
Love First

Clinical Intervention Field Materials™

FAMILY TEAM PLANNER



CONFIDENTIAL

Love First Clinical Intervention Field Materials™

Team Planner

Published by Jay & Jay Publications

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Building a Team

Training and Preparation is Key

FAMILY, FRIENDS AND COLLEAGUES



“Individual commitment to a team effort—that’s what makes a team work.” -Vince Lombardi

Building an intervention team provides the best chance of defeating addiction. Success depends upon selecting and training a team of three to twelve significant people who are willing to work together. Begin by making a list of all significant people in the alcoholic or addict’s life.

1) _____

12) _____

2) _____

13) _____

3) _____

14) _____

4) _____

15) _____

5) _____

Notes: _____

6) _____

7) _____

8) _____

9) _____

10) _____

11) _____

CHOOSE YOUR TEAM

Work with the interventionist to finalize your intervention team. Share any concerns about the appropriateness of individuals. Creating a solid team requires choosing the right participants.

Team Member: _____ Relationship: _____

Telephone: _____ Email: _____

Significant Information About Team Member: _____

Team Member: _____ Relationship: _____

Telephone: _____ Email: _____

Significant Information About Team Member: _____

Team Member: _____ Relationship: _____

Telephone: _____ Email: _____

Significant Information About Team Member: _____

Team Member: _____ Relationship: _____

Telephone: _____ Email: _____

Significant Information About Team Member: _____

Team Member: _____ Relationship: _____

Telephone: _____ Email: _____

Significant Information About Team Member: _____

Team Member: _____ Relationship: _____

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Team Member: _____ Relationship: _____

Telephone: _____ Email: _____

Significant Information About Team Member: _____

Team Member: _____ Relationship: _____

Telephone: _____ Email: _____

Significant Information About Team Member: _____

Team Member: _____ Relationship: _____

Telephone: _____ Email: _____


Significant Information About Team Member: _____

Team Member: _____ Relationship: _____

Telephone: _____ Email: _____

Significant Information About Team Member: _____

Notes: _____

 To watch a video on this subject, go to: <http://lovefirst.net/wpt/intervention-videos/>

Intervention

A Spiritual Negotiation

GATHERING INFORMATION

“Intervention becomes a spiritual negotiation when founded upon empathetic family relationships and a pledge to act with virtue and dignity. We do not battle addiction with anger, judgment or blame; instead we reach out to the true person behind the addiction using love, compassionate honesty, and a vision for the future. Every life has a purpose, and intervention is a negotiation for *life* and the fulfillment of its purpose.”—*No More Letting Go*, by Debra Jay



CLINICAL INTERVENTIONIST

Name: _____ Email: _____

Office: _____ Cellular: _____ Website: _____

Address: _____

Notes: _____

DATE, TIMES AND LOCATIONS

Rehearsal Location: _____

Address: _____

Date: _____ Arrival time: _____

Notes: _____

Intervention Location: _____

Address: _____

Date: _____ Arrival time: _____

Notes: _____

LEVERAGE AND INFLUENCE

Who has influence: _____

Who has leverage: _____

TREATMENT CENTER CHOICES

Facility: _____

Web: _____

Address: _____

Financial Requirements: _____

Deposit Amount: _____ Co-pay or deductible: _____

Contact Person: _____

Tel: _____ Cell: _____ Email: _____

Admission date and time: _____

Notes: _____

Facility: _____

Web: _____

Address: _____

Financial Requirements: _____

Deposit Amount: _____ Co-pay or deductible: _____

Contact Person: _____

Tel: _____ Cell: _____ Email: _____

Admission date and time: _____

Notes: _____

FINANCIAL DETAILS

Insurance card number: _____ Group number: _____

Customer number: _____ Contact person: _____

Medicare, Medicaid: _____

Private Pay: _____

Notes: _____

PRE-INTAKE INTERVIEW

Responsible Team Member: _____

Contact Person: _____ Title: _____

Telephone: _____ Extension: _____

Date: _____ Time: _____

Patient Information:

