

ALLEGHENY COALITION FOR RECOVERY



MEMBERSHIP HANDBOOK ALLEGHENY COUNTY COALITION FOR RECOVERY

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ACCR Philosophy

Mission for ACCR

The mission of ACCR is to increase awareness of behavioral health recovery and to promote the use of recovery principles and practices in behavioral health services in Allegheny County.

Vision Statement

Every Allegheny County resident with a mental health and/or substance use disorder is supported in his/her recovery journey by friends, families, communities, and service providers who understand and practice recovery principles.



What is Recovery?

SAMHSA Offers 10 Guiding Principles of Recovery:

<https://www.inspiremalibu.com/blog/recovery/samhsa-10-guiding-principles-of-recovery/>

- 1. Recovery emerges from hope** – belief in the process and reality of recovery is vital for struggling individuals to face and cope with their disease or disorder.
- 2. Recovery is person driven** – each person is ultimately in charge of their own recovery, setting goals and creating a path to achieve them.
- 3. Recovery occurs via many pathways** – people recovering from substance abuse or mental disorders have different backgrounds and face unique challenges. As a result, the paths that people take toward recovery will vary from person to person.
- 4. Recovery is holistic** – in order for long-term recovery to take root, a person must address every aspect of their life, from mental and physical health to income and housing to seeking support and maintaining medication if needed.
- 5. Recovery is supported by peers and allies** – having peers who successfully went through similar challenges provides a model for those in recovery to lean on, refer to, and receive support from.
- 6. Recovery is supported through relationships and social network** – an emotional bond with family members, friends and peers that believe in a person's ability to recover can offer the strength and determination to get through these difficult times.
- 7. Recovery is culturally-based and influenced** – services for recovery must consider an individual's unique cultural beliefs, values and traditions.
- 8. Recovery is supported by addressing trauma** – sexual assault, domestic violence, emotional abuse and any other trauma has to be treated if recovery is to be long lasting and successful.
- 9. Recovery involves individual, family and community strengths and responsibility** – each person in recovery is responsible for their own care, though families and significant others also bear a responsibility, especially with recovering teens or young people, to support their loved ones. Communities also have a responsibility to make sure that those in recovery can live free of discrimination and have opportunities to for housing, employment and education
- 10. Recovery is based on respect** – recovering from addiction and psychiatric issues require bravery on the part of the individual. Communities and social systems that acknowledge this lessen the stigma associated with these disorders and offer people a healthier atmosphere in which they can get better and give back.

Recovery is about overcoming STIGMA!

Recovery Is Universal.

There are many kinds of events that people may recover from (for example, mental illness, addiction, physical disability, loss of a loved one, isolation, victimization). Often these events involve circumstances that are beyond their control and over which they are powerless, such as an illness. Regardless, it is important for individuals to realize that they *do* have the power to manage their lives. They can make their lives more meaningful and satisfying through the choices and efforts that they make.

Recovery means different things to different people. However, surveys of those who have engaged in a recovery process and reviews of the writings on this topic have led to the identification of some core concepts, which provide insight into recovery's universal applicability. Central to all these concepts is the idea of change. Recovery is about doing things differently and recognizing that certain personal choices and behaviors contribute to the level of distress that is experienced.

In order for change to occur, people should recognize the magnitude of the challenge and have the courage to confront it. They need to believe that they have the capability to influence the course of their lives and future circumstances. This belief leads people to develop hope and to accept responsibility for changing how they function in the world in which they live. They feel empowered to make those changes happen.

As recovery is defined in this broad sense, it becomes a unifying concept. It brings together all people who are striving to grow and make their world fuller, as they reach for their greatest potential. It erases the distinctions between provider and patient, addiction and mental illness, young and old. It cuts across differences in skin color, language, religion, and education. This leads to a recognition that everyone can benefit from going through this process, which is at the core of our common humanity. It is through a connection with this understanding that people become part of a recovery community and develop a sense of belonging in the world. Ultimately, recovery is a spiritual journey that manifests itself in a wide variety of forms, but it is always driven by values that offer hope, autonomy, communion and peace.



