectfully. Waiting rooms are comfortable and accommodating.

### ***Temporal access***

Temporal access means that individuals can access the services they need in a timeframe that is appropriate to the urgency of their needs. Depending upon the person's need, the agency has either open intake, e.g., walk-in appointments, or is able to see individuals within 24-48 hours. Emergencies are handled immediately. Persons receiving services and families also have their calls returned as promptly as possible. If waiting lists for services are in place, the agency is able to offer appropriate service alternatives, such as peer run programs, and maintains contact with those waiting for services to determine their ongoing needs.

### ***Cultural access***

Cultural access refers to the acceptability of services to individuals and families of different cultural and ethnic backgrounds, beliefs and preferences. Regardless of an agency's success in ensuring adequate geographical and temporal access to services, if the environment and services of an agency are not sensitive and responsive to peer and family cultural and ethnic backgrounds, then persons receiving services and families will either fail to seek services or drop out.

An agency that has an environment of respect seeks to employ culturally and ethnically diverse staff who speak the language of persons seeking services. Agency signage, forms, and informational materials are available in the languages spoken by the people that they most often serve. Throughout the therapeutic relationship, clinical staff understand and are responsive to the cultural and ethnic backgrounds of the persons receiving services and families.

### **Barriers**

An agency that has facilities located in areas that are not convenient for persons receiving services can create significant obstacles for access. This problem is compounded by poor public transportation, often cited by persons receiving services and families in Florida as a major barrier to service access, especially in more rural areas (Winarski et al., 2006). In addition, an agency that is experiencing budget reductions may lack the resources usually allocated for maintaining functional and welcoming facilities.

Lack of funding may also restrict the agency's staffing and service capacity, making it more difficult to meet the level of service needs of persons receiving services and families in a timely fashion and to provide culturally competent services. A lack of staff awareness and training on issues critical to access also has a significant impact.

Governmental or agency imposed policies and procedures can also create barriers to access. Complicated intake processes, financial requirements for co-pays or imposed fees, and complex eligibility criteria are examples of such barriers that can restrict access. Also, increased administrative responsibilities often require agencies to divert staff time away from clinical/direct services to administration.

## Remedies

Agencies cannot always control the complex social and economic factors that affect service access in Florida. For example, affordable space may not be available in the most desirable areas and public transportation is limited in many parts of Florida. However, the agency should develop a strategy to enhance service access as a critical part of recovery-oriented services planning. Many strategies require little or no funds to implement. For example, the agency can:

- Take an inventory of persons receiving services receiving services to assess challenges to access, and include persons receiving services in discussions about strategies to address these challenges.
- Revise internal policies and procedures that restrict access, including those that influence the four key items identified in the SAPT self-assessment section -- welcoming intake, financial/insurance issues, waiting lists, and follow-up time.
- Establish a partnership with community organizations that support the interests of persons receiving services and families affected by mental illness, such as NAMI, supportive housing coalitions, Faces and Voices of Recovery, Youth Move, Federation of Families, Family Café, the Peer Support Coalition of Florida, and local chapters of Mental Health America. These groups can help determine community need and collaborate on community action strategies. They can also help in advocating for changes in policies and procedures that are imposed by external agencies.
- Determine the feasibility of developing transportation resources within the agency (e.g., van service for persons receiving services most in need and/or providing vouchers for public transportation).
- Explore additional sources of funding or re-direct current resources to address issues related to access, including re-locating facilities to safer, more reachable locations and providing services in locations other than agency offices on a more flexible time schedule.
- Provide staff training and supervision regarding cultural competency and principles of recovery.

## Resources

***A Cultural Competency Toolkit: Ten Grant Sites Share Lesson's Learned.*** National Consumer Supporter Technical Assistance Center, Mental Health America:

<http://eric.ed.gov/?id=ED463466>

***Cultural Competence in Psychiatric Mental Health Nursing. A Conceptual Model.***

This article in the Nursing Clinics of North America presents a conceptual model for enhancing cultural competence in psychiatric nursing. The model, The Culturally Competent Model of Care, views cultural awareness, cultural knowledge, cultural skill, and cultural encounter as critical components of cultural competence. The Culturally Competent Model of Care encourages psychiatric nurses to see themselves as always in the process of becoming culturally competent, rather than being culturally competent (Campinha-Bacote, 1994)

**Cultural Competency: A Practical Guide for Mental Health Service Providers** was published through the Hogg Foundation for Mental Health at University of Texas at Austin (Saldana, 2001).

