

# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street  
Van Nuys, CA 91406  
(818) 785-7884



July 23, 1984

TO: RSR'S

Dear Friends:

Narcotics Anonymous has been successful in the field of H&I only in those communities, areas, or facilities where one individual prompted a group or an area to initiate work in H&I. Frequently such efforts have endured only so long as that individual or a replacement individual with the same devotion to H&I was available to hold the effort together. Many times H&I efforts disintegrate when the key individual leaves.

Frequently H&I efforts proved unsuccessful because facility managers or other key staff were uncertain or unwilling to give support or even give N.A. a try. There are, however, many H&I efforts that have existed for a number of years and are very successful. The key to overall H&I success is to understand the reasons for success where it occurs and the reasons for failure. From this knowledge, specific goals and objectives can be developed that will further our effectiveness in carrying the message to those in hospitals and institutions.

The first step in development of an effective Fellowship H&I effort is to conduct a survey to determine what is actually being done in H&I.

The second step is to analyze the results of the survey and then promulgate goals and objectives for H&I on a world, regional and area service level.

The third step is to initiate programs and activities that will accomplish the goals and objectives. The programs or activities at each level of service should be clearly defined and be included in a summary of H&I work in progress. Each area or region involved in H&I should be able to evaluate progress in their projects and activities and be able to use resources of the Fellowship for assistance when needed.

Ltr., H&I Survey, July 23, 1984, page 2

The WSC Hospital and Institutions Committee requests your assistance in this three step process to make H&I work more successful. Attached is a questionnaire. Please forward copies of this questionnaire to every area service committee and to any committee at the region level involved with an H&I project or activity. If there are individuals involved in H&I work that are not part of an H&I committee, they also should be sent a copy of the questionnaire.

It is anticipated that this survey can be completed within 60 days from the date of this letter. Your assistance in the expeditious distribution of the questionnaire will be appreciated.

If there are any questions about this survey please call me at the number listed below or the WSO (Danette B.) at the number below for the WSO. Please have the completed questionnaire sent by September 15, 1984 To: WSO (H&I Survey), 16155 Wyandotte St., Van Nuys, Ca., 91406.

In loving service to the Fellowship

Bob B.  
Chairman WSC H&I Committee

cc: All Regions  
All WSC Officers and Committees

For additional information call:  
Bob B. (415) 346-0567  
Danette B. (818) 780-3951

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## MEMORANDUM ON H & I GOALS

July 23, 1984

FROM: BOB BERGH

TO: WSC H&I COMMITTEE MEMBERS

SUBJECT: H & I SURVEY AND DEVELOPMENT OF GOALS

Dear Committee Members:

Attached to this memorandum is a copy of a letter sent today to each RSR along with a questionnaire. The results of this survey will assist our committee in the development of reasonable plans for improvement in effectiveness of our H&I efforts.

After the questionnaire responses are received, the results will be analyzed and distributed to the Committee and those responding to the survey. Our Committee will then be in a better position to finalize long range goals and objectives. Also attached is a draft proposal for goals and objectives for your consideration and comments.

In order to provide additional communication and sharing of information from those involved in H&I work, a monthly newsletter will be initiated in September. This will be a simple publication, no fancy stuff or frills, just information from around the Fellowship of what is happening in H&I. The more information we share about what we are doing in H&I, the stronger our efforts will become. Sharing what we do in one institution may be helpful to those working with other institutions. We will need your input to make this tool a successful adjunct to H&I work. Please send a short note (long if you feel like it) about what your H&I committee is doing to the WSO to the attention of Danette B.

## POSSIBLE GENERAL GOALS AND OBJECTIVES FOR H&I

GOAL NUMBER ONE: Develop comprehensive plans to strengthen World Service H&I Committee activities.

### Objectives

- A. Conduct Fellowship H&I Survey
- B. Adopt tentative goals and objectives
- C. Initiate a Newsletter for H&I activities
- D. Delineate funding sources for H&I activities

GOAL NUMBER TWO: Coordinate development of a comprehensive plan to increase Fellowship H&I activities at the Region and Area level.

### Objectives

- A. Identify all H&I activities within the Fellowship in each area and region.
- B. Identify all Hospitals and Institutions within each area and Region in which H&I activities are being conducted.
- C. Identify all Hospitals and institutions within each area and Region where no N.A. H&I activities are being conducted.
- D. Assist in the Establishment of a priority list within each area and region of Hospitals and Institutions for the implementation of H&I programs.

GOAL NUMBER THREE: Develop with all Regions a coordinated program to target specific institutions and hospitals where Region boundaries intersect the location of specific hospitals or institutions.

### Objectives

- A. Develop a list of all hospitals and institutions that are on the priority list (Goal 2, Objective D.) situated along lines where Regions intersect.
- B. Create a committee to involve both regions in a coordinated effort.

GOAL NUMBER FOUR: Develop appropriate literature (one or more pamphlets) intended for H&I use. This should include, for example, materials for facility managers and staff that describes the N.A. program or literature for H&I workers.

Objectives

A. Involve H&I committees in the development of H&I materials. H&I Committees should submit suggestions, ideas, drafts, etc., of information that should be included in H&I Information.

B. Work with appropriate committees at region and world level in the final development of this material.

GOAL NUMBER FIVE: Develop a reasonable plan to provide information about H&I efforts to hospital and institution staff and management that are not on the priority target list.