Who is Allegheny County Coalition for Recovery?

ACCR is a Coalition-- we are allies!

We are a group of people in recovery, their families, and behavioral health social service agency professionals. We are stakeholders who are partners working together to promote changes in the way services are delivered to make them more recovery and wellness oriented and person and/or family centered. ACCR committees provide opportunities for people to work together in these efforts

Recovery

"A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential" (SAMHSA 2011).

STAKEHOLDER PHILOSOPHY

As a coalition of volunteer stakeholders, people in recovery from or with serious mental distress and/or substance or behavioral addictions, their family members and behavioral health professionals, we work together to combat stigma and to promote awareness of the reality of recovery and recovery related principles. The stakeholder philosophy also means we are passionate about working to recruit individuals from a wide variety of cultural and religious backgrounds. We want our efforts to improve services for all people.



Committees to Join



Committees

Child & Family

The Child and Family Committee works to encourage service systems and professionals to assist children, adolescents, and families to build on their strengths and develop skills and knowledge to cope effectively with stress and adversity (resiliency) so they can live, play, and work in their communities (recovery). The Committee also develop best practice guidelines for agencies serving children, transition age youth and families.

Collaborative for Recovery Dialogue

The Collaborative for Recovery Dialogues fosters dialogue between professionals and the people they work with to promote mutual respect and understanding by allowing honest discussion about their individual experience with the behavioral health service system, their roles in that system, and, most importantly, their relationships with each other.

Drug and Alcohol

The mission of D/A is to facilitate improvement of the D&A services in Allegheny County by helping to fight against the stigma that surrounds people with substance use disorders, educate others for more understanding of the addiction disease, to identify current treatments that need improvement, and effecting positive changes in recovery.

Education

The Education Committee develops educational materials and sponsors trainings to inform the community about recovery principles and practices, combat stigma related to mental illness and substance use disorders, and assist individuals who use services, providers, and professionals to develop leadership skills to enhance recovery in Allegheny County.

- **Voice of the Peer-** A subcommittee for Peer Professionals to build resources and enhance their skills and toolbox as a behavioral health advocate and support.

Public Awareness

The Public Awareness Committee sponsors events to increase the public awareness of the need to support individuals in recovery, increase community integration, and reduce the stigma associated with persons who have behavioral health (mental illness and/or substance use) disorders. The mission of this Committee is to inform the public, service providers, and service-users that individuals affected by mental illness and substance use disorders can and do recover.

Quality Improvement

The Quality Improvement Committee works to define best practices and quality indicators for treatment planning, service delivery, staff training, and organizational development. These practices and indicators emphasize the importance of professionals and the people who use services working together as equal partners. The mission of the QI committee is to enhance recovery-oriented services in Allegheny County through the development and promotion of quality services that facilitate recovery, resiliency, and wellness of person(s) served.

Steering Committee

The Steering Committee is responsible for the overall direction of the Allegheny County Coalition for Recovery (ACCR). It develops a strategic plan for ACCR, policies and procedures, by-laws, and an operating budget for the Coalition. The Steering Committee oversees the direction and work of the committees and workgroups and confirms all co-chairs for the main committees. It is responsible for defining the broad goals of the ACCR and ensures the mission and vision are being upheld in all activities of the ACCR.

- **Technology Committee** – The tech committee is responsible for The ACCR website and social media platforms. This committee ensures that all ACCR information is accessible via email, web and social media.





Contact Us

Contact Information & Media

ACCR COMMITTEE TIMES & LOCATIONS

Please see the ACCR website for the latest days, times, and locations of meetings as they are subject to change. <http://www.coalitionforrecovery.org>

ACCR Website

The Coalition's web site at <http://www.coalitionforrecovery.org> is the location to see all our publications and papers. There are tools and resources there for students, academics, families and all people in recovery from substance abuse and mental illnesses. Check the website for updated meeting times and locations of all of ACCR's committee, plus other recovery committees, groups and conferences.

