

CLEAR Facilitator's Manual

Individual Sessions

Act Safe – Substance Use

Session #3: Making Commitments: Evaluating and Changing Substance Use. (1.5 hrs.)

OBJECTIVES:

1. The youth will define his/her current use of drugs and alcohol.
2. The youth will measure the impact of drug and alcohol use on his/her life as a baseline for evaluating progress on substance use goals in future modules.
3. The youth will connect reductions in substance use to increased quality of life.
4. The youth will be oriented to the tools utilized in achieving their substance use goals.
5. The youth will set individualized goal to stop, reduce, or maintain in a low level of drug and/or alcohol use.

RATIONALE:

One of the main goals of this intervention is to reduce or stop drug and alcohol use as a means to promote health care compliance, reduce re-infection risks, and reduce transmission of HIV to uninfected others. The aim of this module is to increase motivation, reduce barriers, and provide the youth with the skills, tools and resources needed to reduce drug and alcohol use, including entry into drug or alcohol rehabilitation programs if needed.

Behavior shaping (i.e. continuous cycles of goal setting, action, goal review, problem solving) is a long-term process, especially with recalcitrant behaviors. Slips and relapses are expected. Therefore, the work on substance use will continue throughout the intervention. While each of the remaining two modules have their own main foci, each new session will include an exercise that continues to shape substance use behaviors towards complete and permanent abstinence. Advanced skills for changing substance use behaviors will be introduced.

This session is a review and integration of the key tools that will be used to help the youth reduce, maintain low levels of, or eliminate drug and alcohol use throughout the remainder of the study. It is hoped that this training, in conjunction with formal treatment, will empower the youth to achieve sustained abstinence.

SUMMARY:

1. Welcome the participant, review goals, introduce the topic, and give thank you gift. (10 minutes)
2. Evaluate the impact of current drug use with a questionnaire and discuss. (25 minutes)
3. Establish substance use baselines, set long-term goals, and orient the youth to the main tools for attaining these goals (the calendar, the weekly drug and alcohol report, and scheduling) using completed forms as models. (20 minutes)
4. Promote tension reduction and assimilation of information through guided relaxation exercise. (5 minutes)
5. Guide the youth through selecting SMART short-term substance use goals using instruction, a script, and practice. Close the session with benefit awareness and appreciation. (30 minutes)

MATERIALS:

Attendance Sheet
Cohort Rosters
Thank you gift
Goal Summary Sheet
Tape Recorder
90-min Audio Tape
Facilitator's Manual
Participant's Workbook
Cohort Data Binder
Pens and Notepads

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 Is this Session About?
(20 minutes)

[The purposes of this exercise are to enhance self-esteem, to create a pleasant environment, to establish a future expectancy, and to explain the purpose of the session. Welcoming participants, reviewing progress on goals, a description of the session, and doing a lottery are used.]

It's great to have you back for the third session of the Act Safe workshop on substance use!

Let's start off by talking about your wins this past week.

A win is the progress you made on your goals, something positive you did, or something important you figured out or that you learned about yourself.

One goal from last week was to do some special things for yourself. To take the time to do some simple things that make you feel good just to be alive.

How did it go?

ASK PARTICIPANT HOW SELF-CARE ACTS AFFECTED THEIR FEELINGS.

ENCOURAGE AND ENDORSE POSITIVE RESPONSES.

SUMMARIZE AS FOLLOWS:

Wouldn't it be great to walk around feeling that way all the time without relying on something like alcohol or drugs to get there?

The second goal was more challenging. What are ways that using drugs and alcohol gets in the way of your future goals – what you want for your life?

GET PARTICIPANT TO ARTICULATE AT LEAST ONE NEGATIVE IMPACT.

SUMMARIZE BY REFLECTING BACK THE STRONGEST RESPONSES.

IF PARTICIPANT CAN NOT THINK OF ANYTHING, ELICIT HOW DRUGS HAS AFFECTED SOMEONE HE/SHE KNOWS.

Today I want you to consider your drug and alcohol use, and we're going to talk about how serious it is.

We've already started talking about how your substance use affects your future goals, and today I'd like us to talk about what you would like to do about it.