Objectives

A. Make it easier for the establishment of H&I meetings in hospitals and institutions.

B. Expand the number of hospitals and institutions that have H&I meetings.

## A FELLOWSHIP SURVEY FOR H&I

The purpose of this survey is to identify what is being done in the field of H&I and thereby assist in the development of goals and objectives that will make H&I activities more effective in carrying the message of recovery.

All H&I Committees and appropriate staff members of hospitals or institutions are asked to complete this survey and return it to: WSO (H&I Survey), 16155 Wyandotte Street, Van Nuys, Ca., 91406 Your assistance in this effort and returning completed survey forms prior to September 15, 1984 will be appreciated.

For Committees involved in H&I: if your Committee (area or region) or facility has an established set of guidelines or other written material on H&I activities, please send a copy with your completed survey.

NAME OF INDIVIDUAL COMPLETING SURVEY: \_\_\_\_\_

NAME OF COMMITTEE OR  
INSTITUTION/HOSPITAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### GENERAL INFORMATION ON RESPONDENT

1. Please indicate which is correct. Respondent is:  
A. Area H&I Committee \_\_\_\_\_ B. Region H&I Committee \_\_\_\_\_  
C. Hospital \_\_\_\_\_ D. Penal Institution \_\_\_\_\_  
E. Treatment facility \_\_\_\_\_ F. Other \_\_\_\_\_
2. If the respondent is a hospital or institution, which are correct?  
A. Public Hospital \_\_\_\_\_ B. Private Hospital \_\_\_\_\_  
C. Outpatient Clinic \_\_\_\_\_  
D. Residential Treatment Center \_\_\_\_\_  
E. City or County Jail \_\_\_\_\_  
F. City or County long term correctional facility \_\_\_\_\_  
G. State long term correctional facility \_\_\_\_\_  
H. State short term correctional facility \_\_\_\_\_  
I. Federal Jail \_\_\_\_\_  
J. Federal long term correctional facility \_\_\_\_\_  
K. Federal short term correctional facility \_\_\_\_\_

3. Is the nature of the H&I work:
  - A. An individual personal commitment \_\_\_\_\_
  - B. Group Commitment \_\_\_\_\_
  - C. Special Committee or area Committee commitment \_\_\_\_\_
  - D. Hospital or institution commitment \_\_\_\_\_
4. How was the activity started?
  - A. By staff \_\_\_\_\_ (case workers \_\_\_\_\_) (Management \_\_\_\_\_)
  - B. By inmates \_\_\_\_\_/patients \_\_\_\_\_/residents \_\_\_\_\_.
  - C. An N.A. group \_\_\_\_\_/N.A. Committee \_\_\_\_\_
5. Is this activity endorsed and/or sponsored by?
  - A. Residents \_\_\_\_\_/Inmates \_\_\_\_\_/Patients \_\_\_\_\_
  - B. An N.A. member \_\_\_\_\_/N.A. Group \_\_\_\_\_/N.A. Committee \_\_\_\_\_
6. How was initial knowledge of N.A. discovered? \_\_\_\_\_

#### CONCERNING THE ACTIVITY

7. How long has this H&I activity been in existence \_\_\_\_\_
  - A. If respondent is a committee working in more than one facility, please respond for each facility separately. \_\_\_\_\_
  - B. If respondent is a hospital or institution with more than one facility, please respond for each facility separately. \_\_\_\_\_
8. The specific thrust of this activity consists of:
  - A. An H&I Meeting \_\_\_\_\_
  - B. Periodic distribution of Literature \_\_\_\_\_
  - C. Other \_\_\_\_\_
9. Briefly describe activities (type of service) during the past two years : \_\_\_\_\_

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10. What areas of H&I work have caused the most problems?

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11. When you have questions about Tradition violations to whom do you turn for guidance? Area Committee\_\_\_\_\_, Region Committee\_\_\_\_\_, World Service H&I \_\_\_\_\_, WSO \_\_\_\_\_, Board of Trustees\_\_\_\_\_.
12. When members (patients, inmates, residents, etc.) leave the hospital or institution do you refer them to N.A. meetings in their home town?\_\_\_\_\_
13. Do you conduct follow-up on past participants \_\_\_\_\_

CONCERNING USE OF MATERIALS

14. Does this activity use only N.A. materials? YES\_\_\_\_\_ NO \_\_\_\_\_
15. How are N.A. materials obtained?  
A. Directly from WSO \_\_\_\_\_  
B. From a region \_\_\_\_\_  
C. From a committee \_\_\_\_\_
16. How are materials distributed?  
A. Sold \_\_\_\_\_ B. As gifts \_\_\_\_\_
17. When are materials distributed?  
A. At meetings \_\_\_\_\_  
B. Upon entering facility as a resident/inmate or patient\_\_\_\_\_
18. Which materials are used?  
A. N.A. Text \_\_\_\_\_  
B. N.A. Little White Book \_\_\_\_\_  
C. N.A. Pamphlets \_\_\_\_\_  
D. Other materials \_\_\_\_\_
19. Has your activity (group, staff, or other) used the N.A. H&I Handbook? YES \_\_\_\_\_ NO \_\_\_\_\_  
Have you found it useful as is? \_\_\_\_\_  
Have you adapted all or parts of it? \_\_\_\_\_  
It is satisfactory? \_\_\_\_\_  
Do you have recommendations concerning the Handbook\_\_\_\_\_
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20. Would you be willing to help revise the Handbook if it is not satisfactory? \_\_\_\_\_
21. Are there specific suggestions or problems you feel a desire to inform WSC H&I about? \_\_\_\_\_
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