Social Media Handle

https://www.facebook.com/ACCRrecovery/?ref=your_pages

Contact information

Allegheny County Department of Human Services,
Community Wellness Team
Staff Liaison to ACCR
412-350-3841 or 412.350.4166
ACCRinformation@gmail.com

Meeting Practices



Suggested Practices for All Committee Meetings

1. **Turn cell phones off or to vibrate.** To avoid disruption, please turn off your cell phones or set to vibrate before the meeting begins.
2. **Conduct cell use (texting, emails, phone calls etc.) outside of meeting room.** If you receive a call during the meeting, ask the caller to hold please, and then go outside the meeting room to engage in a conversation.
During the meeting **Do Not:**
 - Browse the web
 - Answer emails
 - Text message
3. **Attend meetings.** Please make it a priority to attend meetings. If you are unable to attend a meeting but still want to have input on a particular issue, contact one of the committee co-chairs or another Committee member and ask that your ideas and/or comments be considered in the Committee's discussions.
4. **Get on the Agenda.** Part of making sure your voice and ideas are heard involves working with the entire committee so that meetings are run smoothly, and, in a manner, which allows everyone a chance to get their ideas heard. The best way to ensure the group hears your ideas is to make a request to the committee co-chairs, in advance, for time on the agenda. Making a formal request ensures that sufficient time is set aside to address concerns. In addition, once the agenda is distributed prior to the meeting, other group members will have the opportunity to prepare for presentation as well.
5. **Respect the work the Committee has done in your absence.** If you miss a meeting, please remember that others have been working during this time and have made decisions about various matters. For any committee to make progress, it cannot go back and revisit previous decisions.
6. **Respect the majority decision of the group.** There will be times you disagree passionately with a decision made by the group. This frustration is part of committee work. Being able to accept what is and move on to be productive on another issue is recovery and growth in action.
7. **Become a great listener. Don't interrupt others.** Focus on what the other person is saying and watch their body language, wait for cue or pause to response. We tend to want to get out what we want to say quickly, before we forget. We think if we wait our turn the topic will change, or we'll just forget altogether what we were going to say. Take a pen or pencil to the meeting, jot down notes as needed

8. **Don't monopolize.** Some people are "quieter" than others, but they still have important things for the committee to consider. It's important for all members of the committee to express their knowledge, experience and opinions. If you have already shared your suggestions or thoughts, allow others to have the same privilege. It is especially difficult for people who have been recovering from serious mental illness for many years to be assertive. All committee members have to give "room" to people to begin to express themselves in front of others.
9. **Majority rules.** The Committee respects your right to disagree, but once a decision has been voted on and finalized, discussion of that issue will end, and the group will need to move on to the next issue.
10. **Stay on topic:** Most groups have at least one person who tends to take the talk off track from the agenda item being discussed. Co-chairs have the responsibility of providing a written agenda. All meeting participants have the responsibility of gently guiding the meeting back to the agenda items. This should never be done rudely, of course. It is important that all members have a rewarding experience.
11. **Decide on Action Steps:** Wrap up meetings with a clear statement of the next steps and who is to take them.

Gaining Respect & Trust in Committees

- ❖ Treat everyone with the respect you would wish to receive yourself. A spirit of cooperation and respect allows every meeting to move forward in a smooth fashion. Honor the dignity of yourself and all others.
- ❖ Avoid gossip and rumor spreading **at all costs**. Nothing undermines the effort of the group more than divisive behaviors and negative attitudes.
- ❖ Strive to speak directly to issues of concern. Develop a habit of being direct and to the point.
- ❖ Seek to be honest and patient with fellow committee members. They in turn will follow your example and return those respectful courtesies to you.
- ❖ Develop the habit of following through on your commitments. Be honest and say “no” before you take on a task that you cannot complete. Don’t be afraid to ask for help when you need it. Reliability is the one quality which allows committees to grow and function.
- ❖ Above all honor the confidentiality of others. Everyone works better when they are free to say what they feel while knowing that what they say will not be used to harm themselves or others.