Before we get to work on today's topic, it's time for the token of appreciation.

IF PARTICIPANT WAS ON TIME, GIVE THEM THE PRIZE. IF HE/SHE WAS LATE ENCOURAGE FUTURE TIMELINESS AND TELL PARTICIPANT YOU WILL HOLD ON TO PRIZE FOR NEXT SESSION.

Now we are going to look at a tool that measures how drugs and alcohol are affecting your life.

Exercise 2: How Severe is My Problem?
(20 minutes)

[The purpose of this exercise is to create concern about the youth's use of drugs. A Drug and Alcohol Questionnaire is used.]

Here is a Drug and Alcohol Questionnaire.

GIVE QUESTIONNAIRE TO PARTICIPANT

I will read the statements, and you check off whether or not you have had that experience in the last 6 months. That would be since [MONTH/YEAR].

If you don't understand something, just ask and I will explain it.

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

Okay, here we go.

SPEAK SLOWLY AND CLEARLY.

PAUSE LONG ENOUGH AFTER EACH STATEMENT TO FOR PARTICIPANT TO RESPOND.

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 months. 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 degrees is totally comfortable and 100 degrees is totally uncomfortable.

REFER THE YOUTH TO FEELING THERMOMETER.

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

ENCOURAGE SHARING OF FEELING LEVEL. DISCUSS REASON FOR FEELINGS.

Now that you know what your emotional reaction was, please tell me how you evaluated your drug or alcohol use as you marked down "yes" or "no."

To which statements do you think a young person with a drug or alcohol problem would answer yes'?

ENCOURAGE A DISCUSSION OF WHAT CONSEQUENCES OF DRUG AND ALCOHOL USE INDICATES A PROBLEM.

DISCUSS THEMES OR GROUPINGS IN PARTICIPANT'S RESPONSE.

What are your thoughts about what you've checked off?

Were you surprised at all?

ENCOURAGE SHARING. BE REFLECTIVE.

Let's say you have nothing to worry about now, but you wanted to make sure that you don't develop a problem later, what could you look for to tell you that your drinking or drug use was getting out of control?

ENCOURAGE RESPONSES.

Before we go on, count up the number of "yes" responses you had on the questionnaire and fill in the blank at the of the top page along with today's date.

There is a total of 20 possible "yes" responses. Put the number you have on that blank. We will come back to this in later sessions.

Exercise 3: How Do I Measure Progress?
(30 minutes)

[The purposes of this exercise are to establish substance use baselines and big goals, and to introduce the tools for substance use management. Goal setting and progress monitoring (the Calendar, the Drug and Alcohol Report, and the Weekly Schedule) are the techniques employed.]

So far we've talked about your goals and future plans, your quality of life, and your happiness.

Now I want us to work together to plan how you can accomplish your goals without alcohol or drugs getting in the way.

In other words, you want to keep drugs and alcohol from interfering with expressing your higher self as a way of living.

We've worked with youth living with HIV around the country.

Information they've given us indicate that since finding out they were HIV-positive, many youth wanted to cut down on drugs and alcohol.

Everyone is probably at a different place with drugs or alcohol use.

I'd like you to think about what you want.

Depending on what substances you use and how much you use, together we will set a specific big goal for your substance use.

Before you set your big goal, it will be helpful see much and what you are using now.

Here is a worksheet that will help.

GIVE PARTICIPANT SUBSTANCE USE WORKSHEET.

Notice there are three columns. In the first column you list all the substances you use.

Next to each substance you put how often you use it; that goes in the second column.

In the last column you put how much of that substance you typically use.

An example is given at the top of the page. The substance listed is vodka.

The person usually drinks about 4 days per week, and usually has about 10 shots each time.

In order to know where you're going, you have to figure out where you are.

The purpose of doing this is to have you think about what your substance use is now.

Remember our rule for being judgmental?

I'm not here to tell you if what you're doing is right or wrong.

I'm more concerned about where you want to go and how I can help you get there.

So, please be honest, with yourself and with me.

Do you have any questions about how to fill this out?

RESPOND TO QUESTIONS.

