NEW DAY RECOVERY

Facilitator Log

One log for every session • Plain session note with attached attendance roster

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

These groups are DMH RSS support/educational groups.

One log per session. Complete it the same day the group meets.
Part A is ONE note for the entire group, as a plain session note. Part B is the attendance roster for that same session, attached to Part A, with an individualized note for each client. Do not file Part A without Part B, and do not file a roster with blank individual notes for clients who were present.

Print this packet in stacks. Each session gets a fresh Part A and a fresh Part B. Use the exact session number and title from the reference on the last pages, or the exact breakout topic (B-1 to B-15), or “Saturday Recap” for the Saturday group. The Saturday recap carries no session number.

How to use this log

1. Before the group, fill in the header on Part A: date, group type, session or topic, facilitator, and group (men, women, or coed). Note which homework was due at this session.
2. During or immediately after the group, write Part A. Describe the group as a whole, in general terms. Do not record verbatim disclosures or name individual clients. Individual detail belongs only in that client’s row in Part B.
3. Complete Part B before you leave. Mark attendance for every client on the roster, then write each present client’s note — 1 to 3 complete sentences, about that person’s own participation and/or feedback about that group. Read the rule in the box below first.
4. Finish the Plans & homework and Referrals / follow-ups sections: homework assigned and homework honestly reported, and every follow-up promised. If a safety, medical, or crisis concern came up, connect the client to staff help the same day and note only the follow-up.
5. Sign Part A, attach Part B, and file both together the same day. The Program Director reviews and signs as noted on Part A.

Clinical and oversight roles

A licensed clinician completes the assessment and diagnosis, creates the safety plan and treatment plan with SMART goals naming the groups and specified breakouts, and reviews and updates treatment plans per session and at regular intervals, with an overall review that closes completed goals and adds new ones.

A SUD counselor reviews notes to ensure alignment with the treatment plan and completes chart audits two times per week, with no repeats until all clients have been audited, passing the audits to the Program Director.

The Program Director is the supervisor for all and receives the audits.

What the plain session note covers

Field	Write this — about the group as a whole
Date / session # & title	Date, session number, and exact session or breakout title.
Facilitator(s)	Facilitator and co-facilitator for this session.
Site	Site where the group met.
Attendance	Present/late/absent — names on roster (Part B); counts only in this note.
Craving scores	Range at check-in; any score 9–10 and action taken.
Group plan followed — Topics covered	Objectives addressed and teaching completed as written, or adapted — state what and why.
Participation	General — level of engagement, skill practice completed.
Plans & homework	Plans made in session; homework assigned.
Referrals / follow-ups	Warm referrals given, to whom, same-day handoffs.
Safety / incidents	None, or described factually: who 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.

THE INDIVIDUALIZED-NOTE RULE — READ THIS BEFORE PART B.

Each client who was present gets 1 to 3 complete sentences about that client's own participation in this group and/or feedback about this group. The note must be true of that person only. It may not be copied, repeated, or lightly reworded from another client's note. Do not fill rows with a generic sentence such as "Participated well in group." If two notes could swap names and still read true, rewrite them. Name something specific that person did, said in general terms, tried, asked, practiced, or gave feedback on in this session. A client who was absent does not get a participation note: mark the absence and write the follow-up only. The worked example after Part B shows what counts as individualized.

Homework — the standing rule

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 assignments in Part A and each client's honestly reported homework in Part B. At the Saturday recap, review homework honestly reported and record any follow-up it needs in the Plans & homework section.

What not to record

- **No disclosures.** Verbatim personal disclosures, or detail that would identify what one person shared in confidence.
- **Stay in the facilitator's lane.** Diagnoses, clinical judgments, or medical advice. These groups teach, support, and practice skills; they do not diagnose or replace individual clinical or medical care.
- **No handout tracking.** Whether a client asked for an Optional Scripture Handout. Requests are never tracked as a measure of participation, progress, or compliance, and are never recorded in this log.
- **Grace, not shame.** Shame-based language, public calling-out, or war stories told for effect. Accountability is direct and kind; a setback is information for the next plan, not a verdict on a person.

