

# **CLEAR Facilitator's Manual**

## **Module 3 Stay Well: Self-care/ Health-care Behaviors**

### **Session #18: Maintaining My Progress: Focus on the Future. (1.5 hrs.)**

#### OBJECTIVES:

1. Youth will redefine personal wants for the future as a motivation for continued effort on treatment goals.
2. Youth will connect personal strivings to aspects of the higher self.
3. Youth will articulate progress made in each major area of the intervention.
4. Youth will develop a plan for intermediate-term goals in each major area of the intervention.

#### RATIONALE:

In any area of health behavior change, initial behavior changes are difficult to maintain over time. This session helps youth see target behavior change as a long-term process requiring continued monitoring, goal setting, and problem-solving processes. This session serves as a prototype for that process and provides youths with a tool, My Game Plan For The Future, to formalize and institutionalize that process.

Wants for the future and positive self concepts are renewed as motivations for continued action on progress in the areas of substance use, sexual risk behaviors, medical care and medication adherence, and general self-care. Intermediate goals are set in each of these areas and resources for each are identified.

## SUMMARY:

1. Welcome the participant. Give thank you gift. Review progress and introduce the session. (15 minutes)
2. Revisit personal wants and strivings and relevant aspects of the higher self. (10 minutes)
3. Complete the Drug and Alcohol Questionnaire, compare to previous scores, and select new goals as well as available resources. (20 minutes)
4. Articulate gains made in sexual risk reduction, connect gains to positive self-concepts, and brainstorm on and select future goals, and identify resources for achieving them. (15 minutes)
5. Discuss gains made on staying healthy through medical care and medication regimen adherence, and self-care activities. Select goals and identify available resources. (15minutes)
6. End with selecting a personal motto and expressing appreciation. (15 minutes)

## MATERIALS:

Attendance/ Participation Record  
Thank You Gift  
Goal Summary Sheet  
Tape Recorder  
90-min Audio Tape  
Facilitator's Manual  
Participant's Workbook  
Participant Data Binder  
Pens and Notepads  
Certificate of completion 13-18  
Certificate of completion for entire Clear program

## NOTES TO THE FACILITATORS:

Text in bold letters tells you what the purpose of each exercise is. Text in CAPITAL letters tells you what to do. Text in small letters tells you what to say. Once you become familiar with what to say, please put it in your own words. Do not read text in small letters verbatim; make it natural.

The times listed under the headings of each exercise are to help you keep on target and move the workshop along. Exercises may be lengthened or shortened as needed as long as all material is covered.

Exercise 1: What Happened Between Sessions?  
(15 minutes)

**[The purposes of this exercise are to establish a comfortable atmosphere, to reinforce efforts to transfer what was learned in the sessions to real life environments, and to increase self-esteem. A goal review, a description of what the session will cover, and a thank you gift are the approaches used.]**

Welcome to the last session of this series on staying healthy, and to our last Project CLEAR meeting.

There were two goals from last week, one was to complete and follow a Weekly Schedule as a way of avoiding substance use triggers.

The other goal was to plan your own antiretroviral medication adherence plan, and to try out at least one strategy of your choice.

So, first tell me how many substance free days you had this past week.

Second, tell me the most interesting or fun activity you included in your weekly schedule to help you avoid using substances.

And third, please share with me one adherence strategy you tried: a reframe, a routine, a reminder, a reward, or a reserve, and how that worked out for you.

I know that is a lot to remember.

Don't worry, I'll prompt each of you about the three things to report on as we go.

**GET FEEDBACK FROM THE PARTICIPANT.**

**STRONGLY REINFORCE PROGRESS NOTED ON SUBSTANCE USE GOALS AND APPLYING ADHERENCE STRATEGIES.**

**USE COPIOUS VERBAL PRAISE, CREATING A CELEBRATORY ATMOSPHERE FOR THIS FINAL SESSION.**

Thanks. That was a great review!

The goal for today's session is to help you write out a Game Plan for your future.

Before we get started, let's have our thank you gift.

Exercise 2: What Are My Personal Life Goals?  
(10 minutes)

**[The purpose of this exercise is to re-establish motivation for continued progress and preventing relapse in the future. Rethinking and sharing personal goals is the method used.]**

It is said that every end is really a beginning, and so it seems right that we end CLEAR by looking back at the where we began.