Name: _____ DOB: _____

Address: _____

Social Security: _____ Emergency Contact: _____

Tel: _____ Cell: _____ Email: _____

Address: _____

Chemical Use History: _____

Intervention Checklist

An Organization Tool

DETAILS, DETAILS, DETAILS



"Details create the big picture." –Sanford I. Weill

- Select a team detail person
 - Track the preparation details
 - Delegate to various team members
 - Work in tandem with the interventionist
 - Provide team with progress reports
- Choose a treatment center
 - Make reservation
 - Complete pre-intake interview
 - Complete financial arrangements
 - Complete all paperwork
- Complete insurance requirements
- "What to Bring/Not Bring" lists
- Confirm reservation and time of arrival
- Call to report result of intervention
- Choose co-chair for intervention
 - Determine co-chair's role
 - Guide co-chair on his or her role
 - Incorporate co-chair's role into the rehearsal

- Discuss importance of not alerting the alcoholic of the intervention
 - List individuals who may sabotage the intervention
 - Create a plan
- Compile a master list of team members and their contact information
- Determine date, time and place for intervention
 - Create plan to guarantee addict's presence
 - Create plan for team members arrival
- Team members create lists of past enabling behaviors
- Identify leverage and influence of individual team members
- Create a list of known negative consequences
- Write 1 to 2 page letters following the 7-point format
 - Read letters to team/interventionist and ask for feedback
 - Edit out anger, blame and judgment
 - Edit out information that is disrespectful
 - Determine any important additions to letters
 - Discuss including letters from people who are unable to attend
 - Discuss including letters from people who cannot speak for themselves
- Prepare envelope for letter delivery to treatment center
 - Deliver letters to treatment center
 - Deliver letters to alcoholic (if treatment was refused).
- Determine bottom lines and write them on a separate piece of paper
 - Read example of a loving bottom line and discuss
 - Test resolve to follow through
 - Edit bottom lines as necessary
 - Discuss how and when bottom lines will be delivered during intervention
- Prepare envelope for bottom line delivery to treatment center
 - Deliver bottom lines to treatment center
- Prepare for the objections to accepting help
 - Make a list of objection categories
 - Enter objections under appropriate category
 - List responses to all objections

- Determine who will answer objections
- Determine if action steps are required to prepare for objections
- Identify objections too big to overcome and develop a plan
- Prepare for objections while in treatment
 - Educate team on denial resurfacing while in treatment
 - Discuss most common treatment objections
 - Determine best responses to objections
 - Discuss ways families sabotage treatment, i.e., “rescuing addict from treatment.”
 - Role play how the addict will attempt to manipulate a team member
 - Create plan for managing enablers who are not part of the team
 - Secure commitment to making team decisions
 - Major concerns: _____
- Arrange for transportation
 - Determine who will escort alcoholic to treatment
 - Address identification needs (drivers license, passport)
 - Plan for necessary travel time
- Pack a suitcase
 - Follow treatment center guidelines
 - Include a calling card, postage stamps and writing paper
 - Pack prescribed medications
 - Pack photos of children and significant others
 - Ask treatment center about spending money
 - Other needs _____
- Rehearse the intervention
 - Create a seating strategy and chart
 - Discuss order in which letters will be read
 - Determine discreet place for parking cars
 - Script opening and closing statements
 - Review objections and answers
 - Plan to avoid interruptions: phones, pets, visitors
 - Rehearse intervention exactly as if it were the real thing