Attendance codes

Use the same codes as the roster sheets: P = Present • A = Absent • E = Excused • M = Made up (facilitator-assigned makeup completed). Record makeups with M and note the makeup date in Part B. A client who joins during the week through rolling open enrollment attends that Saturday's recap group, which reviews the week's lessons (homework review, questions, and newcomer catch-up; no re-teaching).

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

Group types covered by this log

- **Warrior curriculum.** Curriculum sessions 1–60 (60 minutes; Sessions 36 and 60 are 60 minutes like all other sessions; only Saturday is 90 minutes.), five per week across five phases, in order. Write the session number and exact title. Curriculum groups are separate men's and women's groups; Placement for participants who do not fit a men/women split follows the participant's stated preference, confirmed with staff for safety and privacy. Nothing about a participant's placement is disclosed to the group. The stated preference stands unless a stated safety reason requires a private conversation. Safety and privacy are the only criteria.
- **Breakouts. Breakout groups (60 minutes), two choices per day, Monday through Friday, client choice. Breakout groups are coed unless specified. Write the breakout number and title (B-1 to B-15). Domestic Violence groups are gender-specific only — men's group and women's group separately, never coed, never conjoint or couples work.**
- **Saturday recap.** Saturday recap (90 minutes, 10:00–11:30 a.m.), separate groups for men and for women. The recap is a review-only recap — homework review, questions, and newcomer catch-up, with no re-teaching — and reviews the week's lessons to reinforce learning and clarify questions, carrying the homework rule above; it introduces no new session and carries no session number.
- **The Saturday recap group meets Saturdays 10:00–11:30 a.m. Make-up groups are offered to clients who missed a group.**

Confidentiality and its limits: what is shared in group stays in group, within the limits explained at admission (danger to self or others, any reporting duty). Any client may pass on any prompt, step out with staff awareness, and rejoin without explanation or penalty.

Part A — Group Session Note

Part A records the group, not individuals. No diagnoses, no clinical judgments, no detailed disclosures. Individual detail belongs only in that client's row in Part B. Safety concerns go to the Program Director or on-call supervisor the same hour.

SESSION HEADER — COMPLETE BEFORE THE GROUP

Date:		**Day of week:**	
Start time:		**End time:**	
Facilitator (print):		**Co-facilitator:**	
Location / room:		**Phase (1–5, if curriculum):**	

Group type (circle one): Curriculum session / Breakout group / Saturday recap / Other: _____

Group (circle one): Men / Women / Coed — Domestic Violence groups: men's and women's separately only; never coed.

Headcount this sitting: _____ Rolling 30-day average headcount: _____ Additional group time added if needed: ☐ Yes ☐ No

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

Session # / Breakout #:		**Exact session or topic title:**	
Clients enrolled:		**Present:**	
Absent:		**Excused:**	

Homework due at this session: _____

Field	Entry
Date / session # & title	_____
Facilitator(s)	_____

Site _____

Attendance Present: ____ Late: ____ Absent: ____ (names on roster)

Craving scores Range at check-in: ____ to ____ Any score 9–10 and action taken: _____

Group plan followed — Topics covered Objectives addressed and teaching completed as written: ☐ Yes ☐ Adapted (state what and why): _____

Participation (general) Level of engagement, skill practice completed: _____

Plans & homework Plans made in session; homework assigned: _____

Referrals / follow-ups Warm referrals given, to whom, same-day handoffs: _____

Safety / incidents None ☐ / Described factually, who notified, when: _____

Facilitator signature:		**Date:**	
Program Director review:		**Date:**	

Attach Part B (attendance roster with individualized notes) to this note before filing. File both together the same day.