When you came to your first CLEAR session about 5 months ago, you had some fairly clear ideas about what you would like your life to be like in the future.

Because wanting things for your future can encourage you to take action now and to hang with it when the going gets tough, it's important to update your personal goals from time to time.

Here is a worksheet called "My Game Plan For The Future."

We are going to fill this Game Plan out as we move through today's session.

**GIVE YOUTH WORKSHEET.**

The first item is about the 3 things you want most in your future.

These can be about the work you do, where you live, who you have in your life, what you do for fun, something material, or anything that is important to you.

These 3 things are about the dreams you hold for the future.

Write down 3 big personal wants that come to mind now.

**ONCE YOUTH HAS WRITTEN RESPONSE ASK YOUTH TO SHARE.**

**BE REFLECTIVE, SUPPORTING AND ENCOURAGING**

You might not be able to fill in all of the blanks for each area we will be talking about today.

That's okay. This Game Plan for your future is something you can continue to work on after today's session is over.

In fact, I hope that you will.

I just want to get you off to a good start.

The next item on the Game Plan is about a familiar subject: your higher self.

When you think of your personal wants for the future, what aspects of your higher self would be most helpful in reaching those goals?

Would it help to be more patient, more loving, more honest, more positive, more wise?

Write down three aspects of your higher self that you want to express more of in the future.

Write those under item 2 now.

ONCE YOUTH HAS WRITTEN RESPONSE ASK YOUTH TO SHARE.

BE REFLECTIVE, SUPPORTING AND ENCOURAGING

Thank you for sharing this with me.

I can picture you having a very fulfilling life.

What great visions to hold!

As we learned earlier, one of the big things that can get in the way of our goals is substance use.

Our Game Plan for the future, then, should include some plans for managing substance use.

Exercise 3: What Are My Substance Use Goals For The Future?  
(20 minutes)

**[The purpose of this exercise is to help youth articulate a short-term focus in their continued efforts to reduce or eliminate drug and alcohol use. Completing the Drug and Alcohol Questionnaire, comparing results to previous administrations, and goal-setting are the methods used.]**

Have you made some important changes in their substance use behavior while participating in CLEAR?

When I say changes, it could be in the way you think or in what you do.

What are some changes you were able to make?

SOLICIT RESPONSES, EVEN IF CHANGES WERE SMALL OR TEMPORARY.

CELEBRATE ACCOMPLISHMENTS AND EFFORTS WITH VERBAL PRAISE.

REMIND YOUTH OF CHANGES THAT YOU HAVE OBSERVED IF HE OR SHE DOESN'T MENTION THEM.

That's outstanding! I want to make sure that you have a plan for continuing your progress on reducing or eliminating substance use.

During the first two CLEAR workshops, you filled out the Drug and Alcohol Questionnaire and you recorded your scores.

This questionnaire helps you see the impact substance use has in your life, and helps you appreciate progress that you are making.

Before you decide on what to do about substance use in the future, it will be helpful to fill out the D&A Questionnaire again and to review your scores from the past.

Here's a for a new copy of the questionnaire.

GIVE YOUTH D & A REPORT.

I will read the statements, and you check off whether or not you have had that experience in the last 6 weeks.

That would be since we finished the sessions on sexual decision making and started the sessions on staying healthy.

If you don't understand something, let me know, and I will explain it.

Likewise, if I go too fast, let me know and I will slow down.

Okay, here we go.

SPEAK SLOWLY AND CLEARLY.

PAUSE ABOUT 10 SECONDS AFTER EACH STATEMENT TO ALLOW FOR RESPONSE.

READ THE INSTRUCTIONS AND BEGIN:

THE DRUG AND ALCOHOL QUESTIONNAIRE

Instructions: This questionnaire is designed to help you determine how drugs and alcohol affect your life. Read each statement and decide if it applied to you anytime in the last 6 weeks. If it does, check "yes;" and, if it does not, check "no."