Adapted from “Building Trust” by Franklin Covey

General Email Standards

- Respond to emails promptly, even if only to acknowledge you have received the message. No message should go unanswered longer than 5 business days. Consider setting up an “Out of Office” message in Outlook.
- Be aware that emails lack cues for body language and tone of voice. People sometimes react very strongly and seriously to emails. Writing humorously takes great skill!
- Check yourself before reacting to and again before sending messages, when the situation is emotional, intense, politically sensitive, or important.
- Do not use ALL CAPS in email messages. Don’t use **bold** too much. Don’t use print that is overly large. Don’t use ***asterisks*** and other symbols to make your words stand out. These things are all considered rude and are read as if you were shouting at the person.
- Activate the auto spell check and grammar check for all your outgoing messages. Emails full of typos, spelling errors and especially poor grammar are hard to read. The spell check on the computer does the correcting for you. Avoid the super abbreviated style of twitter or face book in the use of business correspondence.
- Always be sure to identify what your email is about in the subject line. This is a good way to let people know how important it is for them so they can prioritize and respond quickly if necessary.
- Use the features in Outlook if you have it to indicate that a message requires follow-up or is of high importance.

Regarding Rights of Membership and Computer Technology

In today's world most business communication takes place through email and Social media.

- We encourage **all** people on ACCR committees to become comfortable with the basic skills to operate a computer to get email.
 - ✦ At the same time, we encourage **all** members who have computer skills to be open to mentoring those who are learning what is sometimes a frightening and confusing technology.
- Public libraries and many psychiatric or social rehabilitation centers and drop-incenters have free access to computer labs.
 - ✦ Free email accounts are available:
 - Gmail.
 - AOL.
 - Outlook.
 - Zoho.
 - Mail.com.
 - Yahoo! Mail.
 - ProtonMail.

****All it takes to maintain a free account is checking your mail regularly. (How to use Email / Facebook guide available upon request.)**

- People who do not have access to a computer for whatever reason, have rights to the flow of information too. ACCR has a policy that minutes are available online two weeks after a committee meeting.
- At that point, the best attempts at mailing hard copies through the U. S. postal service will be made. Those **who do not** have email must supply an up-to-date valid address to the chair of the committee on which they serve.

Facebook

- ACCR has approved the use of Social media to communicate and reach the Allegheny County Community.
- Profile posts, Events, Committee Reminders and Coalition news will all be featured on this platform.

****Facebook is a free platform but requires an email address for comment posts and further profile engagement. (How to use Email/Facebook guide available upon request.)**



Positions, Policies and Procedure





Allegheny County Coalition for Recovery

MINUTE RECORDING FOR ACCR COMMITTEE MEETINGS

Time Commitment

Most committees meet one time each month. Meetings usually last 1.5 hours.

Requirements

- Ability to listen closely and take notes during meetings
- Include all required information in minutes (attendance, assignments, due dates, etc.)
- Ability to type notes after meeting
- Reliable access to a computer and the internet
- Know how to use Microsoft Word or WordPad
- Ability to use email and send attachments
- Reliably- attend all monthly meetings

Compensation

Minute recorders are paid \$60.00 for each meeting for which they complete *approved* minutes with in two weeks. Checks will be requested after accurate minutes are ready for posting to the Coalition's website.



Allegheny County Coalition for Recovery

COMMITTEE ADVISORS FOR ACCR COMMITTEE MEETINGS

Time Commitment

Most committees meet one time each month. Meetings usually last 1.5 hours.

Requirements

- Be willing and able to travel to and regularly attend committee meetings
- Must have email or valid post office address to receive committee communications
- Be willing and able to work together with committee members to complete tasks
- Be willing and able to share your ideas and viewpoints with the committee
- Be willing to provide volunteer support at events and projects

Compensation

Committee Advisors are paid \$35.00 for each meeting they attend.

