Finding a location for your *Pathways to Recovery* group

The location of your group should be easy for people to find, with sufficient parking and near public transportation, if this is available in your community. The site should offer privacy and access to restrooms and be accessible to persons whose mobility is impaired. For reasons of personal comfort and security, we recommend that you meet in a public site and not in a private home.

**Likely sites**

Begin by identifying sites where support groups meet and by identifying organizations that have an interest in the success of your group and its participants. They may be looking for a group like yours to assist their clients or members. Your group can gain visibility for a hosting organization and help them meet their mission. Ask supportive local professionals like a physician, psychiatrist, social worker or religious leader if they can help you locate a site. Remember, many spaces are in great demand, especially if they are free of charge.

Many DBSA groups meet in or near a health care facility, for example, a hospital, community mental health clinic or counseling center. Potential group participants will be familiar with these sites, and they usually offer parking, restrooms, and other amenities. Other groups prefer to meet at a location not associated with mental health care. This could be a library, community center, restaurant meeting room, or local church, temple, or mosque. Some cities and towns make government buildings available to local residents.

**How to approach a site**

Find out the name of the person or department that coordinates meeting space and contact the designated person by telephone or in person. Explain the purpose of the group and what will happen at the program. A sample letter is attached. If required, fill out an application for meeting space and provide references.

Some organizations may be unfamiliar with self-help groups or reluctant to offer long-term meeting space. If this is the case, ask if the organization would be willing to host the first eight-week group and then re-evaluate if they will allow you to continue holding groups there.
After finalizing any necessary paperwork, thank them for their consideration and outline next steps. If approval is required from others, find out when you should re-contact them for their decision. Exchange contact information so that you can reach one another. When you get home, write a brief letter thanking them for their time and reiterating why you feel their site would be a good one. Check back with them as agreed.

- **Should you pay for a site?**  
  Work to secure free meeting space when at all possible. When talking with those in charge of a potential site, make sure the person knows your group is run by volunteers and has no funding. Ask if your group can meet there free of charge, at least initially. Agree to leave the space tidy after it is used.

- **Working with your site**  
  Once you have finalized a meeting site, make sure you and your contact at the site have a clear understanding of which days your group will take place, how long each group will last, and who will be responsible for opening and closing the room. Make sure you know how to contact that person during the meeting time, and that they know how to contact you before, during, and after the meeting.

  Keep your contact person informed of changes in your meeting schedule (cancelled meetings, etc.) during the year. And remember to express your gratitude to the organization with a sincere letter of thanks.

- **Other useful information**  
  Some sites may be concerned about potential crises or emergencies. Be prepared to emphasize the fact that your group does not offer crisis intervention services, and that the group is peer led. Your community's chapter may have developed a crisis plan and if so, share that your chapter has a crisis plan in the event someone requires professional attention.
Pathways to Recovery
Managing your Pathways to Recovery Group

Sample letter requesting a meeting site

October 14, 2009

Mr. Network Person
12345 Community Way
City, ST  98765

Dear Mr. Person,

Thank you for your interest in providing meeting space for the Pathways to Recovery group being offered by your local chapter of the Depression and Bipolar Support Alliance (DBSA). After proper diagnosis and treatment, the support of others is vital to a lifetime of wellness. DBSA groups provide the kind of support and caring that is crucial for sustained recovery.

What is DBSA?

The Depression and Bipolar Support Alliance (DBSA) is the leading patient-directed national organization focusing on the most prevalent mental illnesses – depression and bipolar disorder. DBSA’s mission is to improve the lives of people living with mood disorders.

Assisted by a Scientific Advisory Board comprised of leading researchers and clinicians in the field of mood disorders, DBSA has a grassroots network of approximately 1,000 peer-run support groups across the U.S. and Canada. Millions of people request and receive information and assistance from DBSA each year.

What is the Pathways to Recovery group?

Pathways to Recovery was developed by the University of Kansas School of Social Welfare. The Pathways model guides participants through a process of self-assessment, self-discovery and planning. Pathways to Recovery helps individuals set life goals and realize their dreams. Select DBSA chapters have been trained to facilitate Pathways groups in their communities.

Who can participate in the Pathways to Recovery group?

The primary participants in this group are persons diagnosed with a mood disorder. Family members and friends of such individuals may also participate.
DBSA chapters are expected to provide services equally to all persons in need, and should not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other irrelevant criteria.