Okay, take a few minutes right now to fill this out.

ALLOW NECESSARY TIME FOR RECORDING SUBSTANCE USE LEVELS.

Please tell me what substances, how often and how much you use.

DO NOT REACT TO SUBSTANCE USE LEVELS. KEEP NEUTRAL.

Thanks for your honesty. Now I can help you with the goals you will choose.

It's time to set your big goal.

Your big goal might be to quit drugs completely.

Or to have no more than two drinks once a week.

Maybe you have cut down already and you want to keep your pot use to one joint per week.

If you stopped using drugs or alcohol already, your goal might be to not start up again.

And, remember, the whole idea is that you don't want alcohol or drugs to get in the way of accomplishing your goals in life.

What do you want to strive for?

Think about it for a minute before saying what your goal is.

PAUSE MOMENTARILY.

Okay, what did you decide?

RESPOND POSITIVELY TO GOALS, BUT EMPHASIZE BIG GOALS.

I really appreciate you sharing your big goal. Now you have something to go for!

There's a space on your goal log to write down the goal.

HAVE YOUTH WRITE SUBSTANCE USE GOAL ON GOAL LOG.

The best way to reach a big goal is to break it up into smaller, doable goals.

That's why it's important for you to always have a short-term substance use goal to work on between sessions.

In other words these short-term goals will move you toward:

withdrawing from drugs and alcohol; or

stopping you from returning to drug and alcohol use if you already quit; or

reducing your alcohol and/or drug use; or

keeping you from getting started with any new drugs or alcohol.

Before we end today's session, I will teach you how to set and accomplish your short-term goals so you can eventually reach your big goals.

Remember that these goals can only help you if you are willing to put some time and effort into working on them.

I also would like you to see the progress you make.

So I have three tools to help you see your progress.

First is the Calendar. Here is what a completed Calendar looks like.

GIVE YOUTH CALENDAR.

A visual record of accomplishments really helps to keep a person going in the right direction.

On the calendar you can make a big “X” on every day that you did not use drugs or alcohol.

If you can’t “X” out a day, then you write down each substance you used and how much you used on that date.

You can see that the person who filled out this calendar was clean on the 1st, 2nd, and 3rd.

But on the 4th he snorted 3 bumps of crystal.

Do you follow that?

CLARIFY AS NEEDED.

Here’s the next tool. This is a Drug and Alcohol Report.

GIVE YOUTH DRUG AND ALCOHOL REPORT.

The drug and alcohol report helps you see your patterns for using.

The Drug and Alcohol Report asks you the “5 W’s”:

When did you use?

Where did you use?

What did you use and how much?

Who were you with when you used? and,

Why did you use? That is, what were you feeling, thinking, and doing before you used?

A pattern for using can be used as a blueprint for stopping.

We'll be learning more about working with blueprints next week.

The last tool I want to introduce you to is this.

GIVE YOUTH WEEKLY SCHEDULE.

To help achieve your substance use goals you will also be working with Weekly Schedules.

The idea is to keep your time so well planned with other things you like to do, that there is no time left to think about drugs and alcohol.

If you write down your schedule you have a greater chance of being in control, rather than drugs and alcohol controlling you.

You'll have more of a chance to work with your schedule in a later session.

But right now I think we could use something to help us relax.

You have done a lot of hard work and taken in a lot of new information today.

The next activity will help all that new information to sink in

Exercise 4: How Can I Reduce Tension and Negative Thoughts?
(10 minutes)

[The purpose of this exercise is to reduce tension and negative thoughts. Relaxation approaches are used.]

So I'm going to take you through a brief relaxation exercise that's designed to reinforce and strengthen your higher self.

Just listen to what I say, and follow my instructions as closely as you can.

What we are going to do now will reduce tension and distract you from negative thoughts.

Here we go:

Get yourself as comfortable as possible, in your chair, on the floor or where ever you would like.

Be quiet for a moment and close your eyes if you wish. [PAUSE]

Become aware of your breathing. [PAUSE]

Don't try to change it - just feel it. [PAUSE]

In and out. [PAUSE]

In and out. [PAUSE]

Now take a deep breath in. [PAUSE]

And let it out slowly. [PAUSE]

Breathe in. [PAUSE]

And let it out slowly. [PAUSE]

Can you feel the cool air coming in and the warm air flowing out? [PAUSE]

Let the air coming in flow through your chest, your shoulders, your arms and out your finger tips.

