

NEW DAY RECOVERY

Group Roster and Notes Sheets

A New Day Recovery Center · Divine Holiness Outreach Ministry — Senath, Missouri

Facilitator and staff forms for the 60-session faith-based adult substance use recovery curriculum (12 weeks • 5 groups per week • 60 minutes per group • rolling enrollment • Sessions 36 and 60 are 60 minutes like all other sessions; only Saturday is 90 minutes.)

First Edition · October 2026

How to use this packet

Print the forms you need, as you need them. Forms 3 and 4 are written to be printed in stacks — one Group Session Notes page for every session held, and one Individual Participant Notes page for every participant entry. Form 5 lives at the front of each participant's file and is updated as the participant moves. Form 1 is the working roster for the current cycle; start a fresh sheet each cycle and file the completed sheet per program policy.

Write objectively: facts, topics covered, participation in general terms, plans made, referrals given, and any safety follow-up. Do not record verbatim personal disclosures, and do not record clinical impressions beyond your scope. Complete attendance and session notes the same day the group meets, and file them per program policy.

Attendance codes used throughout this packet: P = Present • A = Absent • E = Excused • M = Made up (facilitator-assigned makeup completed). A phase is complete when a participant attended at least 8 of 9 sessions in Phases 1–4, or at least 22 of 24 sessions in Phase 5 (or completed makeups), and met the phase criteria on Form 5. Curriculum completion is at least 54 of 60 sessions overall (or made up), all five phases complete, and a completed and audited 90-Day Continuing Care Plan.

Homework is due at the next group after it is assigned. Report it honestly — done, partly done, or not done with the obstacle named. Honest data is never punished. Sessions and homework from before a participant entered do not count as outstanding. The phase count runs from the sessions you attend after entry: attend at least 8 of 9 sessions in Phases 1–4, or at least 22 of 24 in Phase 5, counting attended sessions plus facilitator-assigned makeups (attending the session in a later rotation or completing the facilitator-assigned equivalent), with any remaining gap carried in a completion plan set with the Program Director — never exclusion.

Sessions before a participant entered: leave blank and note 'entered [week/session]' — they do not count as absences.

Group size cap is 30 on a rolling 30-day average. Add additional group times if necessary.

The Saturday recap group meets Saturdays 10:00–11:30 a.m. Make-up groups are offered to clients who missed a group.

Forms in this packet

Form	Title	Print
1	Group Roster Sheet	One per cycle (landscape)
2	Session Attendance Grid — Phases 1–5	One set per cycle (landscape)
3	Group Session Notes	One per session — print in stacks
4	Individual Participant Notes (6 copies included)	One per participant, per entry — print in stacks
5	Individual Progress Tracker	One per participant — kept in the participant's file
6	Weekly Roster Summary	One per week

All forms in this packet are New Day Recovery internal forms. Participant information on any page of this packet is confidential: store completed forms in the participant's file and do not remove them from the facility.

Session title reference — all 60 sessions

Use these exact session numbers and titles on Forms 2, 3, and 5. Sessions run in order, five per week, across five phases: Sessions 1–9, 10–18, 19–27, 28–36, and 37–60.

Phase 1 — Foundation: Surrender and Stabilization (Weeks 1–2 • Sessions 1–9)

Session	Title	Week
1	Surrender Is Not Giving Up	Week 1
2	Honesty: Naming What Is True	Week 1
3	Two Ways of Being Lost — and a Hope Anchor That Holds	Week 1
4	The Addiction Cycle: Brain, Body, and Behavior	Week 1
5	Triggers: People, Places, Things, and Feelings	Week 1
6	Riding the Wave: Cravings Have a Beginning, a Middle, and an End	Week 2
7	A Day That Holds You: Structure, Sleep, and HALT	Week 2
8	My Crisis and Safety Plan: Written Before I Need It	Week 2
9	Safe Community: Nobody Recovers Alone	Week 2

Phase 2 — Healing: Mind, Heart, and Past (Weeks 2–4 • Sessions 10–18)

