

5-Step Method Checklist for Practitioner/ Peer/ Supervisor



Family Member Code.	
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G or I. (G if the 5-Step method is provided in a Group session. I if it is provided in an Individual session). Initials of the Family Member. Month and Year of Birth e.g. 0464 for April 1964. So a final code could be IGV0464

This checklist can be used as a guide within a session to ensure practitioners are following all the 5-Step competencies. It could be used immediately following a session as a tool for self reflection. This will help identify areas for development and areas to discuss with your supervisor. Your peer's/supervisor may also use the checklist if they have listened to your recorded session. Please note your comments and any examples of evidence e.g. for Step 2- gave leaflet on alcohol addiction or looked up website on relaxation techniques.

Key Principle: In reviewing each Step, the key question is: From listening to this recording, have you demonstrated enough skill to become a 5-Step Method Practitioner?
Did you structure the session so that all aspects of the Step being undertaken were covered and did you ask the right questions?
If I just listen to myself and not the Family Member, would I hear evidence of good 5-Step practice?

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
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Step 1: Listen, reassure and explore concerns. Date of Session.....						
1	Did you ..	provide a warm welcome and engage with the family member?				
2	Did you ..	introduce the beginning of session - to include introduction of 5 step, confidentiality, and purpose of Step 1?				
3	Did you ..	complete a Family Member Questionnaire with the family member?				
4	Did you ..	allow them to describe their situation and tell their story?				
5	Did you ..	ask them about their concerns, fears and emotions?				
6	Did you ..	summarise to check if you understood their situation?				
7	Did you ..	gain an overview of family/network structure, and use this to identify relevant stresses and how others have been affected.				
8	Did you ..	identify relevant stresses and how the family member had been affected?				
9	Did you ..	utilise the results of questionnaire to guide the session?				
10	Did you ..	normalise their experience, giving an indication that they are not alone with their experiences?				
11	Did you ..	end the session by summarising the main family member issues, encourage use of handbook(and any risk issues with it being taken home), and say what the next session will cover?				
12	Did you ..	preliminary check their information needs in readiness for Step 2?				
13	Did you ..	check if the session was helpful?				
14	Did you ..	check practical issues of contact and date of next session?				

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
Step 2: Provide relevant, specific and targeted information (both about drugs/alcohol and/or other key issues of relevance). Date of Session.....						
15	Did you ..	check if previous session was helpful?				
16	Did you ..	give the purpose of Step 2?				
17	Did you ..	identify/check areas where they needed more addiction-related information and present/discuss targeted & relevant information?				
18	Did you ..	identify/check areas where they needed more general information (anything not directly addiction related - e.g. anxiety, sleeping and health issues, housing, debt management), and present/discuss targeted & relevant information?				
19	Did you ..	utilise results of the questionnaire to guide the session?				
20	Did you ..	identify/check areas which they felt other family members may need information about - both addiction and general information?				
21	Did you ..	support them to find out more for themselves about identified issues e.g. use websites, reading, library, organisations?				
22	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and what the next session will cover?				
23	Did you ..	check if the session was helpful?				
24	Did you ..	check practical issues of contact and date of next session?				
Step 3: Explore coping responses. Date of Session.....						
26	Did you ..	check if previous session was helpful?				
27	Did you ..	give the purpose of Step 3?				
28	Did you ..	ask about current coping responses, gaining specific examples and situations?				
29	Did you ..	discuss the three main ways of coping?				
30	Did you ..	utilise results of the questionnaire to guide the session?				
31	Did you ..	explore advantages and disadvantages of current coping responses using specific examples and situations?				
32	Did you ..	facilitate to show that there is no right or wrong way of coping?				
33	Did you ..	generate alternative ways of coping, again utilising specific examples and situations, and explore advantages and disadvantages of these?				
34	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and what the next session will cover?				
35	Did you ..	check if the session was helpful?				
36	Did you ..	check practical issues of contact and date of next session?				

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
Step 4: Discuss social support and communication. Date of Session.....						
38	Did you ..	check if previous session was helpful?				
39	Did you ..	give the purpose of Step 4?				
40	Did you ..	discuss who/what/why is helpful and unhelpful in terms of social support, utilising a network diagram - to include people, activities, other agencies/groups?				
41	Did you ..	utilise results of the questionnaire to guide the session?				
42	Did you ..	explore how to develop/continue to develop positive social support?				
43	Did you ..	explore potential new sources of support (could be linked to those named in the network diagram or filling in gaps in social support)?				
44	Did you ..	discuss how family members can support each other and agree on approaches when communicating with the using relative?				
45	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and what the next session will cover?				
46	Did you ..	check if the session was helpful?				
47	Did you ..	check practical issues of contact and date of next session?				
Step 5: Discuss and explore further needs (can be about drugs/alcohol and/or other key issues of relevance). Date of Session.....						
49	Did you ..	check if previous session was helpful?				
50	Did you ..	give the purpose of Step 5?				
51	Did you ..	review Steps 1-4 to explore what they had found helpful about the sessions and what changes they had made?				
52	Did you ..	ask the family member to summarise key issues and progress to date, and did you add in extra items as needed?				
53	Did you ..	discuss further help and how this can be actioned?				
54	Did you ..	discuss the needs for help of other family members/key people and how these can be actioned?				
55	Did you ..	discuss the needs for help of the using relative and how these can be actioned?				
56	Did you ..	redo the Family Member Questionnaire and then compare with the one from 1 st session to clarify changes?				
57	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and agree post 5-Step work?				

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
58	Did you ..	check if the session was helpful?				
59	Did you ..	inform that will you will send another Family Members Questionnaire at around 3mths?				
60	Did you ..	check practical issues of contact and date for a follow up session in about 6 weeks (so you can check how they are)?				
General Counselling Skills Key Principle: Have I demonstrated enough competency in counselling skills? You may want to ask yourself some questions "Did I create the conditions in the session that allowed the FM to explore the issues?"; "Was there evidence from what the family member said that they felt this was a positive session and would come back".						
63	Did you ..	make a relationship of trust (warmth, genuineness, and empathy) so that it creates the right conditions for the family member to talk.				
64	Did you ..	careful listen and summarise, give of minimal encouragers, ask appropriate open and closed questions and probe, reflecting both the verbal and emotional content.				
65	Did you ..	allow silences and the expression of emotions - anger, anxiety, depression, sadness; express of feelings can be cathartic, alter feelings and improve self-esteem.				
66	Did you ..	offer positive encouragement, reassurance and support, remind people of their strengths and express hope and optimism that change is possible.				
67	Did you ..	clarify about risk and safety issues and management of them if appropriate – e.g. domestic abuse/ violence, safeguarding concerns and/or mental health.				

Summary of competencies where need to improve