The importance of **consistency** in a treatment setting can’t be overstated. This is especially true when people are placed in vulnerable situations. **Inconsistency** can, at best, increase uncertainty and insecurity for the person receiving services. At worst, unpredictability can create a sense of helplessness while simultaneously decreasing a person’s development of self-reliance. In fact, all human beings benefit from a dependable approach in the treatment of chronic disorders. When a person learns they can rely on consistency, they are less stressed and more relaxed. Consistency in the group setting includes the group structure, psychoeducational material, and the approach.

Each agency or facility will have different requirements – such as group receipts or paperwork – however, consistency can still include a structure similar to the following:

2. Group facilitator picks up the group receipts from each person in the group, and/or the group facilitator passes out the sign-in sheet for the group members to sign.
3. Group facilitator provides a Positive Group Beginning, Consistent Psychoeducational Material, Consistent Approach, and a Positive Group Closure.

**Psychoeducational Groups and Crisis Event Processing (when requested)**

**Notes to Facilitator(s):**

2. Group participants who have become accustomed to Interpersonal Processing Groups – as well as staff who have facilitated them – may find it a challenge to now facilitate Psychoeducational Groups.
3. Likewise, facilitators who may have followed a more lecture-style education presentation, may find it challenging to now devote at least 1/3rd of group time to specific topic discussions and interactions.
4. Both types of groups (Interpersonal Processing Groups and Psychoeducational Groups) are extremely important, yet each has different goals and structure.
5. The structure of Psychoeducational Groups, Skill Building Groups, and/or Cognitive-Behavioral Groups in no way means that there will not be interaction – far from it. It just means that the interactions, discussions, and exercises will be about the topic(s) of each group.
6. Facilitators may – or not – still want to allow time in each group for the group member(s) to discuss a crisis that may have occurred since the last group.
7. We do know, of course, that *every* person in group is typically experiencing many challenges each and every week; however, most of these incidents are often best resolved in ways other than group time where the event does not pertain to every group member.
8. Suggested responses to a challenge, problem, or crisis can also include suggesting the person contact their primary care provider; schedule a 1:1 appointment; reschedule their next 1:1 to an earlier time; or, meet with the facilitator after group to explore options and develop a plan.
9. A facilitator would, of course, not “grade” an event as being worthy or not for group time. If a person requests individual time in the group, then that would be accepted as valid and time allotted at the end of the group.
10. Over time, the group begins to understand the differences between a situation, a challenge, a problem, or a crisis and can make decisions to utilize group time or continue with the current psychoeducational topic.

**Prepare Professionals**

Suggestions for professionals to prepare themselves for group typically includes:

1. Review all content material, appendices, and/or handouts prior to group to avoid a lecturing style.
2. Decide beforehand the key points to be covered in each group to produce flexibility for group responses, discussions, or questions.
3. Gain an overall understanding of the content so summarizing is possible in order to create an interactive facilitation style.
4. Determine the group structure to achieve the essential balance between education and discussions.
5. Check group room to be sure there are enough clipboards, pencils or pens, and markers or chalk for the board.
6. Make enough copies of any handouts before group.
7. Write any group content on the board prior to the beginning of group whenever possible.
Master Guide & Master Tips to Professionals

Note: The Master Guide (located at the beginning of Volume I & II) and the Master Tips to Professionals (located at the back of Volume I) have many topics to assist in the group process like Master Tip #39: Suggestions For Managing Handouts For Groups (pages Master Tips 64-67). Other tips include:

2. Master Tip #1: Suggestions for Beginning Group (pages Master Tips 1-4)
3. Master Tip #3: Empathetic Treatment Approach (pages Master Tips 7-9)
4. Master Tip #4: Promoting Hope (page Master Tips 9)
5. Master Tip #5: Maintaining a Consistent, Nonjudgmental, and Positive Attitude (pages Master Tips 10-13)
7. Master Tip #13: Depth of Psychoeducational Content (pages Master Tips 29-30)
8. Master Tip #14: Group Closure Suggestions (pages Master Tips 30-31)
9. Master Tip #16: Motivational Interviewing (pages Master Tips 31-32)