Other useful information

Rental fees: Most DBSA chapters operate on a very limited budget, if any, and have few financial resources. One important way you can lend support to your local group is by offering meeting space free of charge. If appropriate, group participants may be available to assist with room set-up.

Thank you for helping to support people with mood disorders in your community.

Sincerely,

Jane Doe, Chapter President
Promoting your *Pathways to Recovery* group

Even the very best group cannot succeed if the public doesn’t know it exists. If you want people to attend, they must know about your group, its purpose, when and where it is taking place. Places you can do this are by seeking a listing in meetings sections of community papers and local radio/television community announcements. Contact the newspaper/radio or television station to determine what information they need, how they want to receive it, and the deadlines to receive this information for publication.

To seek additional coverage, consider sending out a meeting announcement or press release to area newspapers, radio and television stations (commercial and cable access).

Other ways to announce your meetings and chapter events:

**Fliers:** Photocopy and distribute a flier to hospitals (see sample), community mental health centers, doctors’ offices, libraries, places of worship, grocery stores, and other highly visible locations. Remember to ask for the location’s permission before posting or distributing a flier. Information and referral sources like your local human services council or United Way are always pleased to know of community resources for people in need.

**Letters:** Send out an announcement describing your group and its services to local mental health agencies, psychiatrists, and therapists. A sample letter is attached.

**Personal invitations:** Invite friends, neighbors, people at work, and members of groups to which you belong. You can do this in person or by sending a version of the letter sent to local professionals and organizations.
You’re Invited
to participate in the *Pathways to Recovery* group:

Day/Time: ____________________________

Location: ____________________________

Contact: ____________________________

Cost: ______________________________

---

Our Mission: *To improve the lives of people living with mood disorders.*

What is the *Pathways to Recovery* group?
An eight session group designed to help you:
- Set life goals
- Realize your dreams
- Assess where you are on your path to recovery

Who should attend the *Pathways to Recovery* group?
- People diagnosed with depression or bipolar disorder
- People who think they may have a mood disorder
- Supporters of a person with a mood disorder

---

The group saved my life but it didn’t end there. Perhaps more importantly the group set me on the road to wellness so I could have a full, rich life again.

I know it’s going to be a long road but now that I’m becoming better educated it’s not so scary.

I struggle with the illness on a daily basis, but I am functioning and again have hopes, dreams and aspirations and not mere fantasies.

---

--Quotes from DBSA chapter participants

---

www.DBSAlliance.org
Sample letter to professionals

October 14, 2009

Mr. Network Person
12345 Community Way
City, ST  98765

Dear Mr. Person,

Kindness is probably the most important thing that our Depression and Bipolar Support Alliance chapter participants are looking for when they come seeking our services. And it is kindness that guarantees our services remain available to this community.

"If it was not for the support that I received ... I probably would not be here today." Words like these may remind you of how someone you care about was helped by a support system — or maybe how a close circle of supporters helped pull you through a difficult time in your life.

At DBSA Anytown, we know the services we provide do more than provide comfort and guidance. They save lives.

As we have been providing kindness and support services to people affected by mood disorders in the Anytown community for 6 years, we are now asking for your support and kindness.

Often when you are asked for support, the requestor is looking for money. However, today we are hoping we can count on you to refer members of the community to our chapter.

We are beginning a new group in the community based on the Pathways to Recovery model. This special group helps guide people living with mood disorders on their roads to recovery through goal setting and realizing their dreams. During the group, participants will meet once a week to learn how to set goals, build circles of support, manage symptoms, create wellness strategies, and move further along their own pathway to recovery.

People you know can contact us through the information listed on this letterhead to learn more about this course or other services our chapter offers. Please share our information with them, and if possible, we would greatly appreciate it if you could share any referrals with us — so that we can reach out to them ourselves.

Sincerely,

Jane Doe, Chapter President
What others are saying...

“I just received a copy of the Pathways to Recovery Workbook & I am thrilled with what I am seeing. I’m a new Peer Counselor & I believe our team will be greatly helped by this book!”

~ Virginia

“Pathways will fit extremely well with the Strengths Recovery model which we are in the process of introducing to our mental health services.”

~ New Zealand

“We have had great success with Pathways to Recovery so far.”