ACCR Policy and Procedures on Stipends, Compensation, and Reimbursement

Policy: *When individuals volunteer to help the mission of ACCR by participating on committees, workgroups, and ACCR related projects, they shall have the opportunity to be reimbursed for costs they incur in such participation, or to receive a stipend for their participation.*

Eligible Positions: The following positions are eligible for compensation in the form of stipends. Positions may be added or deleted from time to time with the approval of the ACCR steering committee.

- **Co-chair:** Will assist in formulating agenda, facilitating committee discussions, keeping membership records, meeting reminders and payment procedures. Payment will be \$ 60.00 per meeting.
- **Recorder:** Will be responsible for documenting action made during meetings and outlining major discussion items. They will also be responsible for working with co-chairs to develop meeting minutes and coordinating the distribution of the minutes to members of the committee. Payment will be \$60.00 per meeting.
- **Event Coordination and Administrative Support:** Will be involved in specific projects (e.g. staffing of information tables). Each committee will define the type and amount of administrative support required. Reimbursement for these duties will be at \$ 10.00 per hour for a pre-determined number of hours.
- **Committee Advisor Positions:** The committees will be able to reimburse expenses for 1-2 Advisor positions at a rate of \$ 35.00 per-meeting.
- **Ad hoc positions:** The co-chairs will have the discretion to approve time limited contracts which will be individualized to reflect the specific scope of the work required. Committee co-chairs will communicate contract expectations to each contracted individual. Payment for duties which exceed \$200.00 or which exceed the approved budget must have prior approval from the Steering Committee.

Rates: Reimbursements and stipend rates will be set annually by the steering committee.

Stipend Procedure: Individuals who wish to receive a stipend for participation must be approved as a:

- Co-chair
- Committee advisor
- Minute recorder

An application form must be completed for the position. A committee co-chair and a Steering Committee co-chair will approve the person's participation as a stipend recipient.

To be reimbursed an expense reimbursement form must be completed and turned into the committee chairperson with any relevant receipts.

Approved individuals may also receive bus tickets for transportation costs. As an alternative, approved individuals may be reimbursed for any mode of transportation that is required based on their individual needs to be capped at \$15.00 starting at \$5.00 in costs. The modes of transportation might include for example Uber, Access, or Taxis' etc... Approved parking reimbursements are given for parking costs.

ACCR Consumer/Survivor and Family Member Payment Procedures

For Purchases above 350 dollars and Above

1. Co-chair confirms payment and sends invoice and Purchase Requisition form to the Steering Committee Co-chairs.
2. Both Steering Committee Co-chairs approve, sign invoice and Purchase Requisition form and send to fiduciary.
3. Fiduciary mails payment.

For Committee Co-Chairs, Recorders, volunteer advisors, and Contract Personnel

1. Co-Chair completes Independent Contract Agreement including description of job duties and conditions for payment. Individual signs contract along with Committee Co-Chair.
 - i Committee Co-Chairs send contract to Steering Committee **Co-Chairs if payment is \$350 and over.**
 - ii A Steering Committee Co-Chairs approve, sign and send contract to the fiduciary.
2. Individual performs duties required in contract and shows product (if appropriate) to co-chair.
3. All committee co-chairs complete ACCR Invoices for stipend positions. Co-Chair's send completed invoice form straight to fiduciary.

Annual Rate Structure

Position	Rate / unit	Position Expectations	Comments
Co-chair	\$60/ meeting	Includes attendance, preparation of agenda and facilitation of meeting.	Works in cooperation with co-chair.
Minute Recorder	\$60 / meeting	Includes attendance at meeting and preparation of minutes.	E-mail completed minutes to co-chair.
Committee Advisor	\$35 / meeting	Attendance and participation.	2 to 3 volunteer advisors per committee
Special Projects	\$10 / hour	Completion of assigned task.	Requires documentation of time and approval of ACCR authorized person
Other paid positions – Ad Hoc	Negotiated	Negotiated based on skills needed and market-based rates.	Not to exceed \$200 per occurrence without steering committee approval

Contact Staffed Liaison with any questions:

412.350.3841 or 412.350.4166

Email ACCRinformation@gmail.com