Instructions for Completing the SCCP Form		
1		**Client Name** – Print the client's first and last name
2		**Recovery Support Coordinator (RSC)** – Print the RSC's first and last name
3		**Eligibility Date** – Enter the date of eligibility.
4		**Initial SCCP Date** – Enter the date of the first SCCP team meeting
5		**SCCP Revision Date** – Enter the dates of follow-up SCCP meeting dates. This list should provide a running tally of when each follow-up meeting occurred.
6		**Client Vision** – In the client's words, enter his/her vision for how s/he wants life to be. This statement should capture the client's self-described goals and is usually one or two sentences long.
7		**Functional Strengths of Clients and Team Members** – List the client's functional strengths, those that will help him/her work toward his/her vision. Strengths can include a variety of things including accomplishments (earned GED or associates degree); personal qualities (articulate, honest, self aware); informal relationships (family, community, church); and skills (excellent cook, sense of humor, good parenting skills). This section also provides space to enter the strengths of team members, which might include things like strong advocacy, being well connected to community resources, compassion, and responsiveness. Strengths can be added at any time and will be the driving force behind developing strategies for helping the client achieve his or her goals. Feel free to use number or bullet points when listing strengths.
8		**Client Need** – This section provides space to describe client needs. Each need is numbered and should include the date the need is addressed by the team. Needs are identified by the client and the SCCP team members. Priority needs are likely to be addressed first. These might include needs related to shelter, food, and sobriety. Other needs, including mandates from the court system, are also prioritized. Longer-term needs or goals are addressed over time or as they become increasingly important to the client. It is important to note that ***needs are different from services***. This section should not consist of a list of services that are available to clients (parenting classes, bus passes, food stamps). For example, a client needs to become a more responsible parent; he or she does not need parenting classes. Parenting class is a service that may help the client improve his/her parenting relationship, but it is not a need.

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9		**Strategies to Meet Needs –** The strategy section describes how the client and his/her team members are going to meet the needs described above in #7. Strategies should be creative. Available services may be part of the strategy, but the team should come up with as many options as possible, including those that are informal and free. When a strategy for meeting a need is decided, it is important that the team include very specific information about the strategy including: • A description of the strategy (or strategies) • Person or people responsible • Where it will occur? • Timeframe – how long will it take to complete and when will it be done? • Location – where is this going to occur? • Funding source – who is going to pay for the service or support? Some of these questions may not apply to each strategy, but it is critical that as much relevant information as possible is included so that expectations and roles are clear. There may be more than one strategy for meeting each need. If this is the case, RSC's may choose to use numbers or bullets to outline each strategy.
10		**Updates –** This section is directly linked to the strategy section in #8. For every strategy listed, there should be an update on what happened: • Who did what? • Was it a success? • Was it completed and accomplished? • Were there barriers to completing the strategy? What didn't work? • What are the next steps? This section provides an opportunity to check in with team members, rethink strategies if necessary, celebrate successes, and provide some accountability to the client and team members, ensuring that people are invested and getting things done. If there is more than one strategy listed in #8, then the updates should include information on what's happening with each strategy. RSC's may choose to add numbers or bullets to make the connection between strategies and updates. Please add dates for each entry. This will help RSC's track when strategies were revised, if they were successful, or if they were discontinued. Where applicable, provide the dates when goals are accomplished. You may need to add more boxes as your needs and strategies grow. To do this: simply copy the needs/strategies/updates box from your template and paste it into the case plan you're working on.

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11		**Notes –** Enter any miscellaneous notes that do not reflect specific needs, strategies, or updates. This section can include information about team dynamics, ongoing barriers, and client circumstances – anything that is relevant and important to the success of the client. Be sure to include the date for each entry in the space provided.
12		**Follow-up Meeting Date and Location** – At the end of every SCCP meeting, the RSC and team members should agree on the date and location of every meeting. This information should be included in the space provided.
13		**Signature of Client and Date** – When the plan has been completed and there is agreement among the team members about the strategies, the client should provide his/her signature and the date in the spaces provided.
14		**Signature of RSC and Date** – When the plan has been completed and there is agreement among the team members about the strategies, the RSC should provide his/her signature and the date in the space provided.
15		**RSC Phone –** Enter the RSC's phone number
16		**Team Members' Names and Signatures** – Have team members print their names and addresses legibly in the space provided. Then ask that they sign their names after each SCCP meeting. Their signatures signify that they understand the plan, agree with the strategies for meeting needs, and take responsibility for completing assigned tasks. Also ask that they include their addresses. This will allow team members to stay in touch. This section also includes three columns that identify the team members' roles. They include: • Formal or Informal – Are you a friend, family member, pastor, or other community support (informal)? Or are you a professional representing an agency (formal)? • Organization or Relationship – Enter the organization you represent or describe the family/friend/community relationship. • Contact Numbers – List phone numbers and faxes if available. RSC's should ask team members to complete these columns at each meeting.
17		**Team Members Invited But Not in Attendance** – Enter the names of team members invited but not able to attend the meeting. This helps keep track of who attends which meetings and provides some degree of accountability for the team. It may also identify barriers for team members who would like to come but, for some reason, can't.

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18		**Prohibition on Redisclosure –** At every SCCP meeting, RSC's should read the Prohibition on Redisclosure statement and remind team members that they are responsible for maintaining client confidentiality outside SCCP meetings.