~ Ontario, Canada

“Pathways to Recovery was sitting in front of me last week when our Quality Management Committee (which is 40% consumer advocates) was working on how we might get our clinicians to incorporate the work of recovery into all of our treatment. I glanced through the book and think it will be a great help in that work, and I have lots of ideas about how we might incorporate it.”

~ Oregon

“This is an empowering book with reasoned steps and simple, accessible procedures that would complement any therapy or program. Working with individuals as they implement this workbook will surely enhance the relationship strength in counseling, support the client in moving between levels of treatment and involvement and will provide the individual with a clear record of their advances.”

~ Alaska

“I received the workbook yesterday and read a half of it last night. Am so impressed by the contents and can’t wait to share it with others!”

~ Australia

“I seemed to find a great sense of peace within myself from this book. I found out that you can do almost anything if you practice recovery. I’m just beginning to find my own pathway to I’ve learned so many pathways. Thanks!”

~ Australia

“I’m just beginning to find my own pathway to I’ve learned so many pathways. Thanks!”

~ Australia
Pathways to Recovery
Managing your Pathways to Recovery Group

Pathways to Recovery as a revenue builder

The *Pathways to Recovery* training for DBSA chapters was developed to allow local chapters to offer this important group to members of their community. However, it is also our hope that chapters will be able to charge slightly more than the cost of covering the basic expenses for the in order to help generate revenue.

You are not required to charge a fee for this group and there are many different pricing structures your chapter may want to use, but there are some basic costs that you will need to cover, including:

- Purchasing a workbook for every participant (currently $24 each + shipping)
- Providing copies of handouts for each participant
- Additional suggested (but not required) materials can be found on your “Facilitator Preparation” lesson plan.

Also make sure you consider any costs of the following:

- Audio visual equipment rental (flipcharts, etc)
- Room rental
- Any closing activities, gifts or certificates
- Promotional costs (ads in the newspaper, copies of flyers, postage for mailings, etc)

Try to keep in mind (or figure out) what members of your community will be able to afford to attend the group. You may want to consider developing a scholarship program for those who can not afford to pay to attend. Or you may decide to charge a minimal amount at each class to help distribute the cost over the eight weeks. You may want to consider a range from $30 to $50 to begin with.

Figuring out the best price can be tricky and you may need to change it a few times to find a good fit for your chapter and your community.
# ORDER FORM

**PATHWAYS TO RECOVERY: A Strengths Recovery Self-Help Workbook**  
**PATHWAYS TO RECOVERY Group Facilitator’s Guide**

<table>
<thead>
<tr>
<th>Billing Address</th>
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<td>State/Province</td>
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<td>Country</td>
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<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
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<tbody>
<tr>
<td>Pathways to Recovery: A Strengths Recovery Self-Help Workbook</td>
<td></td>
<td>$24 each</td>
</tr>
<tr>
<td>Pathways to Recovery Group Facilitator’s Guide</td>
<td></td>
<td>$24 each</td>
</tr>
</tbody>
</table>

**SUBTOTAL**

Discount (if applicable)

- 10% discount on orders of 10-199 books
- 15% discount on orders over 200 books

**SUBTOTAL**

Shipping & Handling (USA only)

- 1 Book $6....2-5 Books $10....6-9 Books $14....10 Books $17
- Contact us for ALL international orders

Please allow 10-14 days for processing

**TOTAL ORDER**

**Payment Information**

- Enclosed is check # ______________ or money order. Please make payable to "KUCR" (KU Center for Research).
- Please invoice my organization. Enclosed is purchase order # ____________________________.
- Please charge my credit card.  
  **NOTE:** We **cannot** accept credit card information online. Credit orders will only be processed via mail, phone or fax.