Part B — Attendance Roster with Individualized Notes

Attached to Part A for the same session. One row per client. Every client marked Present gets 1 to 3 complete sentences about that person's own participation and/or feedback about this group — truly individualized, never copied from another row. A client marked Absent or Excused does not get a participation note; use the row for the follow-up only. For a client marked Made up, note the makeup date and describe the makeup work. Each session, the facilitator writes a short note about how each person took part, in general words only — private things you share are never written down.

For each row, mark only whether the counselor plan was confirmed in place. Do not record any plan goal, diagnosis, or clinical detail.

Date:		**Session # / Breakout #:**	
Facilitator (print):		**Group: Men / Women / Coed**	

nt name (print)	Att. P/A/E/M	Homework reported (done / partly done / not done — obstacle named)	Individualized note — 1 to 3 complete sentences about THIS person's participation and/or feedback about THIS group. No copied sentences.	Plan confirmed in place — no detail	Participa signatur
				☐ Yes ☐ No — follow-up only, no detail	
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				☐ Yes ☐ No — follow-up only, no detail	

Attendance codes: P = Present • A = Absent • E = Excused • M = Made up (note makeup date in the row). Homework reported honestly: Done • Partly done • Not done, with the obstacle named. Honest data is never punished.

Counts for this page: Present _____ Absent _____ Excused _____ Made up _____

Part B — Attendance Roster with Individualized Notes

Attached to Part A for the same session. One row per client. Every client marked Present gets 1 to 3 complete sentences about that person's own participation and/or feedback about this group — truly individualized, never copied from another row. A client marked Absent or Excused does not get a participation note; use the row for the follow-up only. For a client marked Made up, note the makeup date and describe the makeup work. Each session, the facilitator writes a short note about how each person took part, in general words only — private things you share are never written down.

For each row, mark only whether the counselor plan was confirmed in place. Do not record any plan goal, diagnosis, or clinical detail.

Date:		**Session # / Breakout #:**	
Facilitator (print):		**Group: Men / Women / Coed**	

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Attendance codes: P = Present • A = Absent • E = Excused • M = Made up (note makeup date in the row). Homework reported honestly: Done • Partly done • Not done, with the obstacle named. Honest data is never punished.

Session totals (all roster pages): Present _____ Absent _____ Excused _____ Made up _____ Homework honestly reported: Done _____ Partly done _____ Not done _____

If more than 30 clients attended, attach a Part B continuation sheet with the same columns and the same header, and number the rows from 31 on.

Maintain logs with original signatures.

Craving-score log — one line per session

One line per session. Log every craving score at check-in. Review weekly for trends.

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

Self-check — before this roster leaves your hands

- ☐ Every client marked Present has a note, and every note is 1 to 3 complete sentences.
- ☐ No two notes say the same thing. Each note names something specific to that person in this session.
- ☐ No note describes a client who was absent as if they participated.
- ☐ Homework honestly reported is filled in for every row, and any follow-up it needs is named in Part A, Plans & homework.
- ☐ No verbatim disclosure, diagnosis, or handout request is recorded anywhere on this roster.

Facilitator signature:		Date:	

EXAMPLE ONLY — DO NOT FILE • FICTIONAL CLIENTS, INVENTED FOR TEACHING

Example: individualized notes, and what not to write

The three notes below are an example only. The clients are fictional, the session is invented, and nothing on this page is a real record. Read it to see how notes stay individualized: each one names something different that only that person did in that session. Then read the "do not write" box. If your notes look like that box, rewrite them.

Example group note (shortened)

Session 5, "Triggers: People, Places, Things, and Feelings." The group named work and family gatherings as the hardest trigger settings, in general terms, and practiced naming one feeling that usually arrives just before a craving. Energy stayed steady through the practice, and the group asked for more time on the "what I do instead" step next session. Homework assigned: write one personal trigger plan, due at the next group.