**NIATx: Improving Access To and Retention In, Behavioral Healthcare**

<https://niatx.net/promisingpractices/Search.aspx>

**Cultural Competence (SAMHSA)**

<https://www.samhsa.gov/capt/applying-strategic-prevention/cultural-competence>

**TIP 59: Improving Cultural Competence (SAMHSA)**

<https://store.samhsa.gov/product/TIP-59-Improving-Cultural-Competence/SMA15-4849>

**The Retention Toolkit: Cultural Competence**

<http://adai.uw.edu/retentiontoolkit/culturalcompetence.htm>

**The Retention Toolkit: Removing Barriers to Care**

<http://adai.uw.edu/retentiontoolkit/barriers.htm>

**Culturally Competent Treatment for LGBT Addicts**

<http://lgbtdrugrehab.com/treatment-help/culturally-competent-treatment-for-lgbt-addicts/>

**Lesbian, Gay, Bisexual, and Transgender (LGBT) – SAMHSA**

<https://www.samhsa.gov/behavioral-health-equity/lgbt>

**YMSM + LGBT Center of Excellence (ATTC)**

<http://attcnetwork.org/regional-centers/content.aspx?rc=pacificsouthwest&content=STCUSTOM6>

## **2. Basic Life Resources**

*“Adequate standards of living and employment are associated with better clinical outcomes and quality of life.”*

(United States Public Health Services Office of the Surgeon General, 1999)

### **Description**

Basic life resources include products, information, and services that are critical for survival, including food, housing, and a source of income. Recovery-oriented services should include a focus on basic life resources because individuals with serious mental illnesses are more likely to live in poverty and are more vulnerable to its coercive influences (United States Public Health Services Office of the Surgeon General, 1999). The process of recovery is significantly compromised if the person does not first address basic life resource needs.

Rates of unemployment for people with mental illnesses are significantly higher than among the general population. Social Security Disability (SSDI) is not adequate to cover basic living costs for food, housing, and utilities in many communities. Without support, many individuals do not survive. People with serious mental illnesses served by the public health system die, on average, at least 25 years earlier than the general population (NASMHPD, 2006).

### **Essential Characteristics**

Recovery-oriented services should assist persons receiving services with basic life resources by linking them to resources in the community and by helping them to develop and apply the skills required to fully benefit from these resources. Service should reflect the following characteristics:

- The agency should include strategies in a person-centered plan for ensuring that the person's survival needs are being met, including access to adequate income, housing, food/nutrition, primary health care, education, and employment.
- The agency should make available comprehensive information about community resources, including detailed information about eligibility criteria and processes for applying for these resources.
- The agency should establish working relationships with community agencies that address basic life resource issues, such as Social Security, Medicaid, county/community welfare offices, community education offices, local housing authorities, and vocational rehabilitation offices.
- Case management services should support persons receiving services in gaining access to and utilizing services that address basic life resource needs. In addition to the initial referral, case managers should provide support to ensure follow-up.
- The agency should assist persons receiving services with developing skills needed to obtain community resources (e.g., self-advocacy, staying calm in a crowded environment with long waiting times, understanding acceptance criteria, completing applications, etc.).
- The agency should support persons receiving services in receiving primary health care by making appropriate referrals and assisting persons receiving services in communicating with physicians regarding health care concerns.

### **Barriers**

In many communities, basic resources are not adequate to meet the needs of individuals living in poverty. In addition, waiting lists and restrictive acceptance criteria can create barriers to access. Agencies also face the challenge of keeping up to date on community services operated by an array of government, not-for-profit, and faith-based organizations.

Some agencies may assume that addressing persons receiving services' needs for basic life resources are not the responsibility of behavioral health services programs. Services that address these needs may not always be reimbursable.

### **Remedies**

Agencies need to acknowledge the critical role they play in helping persons receiving services establish basic life resources. Meeting basic needs is fundamental to create the experience of safety and security that is necessary for people to recover.

Case management services should be person-centered and provide follow-up, support, and the development of skills needed to access critical resources.