1. I use drugs or alcohol every week.

yes \_\_\_ no \_\_\_

2. When I am on drugs and alcohol, I have a loss of consciousness or blackout.

yes \_\_\_ no \_\_\_

3. I have been late, missed school, or been kicked out of school because of being high on drugs or alcohol.

yes \_\_\_ no \_\_\_

4. I have lost a job because of drugs or alcohol.

yes \_\_\_ no \_\_\_

5. My boyfriend or girlfriend and I fight a lot or he/ she has left me because of my drug or alcohol use.

yes \_\_\_ no \_\_\_

6. My drug or alcohol use has caused family fighting and disturbance.

yes \_\_\_ no \_\_\_

7. My drug or alcohol use takes more money than I have.

yes \_\_\_ no \_\_\_

8. I have stolen money or goods to pay for my drug or alcohol use.

yes \_\_\_ no \_\_\_

9. I need drugs or alcohol to have sex.

yes \_\_\_ no \_\_\_

10. After using drugs or alcohol, I have found myself in a strange place next to someone I did not know.

yes \_\_\_ no \_\_\_

11. I deal drugs in order to pay for my habit.

yes \_\_\_ no \_\_\_

12. I've tried suicide while on drugs or alcohol.

yes \_\_\_ no \_\_\_

13. I have been arrested for driving while intoxicated (DUI).

yes \_\_\_ no \_\_\_

14. I have gotten into a fight while high or drunk.

yes \_\_\_ no \_\_\_

15. I have gone on drug highs or alcohol binges that lasted several days.

yes \_\_\_ no \_\_\_

16. I am not comfortable socially unless I take drugs or have some drinks.

yes \_\_\_ no \_\_\_

17. There are big blocks of time I can't remember or account for when I was high on drugs or alcohol.

yes \_\_\_ no \_\_\_

18. I lost touch with friends who don't use drugs or alcohol.

yes \_\_\_ no \_\_\_

19. I figure things out when I'm high that don't make any sense when I'm sober.

yes \_\_\_ no \_\_\_

20. People tell me about things that I said or did when I was high on drugs or alcohol that I regret or feel bad about doing.

yes \_\_\_ no \_\_\_

Before we talk about your responses to the drug and alcohol questionnaire, I am wondering how you felt while taking it.

Remember the Feeling Thermometer? 0 degree is totally comfortable and 100 degrees is totally uncomfortable.

REFER YOUTH TO FEELING THERMOMETER.

What is your emotional temperature after taking the drug and alcohol use questionnaire?

ENCOURAGE SHARING OF FEELING LEVEL.

HAVE YOUTH EXPLAIN REASONS FOR FEELING LEVEL.

REFLECT YOUTH'S FEELINGS AND CHALLENGES.

Now I would like you to count up the number of "yes" responses you had on the questionnaire.

There is a total of 20 possible yes responses.

How many questions did you respond "yes" to?

PAUSE WHILE YOUTHS COUNT RESPONSES.

Write that number in now at the top of the page along with today's date.

Now I want you to turn back to page XX & XX, and notice your scores from the first two times you did this questionnaire?

Is your score different now? Is it going up or down? By how much?

ELICIT RESPONSE.

Up or down, by how many points, and how does this compare to your big substance use goal?

REINFORCE IMPROVEMENT, AND ACKNOWLEDGE STABLE SCORES WHERE APPROPRIATE.

Now it's time to rethink your substance use goals.

What is the next step you can take to work toward reducing substance use, eliminating substance use, or staying substance free for good?

Is it something related to an item you answered "yes" to on the questionnaire?

Is it to improve your score by a certain number of points?

Please write your substance use goals down now.

Write this goal on the blank under item #3 on your Game Plan for the future.

#### PAUSE FOR RECORDING GOALS.

Now I would like you to think of the tools or strategies that you will use to help you reach this substance use goal.

For example, you can use a Calendar to help you keep track of progress and warn you if you begin to slip off track.

You can use Drug and Alcohol Reports to help you analyze and break the chains that lead to substance use.

There are also Weekly Schedules to keep life full of fun and rewarding activities that don't involve using.

And there are other resources like formal drug treatment programs and 12-step meetings.

Which of these, or combinations of these, or other strategies will you use?

Write down 3 tools or strategies you will use under item #4 now.

PAUSE FOR RECORDING.

What is your substance use goal and the strategies you plan to use?

SOLICIT RESPONSE AND REINFORCE PLANS.

GIVE ENCOURAGEMENT.

Wow! Your Game Plans for the future are shaping up nicely.

Another big issue we worked on in CLEAR is sexual decision-making.

Let's update your goals in that area next.