Example individualized notes — each true of one person only

- **Client 1 — 2 sentences.** Client 1 named a specific evening routine that usually precedes cravings and worked through a replacement step for it during the practice. Client 1 asked whether the trigger plan should cover weekends differently, and the facilitator confirmed it should.
- **Client 2 — 3 sentences.** Client 2 stayed quiet through the teaching and then joined the practice by writing a trigger list without sharing it aloud, which the facilitator affirmed as a complete way to participate. Client 2's feedback was that the feeling-naming step felt rushed and needed a worked example before the next practice. Client 2 reported the homework from the previous group as done at the start of this session.
- **Client 3 — 2 sentences.** Client 3 volunteered a general example of a place-based trigger and helped the group test two "what I do instead" options for it. Client 3 said the session's pace worked well but asked for the trigger-plan handout to be explained once more at the next group.

Notice what makes each note individualized: a different action, a different question or piece of feedback, a different honestly reported homework status. None of the three could be swapped for another without becoming untrue.

DO NOT WRITE THIS — THE COPY-PASTE FAILURE.

"Participated well in group. Engaged with the material and contributed to discussion." written in row after row, with only the name changed. It says nothing specific about any person, it could be true of anyone, and it gives the next facilitator — and the record — nothing to work from. A note that fits every client fits no client. Rewrite it until it names what that person actually did, tried, asked, or fed back in this session, in 1 to 3 complete sentences.

A short note is fine. A copied note is not. One specific sentence about one person beats three generic sentences about nobody in particular.

Session title reference — use these exact numbers and titles

Sessions run in order, five per week, across five phases. Write the session number and the exact title on Part A. The Saturday recap is a review-only recap (homework review, questions, and newcomer catch-up; no re-teaching), reviews the week's sessions, and carries no session number.

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

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 (Sessions 10–18, Weeks 2–4)

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

Session	Title	Week
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 (Sessions 19–27, Weeks 4–6)

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 (Sessions 28–36, Weeks 6–8)

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

Session	Title	Week
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 (Sessions 37–60, Weeks 8–12)

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

Session	Title	Week
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

Breakout topic reference — B-1 to B-15

Write the breakout number and exact title on Part A. WRAP runs twice a week; the other topics rotate. Domestic Violence (B-1) is gender-specific only.

Topic	Title
B-1	Domestic Violence — Safety First, Shame Never
B-2	Parenting Skills — Training in Love, Repairing in Grace

Topic	Title
B-3	Life Skills — Building a Life That Holds
B-4	Relapse Prevention — Know the Ground Before the Battle
B-5	Giving Back (A Spirit of Service) — Service Keeps What Recovery Gave
B-6	Coping Skills (Development and Practice) — Skills Are Built by Reps
B-7	WRAP (Wellness Recovery Action Plan) — A Plan You Write for Your Own Wellness
B-8	Nicotine Cessation — Breaking Free From Nicotine
B-9	Labels and the Power of Words — Shed the Labels, Define Yourself
B-10	Brain Science of Addiction and How It Heals in Recovery — The Brain Can Heal
B-11	Building and Maintaining Healthy Relationships — Boundaries, Honesty, and Trust Rebuilt
B-12	Managing Co-Occurring Mental Health Conditions — The Whole Person, Held Steady
B-13	Financial Recovery & Credit Rebuilding — Freedom Built One Step at a Time
B-14	Physical Health in Recovery — Tend the Body That Carries Recovery
B-15	Health and Wellness Basics — Sleep, Food, Movement, Hygiene, and When to Seek Care

Before you file — final check

- ☐ Part A is complete: all plain session-note fields are filled in, about the group as a whole, with no individual names and no verbatim disclosures.
- ☐ Part B is attached for the same session, with attendance marked for every client and homework honestly reported in every row.
- ☐ Every present client's note is 1 to 3 complete sentences, individualized, and not copied from any other row.
- ☐ Homework assigned names the next group as the due group; homework honestly reported is recorded. At the Saturday recap, homework honestly reported is reviewed, and any follow-up it needs is recorded.
- ☐ Every follow-up promised is named in the Referrals / follow-ups section, with a "by when." Any safety, medical, or crisis concern was connected to staff help the same day.
- ☐ Both parts are signed and dated, and the log is filed the same day the group met.