

# project.ME

Policy No: 21- Documentation  
Effective Date: 01.01.2024

The policies and procedures detailed herein govern project.ME-FW, Incorporated ("project.ME") RAD Peer Recovery Coaching (PRC) Team & the Harm Reduction Street Outreach (HRSO) program which include the components associated with documentation.

## Target Population

project.ME PRC and HRSO services are aimed to offer resources, information, education, support, and tools to people who use drugs, individuals in recovery from drug use and/or incarceration, loved ones & support persons of people who use drugs and incarcerated individuals, as well as members of the community.

## Definition of Substance Use Disorder

We will be following DSM V criteria for substance use disorder (SUD):

SUD CRITERIA:	<ol style="list-style-type: none"><li>1. Using more of a substance than intended or using it for longer than you're meant to.</li><li>2. Trying to cut down or stop using the substance but being unable to.</li><li>3. Experiencing intense cravings or urges to use the substance.</li><li>4. Needing more of the substance to get the desired effect — also called tolerance.</li><li>5. Developing withdrawal symptoms when not using the substance.</li><li>6. Spending more time getting and using drugs and recovering from substance use.</li><li>7. Neglecting responsibilities at home, work or school because of substance use.</li><li>8. Continuing to use even when it causes relationship problems.</li><li>9. Giving up important or desirable social and recreational activities due to substance use.</li><li>10. Using substances in risky settings that put you in danger.</li><li>11. Continuing to use despite the substance causing problems to your physical and mental health.</li></ol>
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## Peer Documentation

For each engagement or interaction project.ME peers have with recoverees while performing job duties, appropriate documentation and tracking need to be completed within 24 hours.

## Recovery Link

- Each Recoveree Interaction
  - Intake session
  - Brief Check-In Session
  - Contact Log
- Each project.ME related activity
  - Harm Reduction Activity logs
    - Naloxone Administration Training Facilitation
    - Harm Reduction Principles Training Facilitation
    - Harm Reduction-specific vendor tables
  - Activity logs
    - Vendor tables
    - Allen County Jail
    - Allen County Juvenile Center
    - Fort Wayne Rescue Mission office hours
- Individual & Group Supervision

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## Google Workspace

- Google Drive
  - All recoveree documents scanned and uploaded within 24 hours
    - Full intake, initial self-sufficiency matrix and subsequent updates, stage certificates, assistance requests, BARC 10, Recovery Characteristic Questionnaires, ID, Recovery Works Billing forms, etc.
  - Create separate file for each recoveree labeled with their initials
- Google Calendar
  - Calendar up to date with all project.ME related activities
    - Recoveree sessions, HRSO shifts, drop-in center shifts, travel time, training
    - Times in calendar should match times reflected in Recovery Link documentation,
    - Unavailable times should be blocked in calendar and marked clearly

## Harm Reduction Street Outreach (HRSO)

- Each HRSO team member will complete a full bookbag inventory after **each shift** of HRSO
- Bookbag inventory will be submitted to Center staff for replenishment, immediately following each shift
- A summary of activity should be included in the notes of the inventory form

## Recovery Works

- A Recovery Works eligibility form will be completed as part of each RAD team intake
- Eligibility form will be emailed to supervisor within 24 hours of intake
  - If recoveree is ineligible, supervisor will inform you of this
- For eligible recoverees, a Recovery Works billing form needs to be completed and submitted to supervisor within 24 hours of each interaction

## As a project.ME Peer I will submit my completed documentation in the specified timeframes for each task I perform

1. Timesheet will include time for all of the above-named activities performed
2. Recoveree interaction time entered into Recovery Link will align with calendar, timesheets, and recoveree billing forms

***Failure to complete/submit required documentation in the specified timeframes is ethically inappropriate and could result in the implementation of a Performance Improvement Plan but may result in consequences up to and including termination.***

I sign this document in acknowledgement of my understanding of the project.ME *Documentation* policies and procedures:

PRC \_\_\_\_\_ date \_\_\_\_\_

Supervisor \_\_\_\_\_ date \_\_\_\_\_