- Make any necessary adjustments to letters, bottom lines or objections
- Plan for unexpected events
- Create secondary plan if alcoholic refuses treatment
 - Review plan and determine next step
- Write and sign the “Friends and Family Commitment Statement”
 - Deliver copy to each team member
- Schedule Team Huddle
 - Mid-treatment _____
 - Aftercare planning _____
 - Post-treatment _____
 - Other _____
- Additional details
 - Collect copies of clean, edited and rewritten letters
 - Collect copies of clean, edited and rewritten bottom lines
 - Put letters and bottom lines in separate, clearly labeled envelopes
 - Complete “Intervention Team Assessment” book
 - Review objections and answers
 - Address the issue of patient confidentiality and the need for signed releases
 - Sign up to attend family program
 - Commit to attending weekly Al-anon meetings
- Facilitate the intervention
 - Call treatment admission staff with result and arrival time
 - Deliver letters, bottom lines and “Intervention Team Assessment” to counselor
 - Reconfirm team commitment.
- During treatment
 - Send letters, cards and photos
 - Sending gifts: check treatment center policy
 - Keep phone calls with alcoholic to ten minutes
 - Bring concerns to the interventionist, primary counselor or another team member
 - Do not burden the alcoholic with unnecessary concerns.

Other: _____

Enabling Behaviors

Actions Based in Fear

MOVING FROM ENABLING TO INTERVENING

Out of love and fear, we do many things to protect our alcoholics. Most of the things we do, however, unwittingly helps the addiction instead. This is called enabling.



"Let us never negotiate out of fear. But let us never fear to negotiate." –John F. Kennedy

Almost all families inadvertently enable addicted loved ones by helping them avoid the negative consequences of addiction. We must be vigilant against blaming ourselves and each other for past enabling. Instead, focus on today's solutions.


IDENTIFYING ENABLING BEHAVIORS

Each team member shares ways they have enabled the addiction in the past. Listing these behaviors provides a clear picture of the system of enabling that has helped the addiction progress. Taking a close look at the role we play helps us break through our own denial, and gives us an opportunity to make new choices.

Following are some examples of common enabling behaviors. Check those that apply and add your own.

- | | |
|---|---|
| <input type="checkbox"/> Give or lend money | <input type="checkbox"/> Placate or bargain |
| <input type="checkbox"/> Provide a place to live | <input type="checkbox"/> Insist nothing can be done |
| <input type="checkbox"/> Rescue or fix problems | <input type="checkbox"/> Keep secrets |
| <input type="checkbox"/> Supply a car | <input type="checkbox"/> Put yourself in jeopardy |
| <input type="checkbox"/> Buy or provide alcohol/drugs | <input type="checkbox"/> Leave minor children with the addict |
| <input type="checkbox"/> Bail out of jail | <input type="checkbox"/> Allow drunk driving without calling police |
| <input type="checkbox"/> Hire attorneys | <input type="checkbox"/> Take over responsibilities |
| <input type="checkbox"/> Lie to cover up problems | <input type="checkbox"/> Protect from consequences |
| <input type="checkbox"/> Deny the addiction to others | <input type="checkbox"/> Blame other people |
| <input type="checkbox"/> Defend behaviors to others | <input type="checkbox"/> Blame circumstances |
| <input type="checkbox"/> Ignore or laugh at the problem | <input type="checkbox"/> Avoid social functions |
| <input type="checkbox"/> Argue, plead, beg | <input type="checkbox"/> Provide employment |
| <input type="checkbox"/> Threaten | <input type="checkbox"/> Pay bills. |

Other: _____

 To watch a video on this subject, go to: <http://lovefirst.net/wpt/intervention-videos/>

Writing Letters

7-point format

DON'T FORGET THE LOVE

Each person writes a letter to the alcoholic or addict to read during the intervention. Your loved one needs to hear you speak from the heart. Write your letter one day and review it the next.



"This is not a letter, but my arms around you for a brief moment." –Katherine Manfield


7-point Format

Follow the 7-point format, but think of your letter as having 3 main parts: a message of love, compassionate honesty, and a vision for the future.