<table>
<thead>
<tr>
<th>Mastercard</th>
<th>Visa</th>
<th>Name on credit card</th>
<th>Exp. Date</th>
<th>3-Digit Card Code</th>
</tr>
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<td>_____</td>
<td>_____</td>
<td></td>
<td>/________</td>
<td></td>
</tr>
</tbody>
</table>

**Sales & Shipping Information**

- Joanna McCloud  
  1545 Lilac Lane ~ Lawrence, KS ~ 66044 ~ USA  
  (785) 864-3776 or (877) 458-6804 (USA toll-free)  
  (785) 864-1509 (fax)  
  pathwaysorders@ku.edu

- Lori Davidson  
  1545 Lilac Lane ~ Lawrence, KS ~ 66044 ~ USA  
  (785) 864-1053 or (866) 728-1909 (USA toll-free)  
  (785) 864-1509 (fax)  
  pathways@ku.edu

*Pathways to Recovery Workbook is also available in Braille—Contact us for more information.*
DBSA received special funding to create and train you on the Pathways to Recovery model. In order to continue receiving funding for this type of program, we need to make sure we are collecting information about the populations we are serving and the effect the course is having on people’s lives.

In order to accomplish this, we have created several surveys and reports that will need to be completed and returned to us throughout your Pathways to Recovery group.

<table>
<thead>
<tr>
<th>Survey/Report:</th>
<th>To be completed by:</th>
<th>Return to DBSA by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation of train-the-trainer program</td>
<td>Trainer</td>
<td>November 22, 2009</td>
</tr>
<tr>
<td>Summary report on each course</td>
<td>Trainer</td>
<td>Within two weeks of completion of course. No later than March 31, 2010</td>
</tr>
<tr>
<td>Facilitator Self-Assessment</td>
<td>Trainer</td>
<td>Complete self-eval after each group session. *You DO NOT need to return these evaluations to DBSA.</td>
</tr>
<tr>
<td>Participant survey after weeks 1, 4 and 8 of group.</td>
<td>Participants</td>
<td>Within two weeks of completion of course. No later than March 31, 2010</td>
</tr>
</tbody>
</table>

Please see the following pages for copies of all of the surveys and reports.
Pathways to Recovery
Facilitator Training Evaluation

Your responses are voluntary and anonymous but very helpful for planning future events. Please complete this form and turn it in at the Pathways to Recovery Facilitator Training Closing Session.

Your chapter involvement (check all that apply):
- State Leader
- Chapter Leader
- Support Group Facilitator
- Chapter Participant
- Chapter Volunteer
- Chapter Professional Advisor
- Non-Chapter Participant
- Other: ______________________________

Overall, I had a positive experience at Pathways to Recovery Facilitator Training Program.
- Strongly Agree
- Agree
- Somewhat Agree
- Disagree

I was satisfied by the information I received in preparation for the Facilitator Training Program.
- Strongly Agree
- Agree
- Somewhat Agree
- Disagree

I enjoyed the location (city) of the Facilitator Training Program.
- Strongly Agree
- Agree
- Somewhat Agree
- Disagree

I was satisfied with the hotel (sleeping and meeting rooms)
- Strongly Agree
- Agree
- Somewhat Agree
- Disagree

The trainers did their jobs well.
- Strongly Agree
- Agree
- Somewhat Agree
- Disagree

The training materials that I received were satisfactory.
- Strongly Agree
- Agree
- Somewhat Agree
- Disagree

I am prepared to deliver a Pathways to Recovery program in my community.
- Strongly Agree
- Agree
- Somewhat Agree
- Disagree
General suggestions for future programs:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How will you use what you learned at the *Pathways to Recovery* Facilitator Training Program back in your community?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Are you glad you attended? Please tell us.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Other Comments:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please complete this form and return it at the end of the Facilitator Training Program or send to:

DBSA
Attn: Ingrid Deetz, Director of Chapter Relations
730 N. Franklin Street, Suite 501
Chicago, Illinois 60610

(312) 642-7243 (fax)
DBSA asks that you submit a summary report for each Pathways to Recovery groups you provide in your community. Please answer the following questions and return this form to DBSA within two weeks of the completion of your course.

Chapter Name: ________________________________________________

Start date of Pathways to Recovery group: ______________________

How many people participated in your Pathways to Recovery group?
  Week 1: _________  Week 5: __________
  Week 2: _________  Week 6: __________
  Week 3: _________  Week 7: __________
  Week 4: _________  Week 8: __________

Do you feel the group was successful in your community? Why or why not?
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Were there additional resources or supplies you needed from DBSA to help make this group a success?
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Additional comments about the group:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Pathways to Recovery — Facilitator Resources