Taking all the tension with it. [PAUSE]

Let all the tension flow out of your body. [PAUSE]

Feel your body become wonderfully limp. [PAUSE]

Now feel the peace in your body. [PAUSE]

I want you to use your imagination.

See how vividly you can imagine.

Think of a place away from here that you like.

A place that means safety, and calm, and good feelings. [PAUSE]

A place you have been to before, or maybe a new place.

Have you got it? [PAUSE]

Can you see the beautiful colors there? [PAUSE]

Can you hear the soothing sounds? [PAUSE]

Can you catch the pleasant fragrance? [PAUSE]

Can you sense the air making your skin feel good? [PAUSE]

Let this wonderful place surround you. [PAUSE]

Be the wonderful place. [PAUSE]

Right now your head is clear and calm.

You think light thoughts.

There's no confusion.

Say to yourself "Clear mind. [PAUSE]. Light thoughts."

Can you say it again? "Clear mind. [PAUSE]. Light thoughts."

Now slowly open your eyes. [PAUSE]

Yawn and stretch.

Yawn and stretch.

How do you feel?

ENCOURAGE SHARING OF FEELINGS.

Exercise 5: How Do I Get Started On My Big Goal?
(30 minutes)

[The purposes of this exercise are to improve goal-setting skills, to set between-session goals, and to increase rapport. Modeling and goal setting are used.]

Now you have a big goal such as withdrawing from drugs, reducing your alcohol use if it is high, or keeping it low if it already is low.

From now on, at the end of each session, you will set a goal for the topic discussed and a new short-term goal related to your big substance use goal.

These short-term goals will help you achieve your big goal. Short-term goals are like your big goal broken down into smaller steps.

Here is an example of setting a short-term substance use goal that will eventually accomplish a bigger goal of cutting down on drug use.

In this next scene I will play the person with a drug problem and you will play a drug counselor.

Try and pay attention to the steps they go through.

This will help you in choosing your own goal.

SETTING A GOAL

COUNSELOR: You want to be able to withdraw from drugs.

YOUTH: That's right.

COUNSELOR: What makes it hard to do that right now?

YOUTH: I don't know.

COUNSELOR: What makes you unhappy now?

YOUTH: For one thing I'm bored most of the time.

COUNSELOR: So, if you had things to do you could withdraw more easily.

YOUTH: Definitely.

COUNSELOR: What else?

YOUTH: I keep changing my mind. One minute I say I want to quit using and the next moment I tell myself it is OK to use.

COUNSELOR: If you could come up with strong reasons for stopping, would that help?

YOUTH: Maybe.

COUNSELOR: Anything else?

YOUTH: I got so many problems.

COUNSELOR: Like what?

YOUTH: Well, my partner and I keep fighting about using drugs. That's what we do all the time - use drugs together. My partner doesn't want me to quit. If I quit, we have no relationship together.

COUNSELOR: That's a big problem.

YOUTH: It sure is. And I have other problems too. Lots of them.

COUNSELOR: Any other reasons to use besides the problems in your life?

YOUTH: Well, I feel discouraged at times about being able to quit. I need to believe that I'm making progress.

COUNSELOR: Right now you have no way of showing yourself that you are doing OK in quitting.

YOUTH: That's it.

COUNSELOR: So far I have heard four possible goals for this week. They are 1) find some things to do to keep you busy; 2) come up with good reasons to quit; 3) make a list of problems to work on; and 4) keep a record of your progress. How would you choose between them?

YOUTH: I'm just starting this, so I don't want a goal that's too hard. I want something that I can actually do. And I want some pay off. Something that actually helps me feel better about it.

COUNSELOR: That's a good list. Which goal for the week meets what you want?

YOUTH: I don't think I can come up with things to do that easily. And making a list of reasons for quitting won't really help me that much. I could keep a calendar of every day that I stay free of drugs, but I will have to do that anyway in the sessions. So, I guess making a list of problems is a good goal. Then I can pick the one I want to get help on.