Session	Title	Week
10	Renewing the Mind: How Thoughts Drive Feelings and Actions	Week 2
11	The Thought Record: Putting a Thought on Trial	Week 3
12	Lies I Believe: About Myself, About Support, About Recovery	Week 3
13	Guilt Says I Did Bad. Shame Says I Am Bad.	Week 3
14	Receiving Forgiveness: Letting the Verdict Land	Week 3
15	Self-Compassion Is a Skill, Not a Surrender	Week 3
16	Pain and Use: Understanding the Connection Safely	Week 4
17	Honest Expression: Four Movements for Naming Pain and Choosing a Next Step	Week 4
18	Grief, Loss, and Letting Go with Boundaries	Week 4

Phase 3 — Rebuilding: Relationships and Life (Weeks 4–6 • Sessions 19–27)

Session	Title	Week
19	Family Systems: The Roles We Played	Week 4
20	Boundaries: Where I End and You Begin	Week 4
21	Communication That Repairs Instead of Repeats	Week 5
22	Forgiving Others: Releasing What We Cannot Carry	Week 5
23	Making Amends: Preparation Before Contact	Week 5
24	Living Amends: The Apology People Can Verify	Week 5
25	Work and Purpose: Purpose You Can Clock Into	Week 5
26	Money and Time in Early Recovery: Counting the Cost Before Payday	Week 6
27	Rebuilding Trust in Small, Verifiable Steps	Week 6

Phase 4 — Living Free: Prevention and Purpose (Weeks 6–8 • Sessions 28–36)

Session	Title	Week
28	The Warning-Sign Chain: Relapse Starts Long Before Use	Week 6
29	High-Risk Situations: The Personal Prevention Plan	Week 6
30	After a Slip: Return, Don't Run — the First 24 Hours	Week 6
31	A New Identity: Not Defined by the Worst Chapter	Week 7
32	Strengths, Gifts, and Service: Recovery That Gives Back	Week 7
33	Telling Your Story Safely: Testimony Without Harm	Week 7
34	My Community Connection Plan: Recovery Community and Support Community	Week 7
35	Mentoring and Accountability After Graduation	Week 7
36	The 90-Day Plan and Phase 4 Completion: Sent, Not Finished	Week 8

Phase 5 — Giving Back: Service, Leadership & Purpose (Weeks 8–12 • Sessions 37–60)

Session	Title	Week
37	Service as Recovery Capital: Giving What You Have Received	Week 8
38	Finding Your Post: Matching Gifts to Real Needs	Week 8
39	Serving Without Saving: Help That Does Not Take Over	Week 8
40	Service Starts at Home: House, Family, and Neighbors	Week 8
41	Beyond Our Walls: Serving the Wider Community	Week 9
42	Service Under Strain: Showing Up When It Costs	Week 9
43	When Giving Becomes a Hiding Place	Week 9
44	A Service Commitment That Lasts: Putting It in the Plan	Week 9
45	From Participant to Peer: What Changes, What Does Not	Week 9
46	Listening Like a Leader: The Peer Support Conversation	Week 10
47	Your Story in a Helping Role: Testimony With Guardrails	Week 10
48	Boundaries in Helping Roles: Carry With, Not For	Week 10
49	When Someone You Help Is Slipping: Notice, Ask, Connect	Week 10
50	Hard Conversations: Feedback Without Shame	Week 10
51	Leading the Room: Facilitation Basics for Peer Leaders	Week 11
52	The Helper's Own Recovery: Staying Grounded While You Help	Week 11
53	Purpose After Survival: What This Life Is For Now	Week 11
54	Work as Recovery: The Honest Way In	Week 11
55	The Honest Application: Records, Gaps, and References	Week 11
56	Keeping the Job: Habits That Protect Recovery	Week 12
57	Called and Capable: Matching Vocation to the Life You Are Building	Week 12
58	Setbacks at Work: Losing, Leaving, and Starting Again	Week 12
59	Sustaining Freedom: The Long Middle of Recovery	Week 12
60	Sent Again: The Full Review and the Renewed Plan	Week 12

