

Recovery Planning Steps Checklist

- Complete the Assessment and Assessment Summary
 - Includes Narrative Summary or Diagnostic Formulation developed by the Mental Health Professional/Substance Use Professional and Service Facilitator
- Identifying underlying needs and developing needs statements
 - May use a tool such as Maslow's Hierarchy and/or the Campfire Analogy Worksheet to Identify Underlying Needs
 - May use a tool such as the Underlying Needs Planning Grid to organize behaviors, services, underlying needs, and needs statements
- Discharge/transition criteria – establishing an end point
 - Required to be listed on the Recovery Plan
 - May reword the needs statements as transition criteria
- Prioritize needs statements / choose which need to work on
 - May use the Underlying Needs Planning Grid as a tool
- Develop long-term goal(s)
 - Consumer-Centered, written in positive terms, long-term, globally and broadly stated, realistic and attainable
- Develop SMART short-term goals
 - Sustainable, Measurable, Attainable, Relevant, Time-bound
- Develop interventions (including services and supports)
 - Include a mix of formal providers and natural and community supports
 - When possible, build in a shift of tasks from formal to natural supports
- Review tasks, interventions, and progress toward goals
 - Ongoing team meetings are recovery planning meetings
- Develop new goals and interventions that lead toward transition from the formal program / team process
 - The recovery plan becomes the transition plan as short-term goals are met, and needs statements are addressed
 - Additional team members are considered, with an emphasis on natural and community supports
 - Interventions continue to reflect task shifting as formal service providers transition out