- 1) Introduction: A brief opening statement of love that states the nature of your relationship. *Peter, I have been fortunate to have you as a friend for over 20 years. I cannot tell you how blessed I feel.*
- 2) Message of Love: This is the longest part of the letter and, perhaps, the most important. Be specific and sincere. If the addict's behavior has been difficult for a long time, remember back to better days.
- 3) Reframing: Shift from the love section to the honesty section by stating your understanding of addiction as a genetic disease. *Patty, alcoholism runs in our family. Our grandfather and two of our aunts had this disease. It requires professional treatment just like any other disease.*

- 4) Facts: This is the section of compassionate honesty. Describes one to three problems caused by the addiction that you have witnessed firsthand. Don't use judgment or angry language. Be brief. Speak of the recent past. *Grandma, alcohol is making decisions in your life I know you would never make sober. You've driven to the grocery store and to my house inebriated. I know you would never choose to risk hurting other people. It's the disease of alcoholism, not you.*
- 5) Commitment: Make a commitment to stand by the addicted person and help her anyway that's possible and appropriate. *I have learned this is a family disease, and we all must participate in recovery. Therefore, I am pledging to do my part. I will attend the family program and Al-anon. Together, we will heal and grow.*
- 6) Ask: This is a direct request that the alcoholic immediately accept the treatment program being offered. *Jake, will you accept the help we are offering you today?*
- 7) Affirmation: This is a vision of the future, giving the addicted person a sense of possibility and purpose. *Dad, I need you in my life. I'm getting married next year, and I need you to be strong and whole to walk me down the aisle. You are my rock. I want you back.*

Give yourself plenty of time to write your letter. Write from the heart. Share your letter with the interventionist and the team. Ask for feedback. Make whatever edits are necessary. Always use loving, nonjudgmental honesty when talking about the addiction problems. Throw your heart into the love section.



To watch a video on this subject, go to: <http://lovefirst.net/wpt/intervention-videos/>

Notes: _____

Bottom Lines

Leverage, Influence and Love

FOCUS ON YOURSELF

A bottom line is a pledge to no longer support the disease of addiction. It includes a promise to take care of ourselves. Use the list of enabling behaviors in *Love First* as a guide: pages 274 to 275.



Bottom lines are also an expression of love. We aren't trying to blame or shame the alcoholic or addict. We make it clear that our actions are based on an intention to support them in recovery.

SAMPLE BOTTOM LINE

Jack, when you have come to me in the past for money, I always gave it to you. I need to apologize for that, because I know I've been helping your cocaine addiction. So, from now on, I cannot give you money anymore. I love you too much to help you stay sick. I know this addiction is holding you hostage, and I will not help it do so. I also must begin taking care of myself, because this hurt me too. I've made a commitment to start going to Al-Anon to get help for me. And I have to ask you not to come by the house anymore when you're high or hung-over. It's too hard on me. The addiction isn't invited into our lives any longer. However, if you decide to change your mind and accept help, I will drive you to treatment myself and will eagerly help arrange to make it happen for you. I love you and, more than anything, I want you to get well. I want my son back. Won't you accept the help we're offering you today?



To watch a video on this subject, go to: <http://lovefirst.net/wpt/intervention->

Objections

Verbal Escape Routes

BRAINSTORMING WITH THE TEAM

When intervening on an addicted person, you are undoing the addict's hard work of safeguarding the addiction from any outside interference.



Prepare for every possible objection. List objections under appropriate categories. Decide how the team will answer each objection. Determine if there are any objections too big to overcome and create a plan.

WORK OBJECTIONS

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

FAMILY OBLIGATION OBJECTIONS

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

MONEY OBJECTIONS

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

SOCIAL OBLIGATION OBJECTIONS

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

PRACTICAL OBJECTIONS

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

DENIAL DRIVEN OBJECTIONS

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

OTHER OBJECTIONS

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection too big to overcome: _____

Plan: _____



To watch a video on this subject, go to: <http://lovefirst.net/wpt/intervention-videos/>

Treatment

Preparing for Objections While in Treatment

BREAKING DENIAL

Once the alcoholic or addict is in treatment, denial usually resurfaces. This happens to patients whether or not they have gone through an intervention. Denial is a symptom of addiction.



“Denial ain’t just a river in Egypt.” –Mark Twain

When denial pops back up, the addicted person may start looking for escape routes out of treatment. You’ll know when she has found one, because she’ll tell you about it in the form of an objection. The alcoholic or addict will likely call a team member she thinks she can easily influence or intimidate. She’ll then present her objection to treatment. It’ll probably be presented as an urgent matter.

