

Do's and Don'ts for H&I Work in Treatment Facilities

Essential guidelines for Hospitals & Institutions volunteers carrying the NA message of recovery into treatment settings. Follow the guidance found in the **WSC H&I Handbook** at all times.

Do's

✓ Treatment Facility Rules

- Get facility agreements in writing
- Clarify rules with everyone you bring in
- Keep staff informed of your whereabouts
- Adhere to security regulations at all times
- Arrive early to set up the meeting
- Obey the dress code — exercise common sense

✓ Panel Leaders & Members

- Screen all panel members, speakers, and chairpersons before entering
- Adhere to clean time requirements of the facility and H&I committee
- Ensure a clear NA message of recovery is carried by all panel members

✓ Literature

- Make directories of outside NA meetings available to residents
- Use only literature recommended for H&I work
- Stamp all literature with the local NA phonenumber
- Provide facilities with literature order forms

✓ Treatment Facility Meetings

- Start and end on time
- Explain what H&I is and its purpose
- State that NA is separate from the treatment facility and other fellowships
- Emphasize NA recovery is available to all addicts
- Explain NA language (addict, clean, recovery, clean time)

✓ Resident Participation

- Involve residents with the meeting (readings, etc.)
- Emphasize getting to an NA meeting the first day out
- Emphasize the importance of a sponsor, regular attendance, and group commitments

Don'ts for H&I Work in Treatment Facilities

Boundaries that protect residents, members, and the integrity of the NA program. Violations may result in loss of facility access.

Don'ts

✗ Panel Leaders & Members

- Never bring contraband or weapons
- Don't take messages or carry letters in/out for residents
- Don't show favoritism to any resident
- Don't bring members with friends/family in the facility
- Don't wear flashy jewelry or carry excessive cash
- Don't use excessive profanity
- Never attend H&I facilities alone

✗ Facility Guidelines

- Don't debate facility rules, programs, or other fellowships
- Don't discuss internal facility conditions with residents or staff
- Don't sponsor residents you are currently visiting as H&I
- Don't exchange money or gifts with residents

✗ Meeting Guidelines

- Don't give out personal contact info (yours or others')
- Don't bring unauthorized guests (sponsees, friends)
- Don't break anyone's anonymity
- Don't emphasize 'using days' when sharing

⊗ These boundaries exist to protect residents, NA members, and the integrity of the H&I service commitment. Violations may result in loss of facility access.

ⓘ For complete guidance, always refer to the WSC H&I Handbook. These guidelines exist to protect the residents, the NA fellowship, and the integrity of H&I service work in all treatment settings.