Agencies should develop an inventory of community resources and solicit peer participation in this activity.

Agencies should promote education and anti-stigma initiatives to educate the community about the connections among issues of poverty, mortality rates, and mental illness.

## Resources

***Morbidity and Mortality in People with serious Mental Illness*** was prepared by the Medical Directors Council of the National Association of State Mental Health Program Directors (NASMHPD) (2006) and presents a roadmap for strategic approaches to reduce excess illness and premature death among persons with mental illnesses (NASMHPD). The document is available for download at the NASMHPD web site: <http://www.nasmhpd.org/sites/default/files/Mortality%20and%20Morbidity%20Final%20Report%208.18.08.pdf>

***Transforming Florida's Mental Health System - Constructing a Comprehensive and Competent Criminal Justice/Mental Health/Substance Abuse Treatment System: Strategies for Planning, Leadership, Financing, and Service Development*** provides an analysis of Florida's mental health system and describes strategies for developing and implementing comprehensive and coordinated service systems (Supreme Court of the State of Florida, 2007): [http://www.floridasupremecourt.org/pub\\_info/documents/11-14-2007\\_Mental\\_Health\\_Report.pdf](http://www.floridasupremecourt.org/pub_info/documents/11-14-2007_Mental_Health_Report.pdf)

***SAMHSA's Resource Center to Promote Acceptance, Dignity and Social Inclusion Associated with Mental Health (ADS Center)*** provides archived conference materials to assist agencies with developing stigma reduction activities: <http://www.nasuad.org/hcbs-typetools/archived-conference-materials-presentations>

***SAMHSA's Projects for Assistance in Transition from Homelessness (PATH)*** funds services for people with serious mental illness (SMI) and co-occurring substance abuse disorders experiencing homelessness: <http://www.samhsa.gov/homelessness-programs-resources/grant-programs-services/path>

**The National Center for Cultural competence at Georgetown University:** <http://nccc.georgetown.edu/>

**The Depression and Bi-Polar Support Alliance:** <http://www.dbsalliance.org/site/PageServer?pagename=home>

**Alcoholics Anonymous:** <http://www.aa.org/>



**Constructing a Comprehensive and Competent Criminal Justice/Mental Health/Substance Abuse Treatment System: Strategies for Planning, Leadership, Financing, and Service Development (Florida)**

[http://www.floridasupremecourt.org/pub\\_info/documents/11-14-2007\\_Mental\\_Health\\_Report.pdf](http://www.floridasupremecourt.org/pub_info/documents/11-14-2007_Mental_Health_Report.pdf)

**Nine Basic Life Skills Training Tips Learned in Addiction Treatment**

<https://www.recoveryhub.com/life-skills-tips-learned-addiction-treatment/>

**Substance Abuse and Homelessness (National Coalition for the Homeless)**

<http://www.nationalhomeless.org/factsheets/addiction.pdf>

**Homelessness and Housing (SAMHSA)**

<https://www.samhsa.gov/homelessness-housing>

**TIP 27: Comprehensive Case Management for Substance Abuse Treatment (SAMHSA)**

<https://store.samhsa.gov/product/TIP-27-Comprehensive-Case-Management-for-Substance-Abuse-Treatment/SMA15-4215>

**Improving the Quality of Health Care for Mental and Substance-Use Conditions**

<https://www.ncbi.nlm.nih.gov/books/NBK19830/>

**SAMHSA-HRSA Center for Integrated Health Solutions – Care Coordination**

<https://www.integration.samhsa.gov/workforce/care-coordination>

### **3. Meaningful Activities and Roles**

*“...individuals with severe mental illnesses now spend more of their time in the community rather than in institutions, but are all too often only physically in the community, but not of the community, in the sense of psychologically or socially belonging.” (UPenn Collaboration on Community Integration, 2008).*

#### **Description**

“Community integration (or, the opportunity to live like everyone else) should result in community presence and participation of people with psychiatric disabilities similar to that of others without a disability” (Salzer, 2006). It is fundamental to the recovery process as individuals seek to normalize their lives.

“To promote social integration, it makes sense to direct the efforts of formal services toward maximizing contact between people with psychiatric disabilities and potential friends or other supporters. The simplest strategy is to ensure that virtually all such efforts take place in regular work, housing, and educational settings, in ways that lessen or remove any distinction between persons with or without a label of ‘mental illness’” (Carling, 1995).