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Form 1 — Group Roster Sheet

One sheet per cycle • 60-session curriculum • rolling enrollment

Site (circle one):	Senath	**Group / Cohort:**		**Cycle start date:**	
Facilitator:		**Co-Facilitator:**		**Cycle end (projected):**	

#	Participant Name	Date Started	Phase (1–5)	Mentor or Sponsor	Emergency Contact (name / phone)	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Census and sign-off

Total census on this sheet:	_____ participants	**Participants added this cycle:**	_____	**Completed / discharged:**	_____
Facilitator signature:		**Date:**		**Program Director:**	

Notes column: use initials and short factual notes only (start date changes, phase moves, mentor changes). Detailed notes belong on Form 4, in the participant's file.

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Form 2 — Session Attendance Grid — Phase 1 of 5

Phase 1 — Foundation: Surrender and Stabilization (Weeks 1–2 • Sessions 1–9) • Codes: P = Present • A = Absent • E = Excused • M = Made up

Site (circle one):	Senath	Group / Cohort:		Facilitator:	
Cycle start date:		Phase start date:		Phase end date:	

Sessions in this phase: 1. Surrender Is Not Giving Up • 2. Honesty: Naming What Is True • 3. Two Ways of Being Lost — and a Hope Anchor That Holds • 4. The Addiction Cycle: Brain, Body, and Behavior • 5. Triggers: People, Places, Things, and Feelings • 6. Riding the Wave: Cravings Have a Beginning, a Middle, and an End • 7. A Day That Holds You: Structure, Sleep, and HALT • 8. My Crisis and Safety Plan: Written Before I Need It • 9. Safe Community: Nobody Recovers Alone

#	Participant Name	S1	S2	S3	S4	S5	S6	S7	S8	S9	Sessions attended (of 9)	Phase %
	Date of session →											
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Log every craving score at check-in.

Date	Session	Craving range at check-in (0–10)	Scores by person (initials: score)	Any score 9–10 and action taken
	S1			

	S2			
	S3			
	S4			
	S5			
	S6			
	S7			
	S8			
	S9			

Phase complete = at least 8 of 9 sessions attended (or made up) plus the phase criteria on Form 5. Completion % = sessions attended ÷ 9 × 100. Record makeups with M in the session cell and note the makeup date on Form 4. Carry each participant's phase totals forward to Form 5.

Form 2 — Session Attendance Grid — Phase 2 of 5

Phase 2 — Healing: Mind, Heart, and Past (Weeks 2–4 • Sessions 10–18) • Codes: P = Present • A = Absent • E = Excused • M = Made up

Site (circle one):	Senath	**Group / Cohort:**		**Facilitator:**	
Cycle start date:		**Phase start date:**		**Phase end date:**	

Sessions in this phase: 10. Renewing the Mind: How Thoughts Drive Feelings and Actions • 11. The Thought Record: Putting a Thought on Trial • 12. Lies I Believe: About Myself, About Support, About Recovery • 13. Guilt Says I Did Bad. Shame Says I Am Bad. • 14. Receiving Forgiveness: Letting the Verdict Land • 15. Self-Compassion Is a Skill, Not a Surrender • 16. Pain and Use: Understanding the Connection Safely • 17. Honest Expression: Four Movements for Naming Pain and Choosing a Next Step • 18. Grief, Loss, and Letting Go with Boundaries

#	Participant Name	S10	S11	S12	S13	S14	S15	S16	S17	S18	Sessions attended (of 9)	Phase %
	Date of session →											
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Log every craving score at check-in.

Date	Session	Craving range at check-in (0–10)	Scores by person (initials: score)	Any score 9–10 and action taken
	S10			

	S11			
	S12			
	S13			
	S14			
	S15			
	S16			
	S17			
	S18			

Phase complete = at least 8 of 9 sessions attended (or made up) plus the phase criteria on Form 5. Completion % = sessions attended ÷ 9 × 100. Record makeups with M in the session cell and note the makeup date on Form 4. Carry each participant's phase totals forward to Form 5.