Facilitator Self Assessment

1. What did you do well?

2. What needs to be refined or adjusted?

3. Did anyone ask for extra help or resources? If so, how will you help them?

4. Did you receive any compliments? What were they?

5. Is there anything you would like to do differently in the next session?

6. What could be changed in the lesson plan to make it go better next time this session is taught?

Pathways to Recovery*
Evaluation

Depression and Bipolar Support Alliance

Date: _________   Session #:_______   Location:____________________________________

Presenter/s: __________________________________________________________________

Check the box that matches your experience:

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Undecided</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The information was helpful.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2. The session was well organized.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>3. The facilitator was knowledgeable.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>4. The facilitator was positive and encouraging.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>5. The facilitator responded to my questions.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>6. The group was engaged and involved.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>7. My learning needs were met.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>8. The pace of the class was good for me.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>9. The handouts and materials were helpful.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>10 Recovery education seems valuable to me.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Comments on any of the above (indicate number): ______________________________________

Briefly describe the most important thing you learned in this course and how you plan to apply it.

What did you learn?
________________________________________________________________________________

How can you apply it?
________________________________________________________________________________

Briefly describe anything that limited your ability to learn.
________________________________________________________________________________
________________________________________________________________________________

My overall rating of the sessions is: Poor □ Fair □ Average □ Above Average □ Excellent □

Your Name:___________________________________________________________________________ (optional)

Email and/or address/phone number:_______________________________________________________  (optional)

This program is based on the *Pathways to Recovery Workbook by Priscilla Ridgway, Diane McDiarmid, Lori Davidson, Julie Bayes, and Sarah Ratzlaff (pathways@ku.edu).
Values and Ethics*
Participant Checklist

Your facilitator has agreed to abide by the following values and ethics when facilitating this training. Please use this checklist to give the facilitator feedback on how well he or she fulfilled this important obligation in teaching this work.

Facilitator #1: _______________________________(facilitator name)

___ Yes ___ No -- Honored all of us and treated us with respect
___ Yes ___ No -- Accepted us as we are — as unique, special individuals
___ Yes ___ No — Validated our experiences
___ Yes ___ No — Treated us as equals — with dignity and unconditional high regard
___ Yes ___ No -- Reminded us that there are “no limits” to anyone’s recovery
___ Yes ___ No — Gave us a sense of hope that people can get well, stay well for long periods
     of time, and do the things they want with their lives
___ Yes ___ No – Supported the concept that we are the expert on ourselves
___ Yes ___ No – Kept the focus on our strengths and things we can do well
___ Yes ___ No — Supported our goals and dreams without judgment
___ Yes ___ No — Provided us with examples of recovery tools that are simple and safe
___ Yes ___ No — Gave us choices and options, not final answers
___ Yes ___ No — Avoided clinical, medical, or diagnostic language
___ Yes ___ No — Reacted to difficult feeling or behaviors with compassion and support
___ Yes ___ No — Stayed open-minded and adapted to our philosophical or cultural needs
___ Yes ___ No — Used humor appropriately
___ Yes ___ No — Encouraged us to share our own experiences and to learn from others
     (as much as possible within the topics and timeframe given for the training)
___ Yes ___ No — Demonstrated that recovery is not a program, but a way of life

If the training was co-facilitated, please give the feedback to the second facilitator.

Facilitator #2: _______________________________(facilitator name)

___ Yes ___ No -- Honored all of us and treated us with respect
___ Yes ___ No -- Accepted us as we are — as unique, special individuals
___ Yes ___ No — Validated our experiences
___ Yes ___ No — Treated us as equals — with dignity and unconditional high regard
___ Yes ___ No -- Reminded us that there are “no limits” to anyone’s recovery
___ Yes ___ No — Gave us a sense of hope that people can get well, stay well for long periods
     of time, and do the things they want with their lives
___ Yes ___ No – Supported the concept that we are the expert on ourselves
___ Yes ___ No – Kept the focus on our strengths and things we can do well
___ Yes ___ No — Supported our goals and dreams without judgment
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___ Yes ___ No — Used humor appropriately
___ Yes ___ No — Encouraged us to share our own experiences and to learn from others
     (as much as possible within the topics and timeframe given for the training)
___ Yes ___ No — Demonstrated that recovery is not a program, but a way of life

* Values and Ethics checklist adapted from the Facilitator Training Manual: Mental Health Recovery including Wellness Recovery Action Planning Curriculum by Mary Ellen Copeland (www.mentalhealthrecovery.com).