Peer engagement in meaningful activities and having important social roles are at the core of community integration. They connect people to others in meaningful ways and help create a sense of belonging, personal well-being, and validation. They are the antidote for having only a physical presence in the community.

### **Essential Characteristics**

Meaningful activities include such things as employment, volunteerism, education, advocacy and civic participation, recreational/leisure pursuits, as well as engagement in spiritual and religious endeavors. Individuals' aspirations for engaging in these activities should be recognized and valued. People should be able to choose the activities that are most meaningful to them and to their recovery goals. They should be afforded opportunities to become involved in those activities at the level they choose to participate and be encouraged and supported in their efforts.

For most people, meaningful roles in life often include being a parent, a spouse or a romantic partner, a family member, a neighbor, a confidante and a friend. All of these roles connect individuals to their larger community in important ways. People with behavioral health disorders may have lost some of their important life roles while dealing with their illnesses/disorders, while others may have never acquired them. In either case, individuals who have expressed a desire to gain or regain the roles that are most important to them should be encouraged and supported. They should be assisted with developing the necessary skills that will enable them to assume the roles they choose and with regular support to help overcome obstacles.

### **Barriers**

Professionals (and persons receiving services) may perceive that people with behavioral health disorders are not capable of participation in activities and roles because of their illnesses.

Stigma and discrimination associated with behavioral health disorders are still pervasive in most communities.

Staff who are not sufficiently trained may lack the knowledge and skills in practices that support community integration.

Funding is not available to support programs such as supported employment, supported education, or housing.

Some people with psychiatric disabilities are reluctant to explore options for a more independent living role in the community because they have adapted to living in institutional settings and are not confident that they can be successful in less restrictive environments.

### **Remedies**

Staff training, coaching and supervision regarding the principles and practice of recovery-oriented services.

Community education focused on improving the understanding of behavioral health disorders and recovery.

Advocacy for additional funding sources to support programs for supported employment, education, and housing.

Implementation of friend/mentor programs.

## Resources

***Return to Community: Building Support Systems for People with Psychiatric Disabilities*** by Carling, Paul J. is available through Guilford Press, 1995. It provides workable solutions to overcoming many of the barriers to successful community integration (Carling, 1995).

**Compeer Inc**, [www.compeer.org](http://www.compeer.org) is an international non-profit organization that helps adults and children overcome the devastating effects of mental illness, such as loneliness, isolation and low self-esteem – through the power of friendship. Program currently implemented in Sarasota, FL.

***Simply To Be Let In: Inclusion as a Basis for Recovery*** describes a program to promote friendships among persons with serious mental illnesses, published in the Journal of Psychiatric Rehabilitation (Davidson et al., 2001).

**Handbook on Social Reintegration of Recovered Drug Users (European Union)**  
<http://www.tripler-project.eu/publi/Handbook-on-social-reintegration-of-recovered-drug-users.pdf>

**Social Reintegration and Employment: Evidence and Interventions for Drug Users in Treatment**  
[http://www.drugs.ie/resourcesfiles/ResearchDocs/Europe/Research/2012/N\\_Social\\_reintegration\\_and\\_employment.pdf](http://www.drugs.ie/resourcesfiles/ResearchDocs/Europe/Research/2012/N_Social_reintegration_and_employment.pdf)

**Social Reintegration (United Nations Office on Drugs and Crime – UNODC)**  
[https://www.unodc.org/documents/justice-and-prison-reform/cjat\\_eng/4\\_Social\\_Reintegration.pdf](https://www.unodc.org/documents/justice-and-prison-reform/cjat_eng/4_Social_Reintegration.pdf)

## 4. Peer Leadership

*“Change agents are most helpful when they have a strong personal commitment to change, whether because they have been directly affected by how people with disabilities are treated, or because of their own experience of social marginalization, empowerment, healing, and recovery.” (Carling, P.J., 1995)*

### Description

Peer leadership encompasses a number of specific categories, including self-advocacy, system advocacy, and peer-run services. The President’s New Freedom Commission on Mental Health report (2003) states that “Consumers of mental health services must

stand at the center of the system of care”(page 27), and this includes assuming leadership roles in redefining the public mental health system. As persons receiving services assume leadership roles in system transformation, it is important to provide resources to expand their leadership and advocacy skills and opportunities. Agencies should support persons receiving services in developing those skills and support the provision of peer-run services. This includes providing information to persons receiving services about the availability of these services (e.g., support groups, drop-in centers, respite services and mentoring programs).