Form 2 — Session Attendance Grid — Phase 3 of 5

Phase 3 — Rebuilding: Relationships and Life (Weeks 4–6 • Sessions 19–27) • Codes: P = Present • A = Absent • E = Excused • M = Made up

Site (circle one):	Senath	**Group / Cohort:**		**Facilitator:**	
Cycle start date:		**Phase start date:**		**Phase end date:**	

Sessions in this phase: 19. Family Systems: The Roles We Played • 20. Boundaries: Where I End and You Begin • 21. Communication That Repairs Instead of Repeats • 22. Forgiving Others: Releasing What We Cannot Carry • 23. Making Amends: Preparation Before Contact • 24. Living Amends: The Apology People Can Verify • 25. Work and Purpose: Purpose You Can Clock Into • 26. Money and Time in Early Recovery: Counting the Cost Before Payday • 27. Rebuilding Trust in Small, Verifiable Steps

#	Participant Name	S19	S20	S21	S22	S23	S24	S25	S26	S27	Sessions attended (of 9)	Phase %
	Date of session →											
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Log every craving score at check-in.

Date	Session	Craving range at check-in (0–10)	Scores by person (initials: score)	Any score 9–10 and action taken
	S19			

	S20			
	S21			
	S22			
	S23			
	S24			
	S25			
	S26			
	S27			

Phase complete = at least 8 of 9 sessions attended (or made up) plus the phase criteria on Form 5. Completion % = sessions attended ÷ 9 × 100. Record makeups with M in the session cell and note the makeup date on Form 4. Carry each participant's phase totals forward to Form 5.

Form 2 — Session Attendance Grid — Phase 4 of 5

Phase 4 — Living Free: Prevention and Purpose (Weeks 6–8 • Sessions 28–36) • Codes: P = Present • A = Absent • E = Excused • M = Made up

Site (circle one):	Senath	**Group / Cohort:**		**Facilitator:**	
Cycle start date:		**Phase start date:**		**Phase end date:**	

Sessions in this phase: 28. The Warning-Sign Chain: Relapse Starts Long Before Use • 29. High-Risk Situations: The Personal Prevention Plan • 30. After a Slip: Return, Don't Run — the First 24 Hours • 31. A New Identity: Not Defined by the Worst Chapter • 32. Strengths, Gifts, and Service: Recovery That Gives Back • 33. Telling Your Story Safely: Testimony Without Harm • 34. My Community Connection Plan: Recovery Community and Support Community • 35. Mentoring and Accountability After Graduation • 36. The 90-Day Plan and Phase 4 Completion: Sent, Not Finished

#	Participant Name	S28	S29	S30	S31	S32	S33	S34	S35	S36	Sessions attended (of 9)	Phase %
	Date of session →											
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Log every craving score at check-in.

Date	Session	Craving range at check-in (0–10)	Scores by person (initials: score)	Any score 9–10 and action taken

	S28			
	S29			
	S30			
	S31			
	S32			
	S33			
	S34			
	S35			
	S36			

Phase complete = at least 8 of 9 sessions attended (or made up) plus the phase criteria on Form 5. Completion % = sessions attended ÷ 9 × 100. Record makeups with M in the session cell and note the makeup date on Form 4. Carry each participant's phase totals forward to Form 5. Overall curriculum completion: at least 54 of 60 sessions attended or made up across all five phases; overall % = total attended ÷ 60 × 100 — record it on Form 5.

Form 2 — Session Attendance Grid — Phase 5 of 5 — Block 1 — Service: Giving Back

Phase 5 — Giving Back: Service, Leadership & Purpose (Weeks 8–12 • Sessions 37–60) • Codes: P = Present • A = Absent • E = Excused • M = Made up

Site (circle one):	Senath	**Group / Cohort:**		**Facilitator:**	
Cycle start date:		**Phase start date:**		**Phase end date:**	

Phase 5 tracker: use these block grids (Guide Appendix E).

