

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.

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
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 fears and concerns?				
6	Did you ..	summarise their situation to check if you understood correctly?				
7	Did you ..	acknowledge emotions being expressed?				
8	Did you ..	identify relevant stresses and how the family member had been affected?				
9	Did you ..	Identify relevant stresses and how others have been affected?				
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, say what the next session will cover and				
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?				
15	Did you ..	ensure the session was of adequate length to successfully work with the family member's issues?				

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.....						
16	Did you ..	check if previous session was helpful?				
17	Did you ..	give the purpose of Step 2?				
18	Did you ..	identify/check areas where they needed more addiction-related information and present/discuss targeted & relevant information?				
19	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				
20	Did you ..	utilise results of the questionnaire to guide the session?				
21	Did you ..	identify/check areas which they felt other family members may need information about - both addiction and general information?				
22	Did you ..	support them to find out more for themselves about identified issues e.g. use websites, reading, library, organisations?				
23	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and what the next session will				
24	Did you ..	check if the session was helpful?				
25	Did you ..	check practical issues of contact and date of next session?				
26	Did you ..	ensure the session was of adequate length to successfully work with the family member's issues?				
Step 3: Explore coping responses. Date of Session.....						
27	Did you ..	check if previous session was helpful?				
28	Did you ..	give the purpose of Step 3?				
29	Did you ..	ask about current coping responses, gaining specific examples and situations?				
30	Did you ..	discuss the three main ways of coping?				
31	Did you ..	utilise results of the questionnaire to guide the session?				
32	Did you ..	explore advantages and disadvantages of current coping responses using specific examples and situations?				
33	Did you ..	facilitate to show that there is no right or wrong way of coping?				
34	Did you ..	generate alternative ways of coping, again utilising specific examples and situations, and explore advantages and disadvantages				
35	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and what the next session will				
36	Did you ..	check if the session was helpful?				
37	Did you ..	check practical issues of contact and date of next session?				
38	Did you ..	ensure the session was of adequate length to successfully work with the family member's issues?				

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
Step 4: Discuss social support and communication. Date of Session.....						
39	Did you ..	check if previous session was helpful?				
40	Did you ..	give the purpose of Step 4?				
41	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?				
42	Did you ..	utilise results of the questionnaire to guide the session?				
43	Did you ..	explore how to develop/continue to develop positive social support?				
44	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)?				
45	Did you ..	discuss how family members can support each other and agree on approaches when communicating with the using relative?				
46	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and what the next session will cover?				
47	Did you ..	check if the session was helpful?				
48	Did you ..	check practical issues of contact and date of next session?				
49	Did you ..	ensure the session was of adequate length to successfully work with the family member's issues?				
Step 5: Discuss and explore further needs (can be about drugs/alcohol and/or other key issues of relevance). Date of Session.....						
50	Did you ..	check if previous session was helpful?				
51	Did you ..	give the purpose of Step 5?				
52	Did you ..	review Steps 1-4 to explore what they had found helpful about the sessions and what changes they had made?				
53	Did you ..	explore what changes they had made since the first session?				
54	Did you ..	ask the family member to summarise key issues and progress to date, and did you add in extra items as needed?				
55	Did you ..	discuss further help and how this can be actioned?				
56	Did you ..	discuss the needs for help of other family members/key people and how these can be actioned?				

No	Did you ..	Area	Yes	Partly	No	Comments or Examples of Evidence
57	Did you ..	discuss the needs for help of the using relative and how these can be actioned?				
58	Did you ..	redo the Family Member Questionnaire and then compare with the one from 1 st session to clarify changes?				
59	Did you ..	end the session by summarising the main family member issues, encourage use of handbook and agree post 5-Step work?				
60	Did you ..	check if the session was helpful?				
61	Did you ..	inform that will you will send another Family Members Questionnaire at around 3mths?				
62	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)?				
63	Did you ..	ensure the session was of adequate length to successfully work with the family member's issues?				

General Counselling Skills

64	Did you ..	create a relationship of trust (warmth, genuineness, and empathy)				
65	Did you ..	carefully listen, give minimal encouragers, ask appropriate questions, reflecting both the verbal and emotional content of what has been said, summarising, and being sensitive to cues whether verbal or non-verbal, direct				
66	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.				
67	Did you ..	offer positive encouragement, reassurance and support, remind people of their strengths and express hope and optimism that change is possible.				
68	Did you ..	manage issues associated with risk and safety if relevant – e.g. domestic abuse/ violence, safeguarding concerns and/or mental health.				

Summary of competencies where need to improve