The growth of the certified peer specialist program in Florida provides an important opportunity for behavioral health service provider agencies to expand the role of persons receiving services in leadership positions. By employing more peers/persons receiving services in a wide range of roles, an agency can significantly influence the change of its culture to a recovery orientation.

### **Essential Characteristics**

The concepts of self-help and peer support are integral to peer leadership. The act of providing support to others benefits the helper as well the person being helped (Clay, Schell-, Corrigan, & Ralph, 2005). Competent peer leaders can provide advocacy and peer mentoring, and can operate peer-run services. They offer other peers/persons receiving services the benefits of shared experience and the knowledge gained through the process of recovery by people who have lived with psychiatric illnesses. As behavioral health systems continue to open up to participation by peers/persons receiving services in the provision of services and supports, the need for peer leadership grows. The agency can assist in this process by providing peers/persons receiving services access to education in leadership and advocacy skills.

Leaders in the peer movement should exhibit the same qualities as leaders in other fields; they need to be motivators, critical thinkers and have the ability to communicate clearly. Leadership qualities are developed through training, work experience, and administrative support. A service provider agency can support this development by providing peers with access to education, ensuring that peers participate in the delivery of services, and maintaining that peers have membership on boards and committees.

### **Barriers**

The primary barriers to developing competent peer leadership are cultures within behavioral health service provider agencies that do not embrace recovery. Many agencies cling to traditional concepts of the roles of staff and clients. Agencies are often reluctant to hire individuals who receive services within their system. If such individuals are hired, agencies frequently discourage self-disclosure about being a peer of behavioral health services.

Agencies wishing to provide recovery, advocacy, and leadership training for peers/persons receiving services often find a lack of funding as a significant obstacle. Some administrators believe that freeing up funds for peer run trainings and services will divert resources from crisis services and traditional treatment services. However, recovery-oriented services actually reduce the need for costly “front-end” intensive services (Supreme Court of the State of Florida, 2008). A recipient of services in Florida’s mental health system provided the following insight: “deep-end services like

crisis support, long-term hospitalization and residential programs tied to services would be needed less [often] because we would support people in their wellness and prevention needs” (Common Threads: Stories of Survival & Recovery from Mental Illness, 2007).

The agency may not have capable personnel to provide training in the key areas of leadership and advocacy, and may need to access outside training resources.

### **Remedies**

The agency should utilize peer specialists for recovery and advocacy services and support programs.

The agency should seek resources to provide comprehensive training in recovery and culture change.

The agency should provide training in advocacy and leadership skills.

The agency should seek additional funding (e.g., grants) or redirect current funding to support peer-run services, such as self-help groups and mentoring programs.

The agency should support the creation of peer and family advisory councils as part of the administration of the agency.

### **Resources**

**NAMI Provider Education Training:** <http://www.nami.org/Find-Support/NAMI-Programs/NAMI-Provider-Education>

<http://www.nami.org/Find-Support/NAMI-Programs>

**Depression and Bipolar Support Alliance DBSA Peer Leadership Center:**

[https://www.peerleadershipcenter.org/plc/Peer\\_Provider\\_Roles.asp](https://www.peerleadershipcenter.org/plc/Peer_Provider_Roles.asp)

**Freedom Self-Help Advocacy Curriculum** is available at the National Mental Health Self-Help Clearinghouse: <http://www.mhselfhelp.org/>

**Fresh Start of Miami-Dade, Inc. Florida Statewide Consumer Network:**

<http://freshstartflorida.socpartners.info/>

**On Our Own, Together: Peer Programs for People with Mental Illness.** Clay, S., Schell, B., Corrigan, P., & Ralph, R. (Eds). (2005). Nashville, TN: Vanderbilt University Press.