Sessions on this page: 37. Service as Recovery Capital: Giving What You Have Received • 38. Finding Your Post: Matching Gifts to Real Needs • 39. Serving Without Saving: Help That Does Not Take Over • 40. Service Starts at Home: House, Family, and Neighbors • 41. Beyond Our Walls: Serving the Wider Community • 42. Service Under Strain: Showing Up When It Costs • 43. When Giving Becomes a Hiding Place • 44. A Service Commitment That Lasts: Putting It in the Plan

#	Participant Name	S37	S38	S39	S40	S41	S42	S43	S44	Sessions attended (of 8)
	Date of session →									
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Log every craving score at check-in.

Date	Session	Craving range at check-in (0–10)	Scores by person (initials: score)	Any score 9–10 and action taken
	S37			
	S38			
	S39			
	S40			
	S41			
	S42			
	S43			
	S44			

Phase complete = at least 22 of 24 sessions attended (or made up) across Sessions 37–60 plus the phase criteria on Form 5. This page records Sessions 37–44; add the three block totals for the phase total. Completion % = sessions attended ÷ 24 × 100. Record makeups with M in the session cell and note the makeup date on Form 4. Carry each participant's phase totals forward to Form 5.

Form 2 — Session Attendance Grid — Phase 5 of 5 — Block 2 — Mentoring & Leadership

Phase 5 — Giving Back: Service, Leadership & Purpose (Weeks 8–12 • Sessions 37–60) • Codes: P = Present • A = Absent • E = Excused • M = Made up

Site (circle one):	Senath	**Group / Cohort:**		**Facilitator:**	
Cycle start date:		**Phase start date:**		**Phase end date:**	

Sessions on this page: 45. From Participant to Peer: What Changes, What Does Not • 46. Listening Like a Leader: The Peer Support Conversation • 47. Your Story in a Helping Role: Testimony With Guardrails • 48. Boundaries in Helping Roles: Carry With, Not For • 49. When Someone You Help Is Slipping: Notice, Ask, Connect • 50. Hard Conversations: Feedback Without Shame • 51. Leading the Room: Facilitation Basics for Peer Leaders • 52. The Helper's Own Recovery: Staying Grounded While You Help

#	Participant Name	S45	S46	S47	S48	S49	S50	S51	S52	Sessions attended (of 8)
	Date of session →									
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Log every craving score at check-in.

Date	Session	Craving range at check-in (0–10)	Scores by person (initials: score)	Any score 9–10 and action taken

	S45			
	S46			
	S47			
	S48			
	S49			
	S50			
	S51			
	S52			

Phase complete = at least 22 of 24 sessions attended (or made up) across Sessions 37–60 plus the phase criteria on Form 5. This page records Sessions 45–52; add the three block totals for the phase total. Completion % = sessions attended ÷ 24 × 100. Record makeups with M in the session cell and note the makeup date on Form 4. Carry each participant's phase totals forward to Form 5.

Form 2 — Session Attendance Grid — Phase 5 of 5 — Block 3 — Purpose & Vocation

Phase 5 — Giving Back: Service, Leadership & Purpose (Weeks 8–12 • Sessions 37–60) • Codes: P = Present • A = Absent • E = Excused • M = Made up

Site (circle one):	Senath	**Group / Cohort:**		**Facilitator:**	
Cycle start date:		**Phase start date:**		**Phase end date:**	

Sessions on this page: 53. Purpose After Survival: What This Life Is For Now • 54. Work as Recovery: The Honest Way In • 55. The Honest Application: Records, Gaps, and References • 56. Keeping the Job: Habits That Protect Recovery • 57. Called and Capable: Matching Vocation to the Life You Are Building • 58. Setbacks at Work: Losing, Leaving, and Starting Again • 59. Sustaining Freedom: The Long Middle of Recovery • 60. Sent Again: The Full Review and the Renewed Plan

#	Participant Name	S53	S54	S55	S56	S57	S58	S59	S60	Sessions attended (of 8)
	Date of session →									
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Log every craving score at check-in.