Exercise 4: What Can I Do To Keep Sexual Risks Low?  
(15 minutes)

**[The purposes of this exercise are to promote continued effort on reducing sexual risk acts, to increase self-esteem, and to appreciate change as an ongoing process. Brainstorming, celebrating accomplishments, and committing to new goals are the methods used.]**

Let's start this off with a brainstorm.

Name some of the goals that we worked on during the sexual decision-making sessions?

Just call out any that come to mind.

SOLICIT RESPONSES AS NEEDED.

ADD IN ANY OF THE FOLLOWING THAT ARE NOT MENTIONED.

Saying "no" to unwanted sex.

Refusing unprotected sex.

Make preferred sexual acts safer.

Make using condoms more fun and erotic.

Choosing less risky sex acts.

Negotiate for using condoms.

Always having condoms available.

Avoiding sex if using drugs or alcohol.

Okay! You got it! That's a great list to get you thinking.

Now, have you made some of these changes or other important changes in their sexual behaviors?

SOLICIT REPOSSES.

CELEBRATE CHANGES AND EFFORTS WITH VERBAL.

How does it feel to have made those changes?

Do you feel any different about yourself?

Do you feel more in touch with your higher self?

STRONGLY REINFORCE POSITIVE CHANGES IN SELF-PERCEPTIONS  
AND INTERNAL ATTRIBUTIONS FOR PROGRESS.

Keeping in mind that the big goals are to avoid exposing your sexual partners or re-infecting yourselves with the HIV virus or other STD, the question I have for you now is this:

What would be the next best step you could take towards your never having unsafe/unprotected sex again?

We have all learned that the way to reach a big goal is to break it down into a series of smaller goals and to focus on one at a time.

Which of the goals we brainstormed a few minutes ago, or any other sex act goal, would you feel comfortable committing to at this time?

HAVE A YOUTHS SHARE HIS/HER GOAL.

INQUIRE ABOUT CURRENT SAFER SEX BARRIERS OR CONCERNS TO  
HELP GENERATE A GOAL.

Please write it down under question 5 on your Game Plan for the future.

Super! Now we need to think of strategies or tools to use that can help you meet your goals.

For example, if your goal is to always use condoms, your tools or strategies might include:

- 1) never going out or having someone over without having some condoms ready;
- 2) always agreeing on using condoms before starting sex;
- 3) making putting condoms on part of sex play.

Take a minute to write down the strategies you will use to help reach your next sex act goal.

Write them under item # 6 on your Game Plan.

PAUSE BRIEFLY.

Okay, would like to share their goal and some strategies for reaching that goal?

SOLICIT RESPONSES.

AGAIN, STRONGLY REINFORCE APPROPRIATE GOALS.

These goals and strategies show how much you have learned during CLEAR.

We hope you are proud of your accomplishments as well as your goals for the future!

Well, there is only one major area left that we have not yet set a future goal for: staying healthy.

Exercise 5: What Are My Plans For Staying Healthy In The Future?  
(15 minutes)

**[The purpose of this exercise is to complete a comprehensive plan of short-term goals that serve the larger objectives of this intervention. Goal-setting and benefit awareness as related to staying healthy are the methods used.]**

Staying healthy is a very broad topic.

It involves many things beyond eliminating risks from substance use and sexual acts.

Staying healthy includes good self-care, things like:

- Eating well,
- Getting enough sleep,
- Getting regular exercise,
- Meditation and prayer,
- Brushing and flossing your teeth daily,
- And expressing your higher self.

Staying healthy also includes:

- Keeping your medical appointments,
- Communicating with your health care providers,
- And adhering to your medication schedules.

What are some of the big changes you have been able to make in the area of staying healthy?

SOLICIT A RESPONSE.

CELEBRATE ACCOMPLISHMENTS AND EFFORTS WITH VERBAL PRAISE.

In what ways has these changes been good for you?

HELP PARTICIPANT ARTICULATE BENEFITS.

It really sounds like your hard work has been paying off! That's wonderful!

Now, of all the ways that you can think of to help you stay healthy, what do you most need to pay attention to now?

Does anything come to mind immediately?

GET RESPONSE, AND REINFORCE IT.

That's the ticket!

Please write down the next biggest step you can take toward a healthier future under # 7 on your Game Plan.