Be Prepared

Prepare for treatment objections in the same way you prepared for the intervention. But first identify the team members most likely to get a call. Usually these team members can self-identify: “Yes, I’m the person she knows she can easily manipulate.”

All team members must pledge to make *team decisions* not individual decisions. This is especially important for those who identify as being easily manipulated. Make this pledge part of your “Family and Friends Commitment Statement” (see page 287 in Love First).

Action Steps

Write down possible objections and how you will answer them. Refer to common objections listed on pages 224 and 225 in *Love First*. Every team member should be prepared to receive a call from the alcoholic or addict with reasons why he needs to leave treatment. If the alcoholic presents an objection or complaint, use one of the following responses:

- “I suggest you discuss that problem with your counselor (or the clinical supervisor).”
- “I don’t know what to tell you. I suggest you raise the issue during group therapy.”
- “I understand that you have an issue, but the most important concern is your recovery.”

If the addicted person continues to attempt to manipulate you into supporting his objections, use the broken record technique by repeating the same answer over and over again. Better yet, get off the phone. Call the counselor, the interventionist or another team member. Keep no secrets. Have a plan.

Team Members Most Likely Targeted By The Addicted Person:

OBJECTIONS WHILE IN TREATMENT

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Objection: _____

Answer: _____

Commitment Statement

Family and Friends

FOCUSING ON OURSELVES

Our purpose is to initiate and support the recovery process. We understand that we will be traveling a rocky road. We are asking our addicted loved one to make long-lasting changes and a commitment to recovery. We can do no less. By creating a “Family and Friends Commitment Statement,” we agree to remain united as a team and make changes in ourselves. Read pages 287 and 288 in *Love First*. Each team member receives a copy of the completed, signed statement.



“Commitment is an act, not a word.” –Jean Paul Sartre

Our Statement

Structured Family Recovery®

A Family Team Working Together for Lasting Recovery

TEAMWORK DURING AND AFTER TREATMENT

Intervention creates a *family recovery team*. After an intervention, advance the treatment and recovery journey by transforming into a Structured Family Recovery team .



“Growth is never by mere chance; it is the result of forces working together.”

–James Cash Penney

An SFR recovery team learns appropriate ways to support the newly recovering person:

- Obtain a copy of the companion book, *It Takes a Family*, from library or bookseller.
- Begin by reading the first 4 chapters.
- Determine who on the intervention team will continue as SFR team members.
- Ask each SFR team member to start by reading the first 4 chapters.
- Determine if your team will do SFR on your own or with an SFR counselor.
- If doing SFR on your own, read the entire book before your first SFR meeting.
- Engage in team decisions when dealing with addiction and recovery issues

Recovery Isn't a Spectator Sport

Intervention is not the end of the story. It's the beginning. SFR teams have a roadmap for the journey ahead.

SFR teams takes a path forward that not only lowers the probability of relapse, but knits a family back together. Together, families reclaim trust and happiness.

With SFR, we define recovery as a family activity, *however we define family*.

Your SFR Team

SFR Counselor Information

Tele: _____

Email: _____

Schedule your first SFR meeting.

1) Date & Time: _____

2) Conference Call Number _____

3) Access Code: _____

Dial-in information will be emailed to participants.

Local Services

A list of services available in the vicinity of the patient's home area.

AFTERCARE PLANNING

1) _____

2) _____

3) _____

4) _____

Notes: _____

INTERVENTION RESULTS

Intervention Result: _____

Next Steps: _____

Treatment Team Updates:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

PRIMARY COUNSELOR IN TREATMENT

Name: _____

Address: _____

Tel: _____ Cell: _____ Email: _____

Notes: _____

AFTERCARE PLAN



<https://lovefirst.net>



“May the love deep inside your heart find the love waiting in your dreams.
May the laughter you find in your tomorrows wipe away the pain that
you find in your yesterdays.” –Unknown