Date	Session	Craving range at check-in (0–10)	Scores by person (initials: score)	Any score 9–10 and action taken

	S53			
	S54			
	S55			
	S56			
	S57			
	S58			
	S59			
	S60			

Phase complete = at least 22 of 24 sessions attended (or made up) across Sessions 37–60 plus the phase criteria on Form 5. This page records Sessions 53–60; add the three block totals for the phase total. Completion % = sessions attended ÷ 24 × 100. Record makeups with M in the session cell and note the makeup date on Form 4. Carry each participant's phase totals forward to Form 5. Overall curriculum completion: at least 54 of 60 sessions attended or made up across all five phases; overall % = total attended ÷ 60 × 100 — record it on Form 5.

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Form 3 — Group Session Notes

One page per session • Complete and file the same day the group meets

Session #:	____ of 60	**Session title:**	
Date:		**Facilitator:**	
Site (circle one):	Senath	**Attendance:**	Present _____ Late _____ Absent _____

Topic covered and objectives addressed

Group process notes — what happened in the room, in general terms

Objective facts only: themes worked on, skill practiced, engagement level, plans made. No verbatim personal disclosures. Safety matters: notify per program policy the same day.

Participation highlights

Issues or concerns that came up — and how they were handled

Follow-ups needed

Follow-up	Owner	By when

Closing notes

Homework assigned: _____ Facilitator signature: _____

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Form 3 — Group Session Notes

One page per session • Complete and file the same day the group meets

Session #:	____ of 60	**Session title:**	
Date:		**Facilitator:**	
Site (circle one):	Senath	**Attendance:**	Present _____ Late _____ Absent _____

Topic covered and objectives addressed

Group process notes — what happened in the room, in general terms

Objective facts only: themes worked on, skill practiced, engagement level, plans made. No verbatim personal disclosures. Safety matters: notify per program policy the same day.

Participation highlights

Issues or concerns that came up — and how they were handled

Follow-ups needed

Follow-up	Owner	By when

Closing notes

Homework assigned: _____ Facilitator signature: _____

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Form 4 — Individual Participant Notes

One page per participant, per entry • File in the participant's chart

Participant name:		**Date:**	
Staff name / initials:		**Current phase (circle):**	1 2 3 4 5
Type of contact (circle):	Group / Individual check-in / Family / Other: _____	**Session # (if group):**	

Notes

Objective facts, the participant's own stated goals and plans, and actions taken. No verbatim disclosures from group; no clinical impressions beyond your scope.

Strengths observed

Goals and progress toward phase criteria (see Form 5)

Safety follow-ups (facts only: what happened, who was notified, when)

Record the group, not individuals. No diagnoses, no clinical judgments, no detailed disclosures. Safety concerns go to the Program Director or on-call supervisor the same hour.

Follow-up actions

Action	Owner	Date due / done

Staff signature: _____ Date / time: _____

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Form 4 — Individual Participant Notes

One page per participant, per entry • File in the participant's chart

Participant name:		**Date:**	
Staff name / initials:		**Current phase (circle):**	1 2 3 4 5
Type of contact (circle):	Group / Individual check-in / Family / Other: _____	**Session # (if group):**	

Notes

Objective facts, the participant's own stated goals and plans, and actions taken. No verbatim disclosures from group; no clinical impressions beyond your scope.

Strengths observed

Goals and progress toward phase criteria (see Form 5)

Safety follow-ups (facts only: what happened, who was notified, when)

Record the group, not individuals. No diagnoses, no clinical judgments, no detailed disclosures. Safety concerns go to the Program Director or on-call supervisor the same hour.

Follow-up actions

Action	Owner	Date due / done

Staff signature: _____ Date / time: _____

Form 4 — Individual Participant Notes

One page per participant, per entry • File in the participant's chart

Participant name:		**Date:**	
Staff name / initials:		**Current phase (circle):**	1 2 3 4 5
Type of contact (circle):	Group / Individual check-in / Family / Other: _____	**Session # (if group):**	

Notes

Objective facts, the participant's own stated goals and plans, and actions taken. No verbatim disclosures from group; no clinical impressions beyond your scope.

