NEW DAY RECOVERY

FACILITATOR SHEETS — NOT A PARTICIPANT HANDOUT

Roster Sheet — Attendance & Craving Scores

Phase (circle): 1 2 3 4 5 **Site (circle):** Senath **Facilitator:** _____

Mark each session: P = present • L = late (write arrival time) • A = absent • M = made up. Write the craving score (0–10) from check-in under the mark. Phase complete = at least 8 of 9 attended or made up in Phases 1–4, or at least 22 of 24 in Phase 5, phase product finished, core skill stated. Store with program records under the program's confidentiality policy.

Name	S1	S2	S3	S4	S5	S6	S7	S8	S9	Done ☐
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

Notes on attendance — late arrivals, makeups booked, care-coordination follow-ups (names & dates):

Group Session Notes

Date: _____ Session # & title: _____

Facilitator(s): _____ Present: _____ Late: _____ Absent: _____

Craving scores at check-in — range: _____ to **_____ Any 9–10? Action taken: _____**

Topics covered — objectives taught as written? Adapted? (what & why):

How the group worked — general participation, skill practice done in full? (general terms only — no personal disclosures word-for-word):

Plans made & homework given:

Referrals & follow-ups — who, to whom, same-day handoff done?

Safety / incidents — facts only: what was seen or said, who was told, when, and the outcome (☐ none):

Facilitator signature: _____

Individual Notes

One sheet per participant. Print more as needed. Write facts, plans, and follow-ups — not labels or guesses. Store with program records under the program's confidentiality policy, including 42 CFR Part 2 where it applies.

Participant: _____ Phase: _____

Coach / facilitator: _____ Start date: _____

Strengths & supports I can build on:

Goals & plans we are working on (with dates):

Session-by-session notes — date, what was worked on, plan made, follow-up owed:

Safety, referrals & follow-ups — what, to whom, when, outcome:

Phase product check — Safety Plan ☐ Thought Records (3) ☐ Amends reviewed ☐ Chain & Return Card ☐ 90-Day Plan ☐ Giving Back Plan ☐

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