**Peer Support Fundamentals – National Association of State Mental Health Program Directors (NASMHPD)**

[https://www.nasmhpd.org/sites/default/files/PeerEngagementGuide\\_Color\\_CHAPTER3.pdf](https://www.nasmhpd.org/sites/default/files/PeerEngagementGuide_Color_CHAPTER3.pdf)

**Peers (SAMHSA)**

<https://www.samhsa.gov/brss-tacs/recovery-support-tools/peers>

**What Are Peer Recovery Support Services? (SAMHSA)**

<https://store.samhsa.gov/shin/content/SMA09-4454/SMA09-4454.pdf>

**Peer Recovery Coaching: Recent Evidence Reviews (Bill White)**

<http://www.williamwhitepapers.com/blog/2016/06/peer-recovery-coaching-recent-evidence-reviews.html>

**How to Build Your Own Peer-To-Peer Recovery Center from the Ground Up!**

[http://facesandvoicesofrecovery.org/file\\_download/inline/8345d2db-0c3f-4c92-adaa-9f7948459ada](http://facesandvoicesofrecovery.org/file_download/inline/8345d2db-0c3f-4c92-adaa-9f7948459ada)

**Peer-Based Addiction Recovery Support: History, Theory, Practice, and Scientific Evaluation (ATTC)**

<https://pdfs.semanticscholar.org/e9af/c7ed0414b53ec0ff7d1f7ea68b51a34556c2.pdf>

**The Role of Recovery Support Services in Recovery-Oriented Systems of Care**

<http://www.pacdaa.org/SiteCollectionDocuments/SAMHSA%20White%20Paper%20on%20The%20Role%20of%20Recovery%20Support%20Services.pdf>

**Recovery Support Services for Adolescents (NIDA)**

<https://www.drugabuse.gov/publications/principles-adolescent-substance-use-disorder-treatment-research-based-guide/evidence-based-approaches-to-treating-adolescent-substance-use-disorders/recovery-support-services>

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## Appendix 1

### Sample Instructions for Manual Completion of SAPT Survey

Dear (Insert Agency) Staff Member,

The following note provides instructions for completing a survey regarding the implementation of recovery-oriented mental health services at (Insert Agency). We request that each staff member who receives this note complete this survey.

(Insert Agency) is implementing a tool to support the planning and implementation of recovery-oriented mental health services developed by the Florida Mental Health Institute at the University of South Florida under contract to the Agency for Health Care Administration (AHCA). The Self-Assessment/Planning Tool for Implementing Recovery-Oriented Mental Health Services (SAPT) was developed to help mental health service provider agencies improve performance in delivering recovery-oriented services.

The survey takes about 20 minutes to complete. We will not ask for identifying information or release the answers of individual surveys. Respondents will remain anonymous.

We request that you submit your completed survey to (insert contact person) no later than close of business on (Insert Date).

To complete the survey, please follow the steps listed below:

1. Answer each question on the survey. If you are unsure about the answer, you can leave it blank.
2. When you complete the survey, please forward it to (insert contact person).
3. Complete the survey only once.
4. Please contact (insert contact person) if you have any questions.

Thank you for your assistance with this important project.

## Appendix 2

### Sample E-Mail Instructions for Web-Based SAPT Survey

Dear (Insert Agency) Staff Member,

The following note provides instructions for completing a survey regarding the implementation of recovery-oriented mental health services at (Insert Agency). We request that each staff receiving this e-mail complete this survey.

(Insert Agency) is implementing a tool to support the planning and implementation of recovery-oriented mental health services developed by the Florida Mental Health Institute at the University of South Florida under contract to the Agency for Health Care Administration (AHCA). The Self-Assessment/Planning Tool for Implementing Recovery-Oriented Mental Health Services (SAPT) was developed to help mental health service provider agencies improve performance in delivering recovery-oriented services.

The survey is on the Internet and takes about 20 minutes to complete. We will not ask for identifying information or release the answers of individual surveys. Respondents will remain anonymous.

We request that you submit your completed survey no later than the close of business on (Insert Date).

To complete the survey, please follow the steps listed below:

1. Click on the link at the bottom of this note to enter the web based survey.
2. Answer each question on the survey. If you are unsure about the answer, you can leave it blank.
3. When you complete the survey, click on the button at the bottom to submit your answers.
4. Complete the survey only once.
5. Please contact (insert contact person) if you have any questions.

Thank you for your assistance with this important project.

**CLICK ON LINK BELOW TO ENTER SURVEY:**

[ <http://#####> ]