Strengths observed

Goals and progress toward phase criteria (see Form 5)

Safety follow-ups (facts only: what happened, who was notified, when)

Record the group, not individuals. No diagnoses, no clinical judgments, no detailed disclosures. Safety concerns go to the Program Director or on-call supervisor the same hour.

Follow-up actions

Action	Owner	Date due / done

Staff signature: _____ Date / time: _____

Form 4 — Individual Participant Notes

One page per participant, per entry • File in the participant's chart

Participant name:		**Date:**	
Staff name / initials:		**Current phase (circle):**	1 2 3 4 5
Type of contact (circle):	Group / Individual check-in / Family / Other: _____	**Session # (if group):**	

Notes

Objective facts, the participant's own stated goals and plans, and actions taken. No verbatim disclosures from group; no clinical impressions beyond your scope.

Strengths observed

Goals and progress toward phase criteria (see Form 5)

Safety follow-ups (facts only: what happened, who was notified, when)

Record the group, not individuals. No diagnoses, no clinical judgments, no detailed disclosures. Safety concerns go to the Program Director or on-call supervisor the same hour.

Follow-up actions

Action	Owner	Date due / done

Staff signature: _____ Date / time: _____

Form 4 — Individual Participant Notes

One page per participant, per entry • File in the participant's chart

Participant name:		**Date:**	
Staff name / initials:		**Current phase (circle):**	1 2 3 4 5
Type of contact (circle):	Group / Individual check-in / Family / Other: _____	**Session # (if group):**	

Notes

Objective facts, the participant's own stated goals and plans, and actions taken. No verbatim disclosures from group; no clinical impressions beyond your scope.

Strengths observed

Goals and progress toward phase criteria (see Form 5)

Safety follow-ups (facts only: what happened, who was notified, when)

Record the group, not individuals. No diagnoses, no clinical judgments, no detailed disclosures. Safety concerns go to the Program Director or on-call supervisor the same hour.

Follow-up actions

Action	Owner	Date due / done

Staff signature: _____ Date / time: _____

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Form 4 — Individual Participant Notes

One page per participant, per entry • File in the participant's chart

Participant name:		**Date:**	
Staff name / initials:		**Current phase (circle):**	1 2 3 4 5
Type of contact (circle):	Group / Individual check-in / Family / Other: _____	**Session # (if group):**	

Notes

Objective facts, the participant's own stated goals and plans, and actions taken. No verbatim disclosures from group; no clinical impressions beyond your scope.

Strengths observed

Goals and progress toward phase criteria (see Form 5)

Safety follow-ups (facts only: what happened, who was notified, when)

Record the group, not individuals. No diagnoses, no clinical judgments, no detailed disclosures. Safety concerns go to the Program Director or on-call supervisor the same hour.

Follow-up actions

Action	Owner	Date due / done

Staff signature: _____ Date / time: _____

Form 5 — Individual Progress Tracker

One per participant • Keep at the front of the participant's file and update at every phase move

Participant name:		**Date started:**	
Site (circle one):	Senath	**Mentor or sponsor:**	
Facilitator:		**Current phase (circle):**	1 2 3 4 5

Key dates

Event	Date	Event	Date
Intake / admission		Phase 2 start	
Phase 1 complete		Phase 3 start	
Phase 2 complete		Phase 4 start	
Phase 3 complete		Phase 5 start	
Phase 4 complete		Program completion / discharge	
Certificate presented		Completion plan fulfilled (if applicable)	

Documents on file

Personal Crisis / Safety Plan on file:	☐ Yes ☐ No	**Date the counselor plan was completed:**	
90-Day Continuing Care Plan on file:	☐ Yes ☐ No	**Date completed / audited:**	

Sessions and homework, by phase

Phase	Sessions attended	Makeups completed	Homework completed (of assigned)	Phase %
Phase 1 — Foundation (of 9)				
Phase 2 — Healing (of 9)				
Phase 3 — Rebuilding (of 9)				
Phase 4 — Living Free (of 9)				
Phase 5 — Giving Back (of 24)				
TOTAL — all 60 sessions				

Homework is due at the next group after it is assigned. Report it honestly — done, partly done, or not done with the obstacle named. Honest data is never punished. Sessions and homework from before a participant entered do not count as outstanding. The phase count runs from the sessions you attend after entry: attend at least 8 of 9 sessions in Phases 1–4, or at least 22 of 24 in Phase 5, counting attended sessions plus facilitator-assigned makeups (attending the session in a later rotation or completing the facilitator-assigned equivalent), with any remaining gap carried in a completion plan set with the Program Director — never exclusion. Record the running count here at each phase move.