COUNSELOR: OK. You have decided that your short-term goal is to make a list of the big problems in your life. That's a great place to start.

YOUTH: Yes, and to decide which one is the most important.

COUNSELOR: Sounds good to me.

YOUTH: That's what I'll come in with next time.

THE END

Are there any questions about the scene you just heard?

ANSWER QUESTIONS AND CLARIFY THE PROCESS.

Here is a sheet for your workbook to help you work out your substance use goals right now.

GIVE PARTICIPANT GOAL SHEET.

Try to fill in the blanks as we go along.

Step 1 is to write down your big goal for substance use.

Remember, the big goal choices include:

withdrawing from drugs and alcohol; or
stopping you from returning to drug and alcohol use if you already quit; or
reducing your alcohol and/or drug use; or
keeping you from getting started with drugs and alcohol.

Please record your big goal now under Step 1.

ALLOW TIME FOR PARTICIPANT TO WRITE DOWN BIG SUBSTANCE USE GOAL.

Step 2 is to write down three reasons why it will be hard to reach your big goal. Can you name some things that make it hard to go for your goal?

SOLICIT A RESPONSE AND HELP YOUTH TO ARRIVE AT THREE GOOD REASONS.

Those are great reasons. Write those reasons down under step 2 now.

These reasons are very important, because they tell what to work on so you can eventually reach your big goals. That brings us to the next step.

Step 3 is to break the big goal down into smaller steps or short-term goals.

For today, that means making a list of possible short-term goals that can be accomplished between modules.

That could include things like:

- a. listing the advantages and disadvantages of reaching your big goal and not reaching your big goal.
- b. making a list of problems in your life and deciding which needs to be handled first.

c. taking care of a reason that your big goal is hard to do. [GIVE AN EXAMPLE FROM ONE OF THE YOUTH'S RESPONSES ABOVE].

d. stop getting high when you plan to have sex.

The last step is to pick one of these short-term goals and go for it.

It can helpful to consider the advantages and disadvantages of each short-term goal in making your decision.

Sometimes you can just trust your feelings about which one is best for right now.

It's time for each of you to come up with a short-term goal around substance use to work on between sessions.

Before you commit to your goal, you need to make sure it's a SMART one.

Make sure it's:

Specific - clear what you are doing;

Measurable - easy to tell when it's done;

Appropriate - fits in with the big goals you have;

Realistic - not too hard or too easy;

Time - has a set time to do it in.

Now, what short-term goal that would help you get to your big goal? Let's hear what you agree to do.

HAVE YOUTH TELL WHAT GOAL HE OR SHE PLANS TO ACCOMPLISH BETWEEN SESSIONS. RECORD THE GOALS ON THE FACILITATOR'S SUMMARY SHEET.

SHARPEN AND CLARIFY GOAL AS NEEDED.

That's a good goal.

Before we end today I wanted to give you a tool that can help you monitor your drug use.

This tool will help you appreciate any progress you are making towards expressing your higher self by reducing or eliminating substance use.

Here is a calendar the covers the time you are in this program.

GIVE PARTICIPANT MONTHLY CALENDAR

At the end of each day, "X-out" that day if you were completely free from alcohol or drug use.

Let's fill the calendar out right now for the last week. Go ahead and X-out the days you didn't use anything from the [date] to the [date].

WAIT 30 SECONDS BEFORE CONTINUING.

Great! Now we have a visual record of what's going on with you.

At the beginning of the next session we will check out what happened.

And why not give yourself a self-reward after each substance-free day.

Remember that a self-reward is something that makes you feel good because it gets you in touch with your higher self, and it does not involve using substances.

Before we end I would like you to share something that you got out of today's session.

HAVE THE PARTICIPANT IDENTIFY BENEFITS OF PARTICIPATION.

**SHOW APPRECIATION BY ACKNOWLEDGING AND PRAISING PARTICIPANT
AS APPROPRIATE.**

The next session will take place on [DAY, DATE, AND TIME].

Make it a great week!

END OF SESSION THREE.