PAUSE MOMENTARILY.

As you probably guessed, I now want you to think of 3 strategies or tools you can use to accomplish this goal.

Write down those 3 under # 8 on your Game Plan.

Do you feel stuck setting a goal or planning some strategies?

AS TIME PERMITS, PROBLEM-SOLVE AND BRAINSTORM A GAME PLAN FOR YOUTH IF HE/SHE IS STUCK.

Great work! As I mentioned earlier, it's not likely that each of you will have filled in every blank on your Game Plan during today's session.

The idea was for you to get a good enough start so that you could finish your personal Game Plan For The Future after this final session was over.

Now it's time to bring Project CLEAR to a close.

Exercise 6: Can This End Be A New Beginning?  
(15 minutes)

**[The purposes of this exercise are to increase self-esteem and self-efficacy, and to encourage youths to continue their efforts on attaining the objectives of this intervention and maintaining critical health behavior changes. Expressing appreciation and selecting a personal motto are the methods used.]**

As we have seen today, you have made many positive changes in many areas of your lives.

You deserve a big pat on the back for participating in Project CLEAR, for putting forth all the hard work and effort, and for making the changes that you accomplished.

**EXPRESS PERSONALIZED MESSAGE TO YOUTH ABOUT YOUTH'S EFFORTS AND STRENGTHS.**

Now you have the makings of a great Game Plan to carry your progress on into the future.

Not only do you have a plan, but you have many new skills to help you make your plans happen.

General skills like goal-setting, and problem-solving will be a great benefit to you, no matter challenges or opportunities come your way.

And specific tools like Drug and Alcohol Reports, or Weekly Calendars are always as close as your workbook.

Perhaps most importantly, you have learned to believe in your higher self.

No matter what happens, our higher self never goes away.

Every moment is an opportunity for a new beginning, a chance to express more of our higher selves, and a way for us to be that much better.

You may have noticed that there is one final blank on your Game Plan that we didn't talk about.

Item # 9 asks you choose a personal theme or motto to guide your efforts in the future.

You may already have one that you would like to use.

Perhaps you will choose one that I shared with you during CLEAR.

For example, "To become who you truly are, stop being who you are not."

This one reminds us to let go of lesser-self ways of being and to seek ways to express more of our higher selves.

"Today is the first day of the rest of my life" is a popular one as well.

I would like you to think of and write down a personal theme or motto to go with your plan for the future.

I want to share one with you now that you may or may not have heard before.

It fits this situation well because, like the Game Plan you worked on today, it won't be the final plan you make.

Each day brings new challenges, and each goal achieved brings with it the possibility of even greater accomplishments.

That's why there are several blank copies of the Game Plan in your workbooks.

I am sure that you will be moving on to bigger and better goals in the future, and I wanted to give you some tools to keep you moving on.

So, here is a motto that might fit that situation.

It's a long one, so, try repeating each line after me.

Are you ready?

Okay, here we go.

HAVE YOUTH REPEAT EACH LINE AFTER YOU READ IT:

“Good, better, best,”

“I will never let it rest.”

“Until my good gets better,”

“And my better gets best.”

That was great! Thank you!

You will find this motto on the last page in your workbook.

Please choose a motto that will serve you well and write it under item #9 on your Game Plan.

You can place your Game Plan on your refrigerator, on your dresser, or anywhere you wish.

Use it to remind you what you want your future to be like, and how you are going to get there.

Now it's time to say good-bye and to start a new beginning.

As always, please share the biggest thing you got from today's session, or from the CLEAR project.

HAVE YOUTH RESPOND

REINFORCE VERBALLY AND FREELY.

MAKE SURE YOUTH FEELS ACKNOWLEDGED AND ENCOURAGED.

HAND OUT CERTIFICATE FOR SESSIONS 13-18 AND CERTIFICATE OF COMPLETION FOR ENTIRE CLEAR PROGRAM, SAYING SHE/HE HAS COMPLETED SESSIONS 13-18 AND THE ENTIRE CLEAR PROGRAM. HAVE HER/HIM RECEIVE THE CERTIFICATES. SHAKE THEIR HAND. WHEN SHE/HE RECEIVES HER/HIS CERTIFICATES ASK HER/HIM TO SAY A FEW WORDS.

Thank you and good luck.

THE END OF CLEAR..