Phase criteria checklist — check each item as it is met, and date it

Phase 1 — Foundation (Sessions 1–9)

☐ Attended at least 8 of 9 sessions, or completed facilitator-assigned makeups Date met: _____

☐ Phase product complete: Personal Crisis / Safety Plan reviewed and rehearsed (Session 8 — completed by a licensed counselor before the first group) Date met: _____

☐ Can state the phase's core skill in their own words — skill stated: _____ Date met: _____

Phase 2 — Healing (Sessions 10–18)

☐ Attended at least 8 of 9 sessions, or completed facilitator-assigned makeups Date met: _____

☐ Phase product complete: at least three completed Thought Records Date met: _____

☐ Can state the phase's core skill in their own words — skill stated: _____ Date met: _____

Phase 3 — Rebuilding (Sessions 19–27)

☐ Attended at least 8 of 9 sessions, or completed facilitator-assigned makeups Date met: _____

☐ Phase product complete: amends list reviewed with coach/counselor, and one living amend underway Date met: _____

☐ Can state the phase's core skill in their own words — skill stated: _____ Date met: _____

Phase 4 — Living Free (Sessions 28–36)

☐ Attended at least 8 of 9 sessions, or completed facilitator-assigned makeups Date met: _____

☐ Phase products complete: Warning-Sign Chain, Return Card, and 90-Day Continuing Care Plan Date met: _____

☐ Can state the phase's core skill in their own words — skill stated: _____ Date met: _____

Phase 5 — Giving Back (Sessions 37–60)

☐ Attended at least 22 of 24 sessions, or completed facilitator-assigned makeups Date met: _____

☐ Phase product complete: My Giving Back Plan and the Next 90 Days Date met: _____

☐ Can state the phase's core skill in their own words — skill stated: _____ Date met: _____

Curriculum completion (graduation) criteria

☐ All five phases complete

☐ Attendance overall at least 54 of 60 sessions, or made up

☐ 90-Day Continuing Care Plan completed and audited — named communities, contacts, mentor/accountability arrangements, and first dates in place

☐ Participated in the Session 60 closing (curriculum graduation)

☐ Certificate presented — date: _____

☐ OR completion plan in place (when criteria are pending): written plan set with the Program Director naming each outstanding item, its owner, and its date — a continuation schedule, given to the participant in writing at Session 60

Progress notes summary — half-page summary, updated at each phase move

Summarize progress, phase to phase: what changed, what the participant is working on now, and what comes next. Date and initial each entry in the left margin of its first line.

Facilitator signature: _____ Program Director (reviewed): _____

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Form 6 — Weekly Roster Summary

One page per week • File with the week's attendance and session notes per program policy

Week of (Mon–Sun):	_____ to _____	**Site (circle one):**	Senath
Prepared by:		**Date prepared:**	

Census for the week

Census at start of week	Admissions this week	Discharges this week	Census at end of week

Admissions this week

Participant name	Date admitted	Starting phase / session #

Discharges this week

Participant name	Date	Type (completion / transfer / left program / other)	Notes

Group sessions held this week (5 scheduled)

Date	Session #	Session title	Facilitator	Present

Sessions held: _____ of 5 scheduled Sessions rescheduled / missed (note why in Notes): _____

Incidents this week: _____ total Types / brief factual summary (detail in incident documentation per program policy):

Notes — staffing, supplies, follow-ups carried into next week

Prepared by signature: _____ Program Director (reviewed): _____