Present Curriculum/Topic

1. It is extremely important that each group participant leave every group with more Psychoeducation than they came in with – which may also include discussing a “familiar topic” yet with a “present-day” focus. Psychoeducational Groups are designed to provide education about all areas related to the management of Substance Use Disorders and Psychiatric Disorders. Psychoeducational Groups are not Interpersonal Processing Groups – even though interaction and processing the particular psychoeducational topic(s) is essential to individualizing the topic(s) or skill(s) presented.
2. It is recommended that a minimum of 1/3 of group time be devoted to interaction (therapeutic counseling topic discussions). This can be accomplished – depending on the individual style of the group facilitator(s) – by any “present education-interact/discuss – present education-interact/discuss” combination while still structuring the group to include the curriculum/topic education to be covered.
3. The presentation of material will, of course, be modified by the facilitator to match the functioning skills of group participants. It is important to note, however, that The Basics, Second Edition was written in a conversational language while taking into consideration a wide-range of symptom acuity and severity. Persons with co-occurring psychiatric and substance disorders benefit from learning about their disorders and how to manage them, as do all individuals with any chronic disorder(s). Each group participant will retain what is meaningful to them at the present time.

Group Beginning Suggestions

A positive group beginning (and ending) is extremely important. There are many ways to begin (and end) a group in a positive way. Suggestions to choose from can include:

1. Reading the Thought For The Day from a meditation book. (Note: Meditation books that also contain an index at the end of the book – such as Easy Does It – are helpful in choosing a specific reading that matches the topic(s) presented in group like Self-Esteem.), or
2. Reading an inspirational or humorous curriculum handout from The Basics, Second Edition, or
3. Practicing a deep breathing or stretching exercise, or
4. Sharing of one thing that each person is grateful for today, or
5. Sharing of one positive thing that he/she did that contributed to their recovery in the past few days, or
6. Reading an AA Slogan with a brief explanation or AA/NA/Dual Recovery inspirational reading.
* Recommended Beginning: Breathing Exercise (located on page Master Tips 3)

Practice Curriculum/Topic

Practicing subject material is the best way participants can internalize and personalize the curriculum content. Practice includes the group interactions, worksheets, exercises, handouts, and content discussions.
## Hepatitis and Tuberculosis: Definitions, Transmission, Symptoms, Prevention, and Treatment
**Volume II; Subject Four; Pages: Subject 4-15 – 4-22**

### Based on a 2-Hour group: Two 50 minute segments

<table>
<thead>
<tr>
<th>Time-Frame</th>
<th>Group Beginning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>20 Minutes Total</strong></td>
<td></td>
</tr>
<tr>
<td>5 Minutes</td>
<td>Positive group beginning (suggestions are located on the previous page).</td>
</tr>
</tbody>
</table>
| 10 Minutes | 1. Brief Group Introductions: (Note: The *interactions* in a psychoeducational group are discussions about the *topics*, not interpersonal processing or case management questions which do not apply to the entire group.)  
   a. Ask the group members to tell the group their name.  
   b. Welcome any group members who are new to this group or phase.  
| 5 Minutes | 2. Crisis Processing (when requested and optional):  
   a. Ask the group if anyone has experienced a crisis since their last group, and if they need/want additional time in this group to discuss it, i.e. what happened, how they managed the crisis, and/or explore options and develop a plan.  
   b. Let the person(s) know that you will allow time at the end of this group for them to share their experience and receive support from their fellow group members. |  
| 5 Minutes | Summarize Introduction of the Group Topic and Why It’s Important: (Subject 4-15) (Subject 4-20)  
Today we will talk about the definitions, transmission, symptoms, prevention, and the treatment of Hepatitis and Tuberculosis.  
Viral Hepatitis is an infection of the liver caused by a virus that attacks liver cells. The causes of Hepatitis include exposure to Hepatitis viruses, viral infections, toxins or poisons, or the abuse of alcohol or other drugs. Tuberculosis, often called TB, is an infectious disease that usually attacks the lungs, but can attack almost any part of the body (*American Lung Association, 2000*).  
Individuals who have Substance Use Disorders are at a much higher risk of developing Hepatitis or TB. That means reducing risk, recognizing symptoms, testing, and treatment is important education to all treatment participants. |
## Psychoeducation Part I: Topics & Focus

<table>
<thead>
<tr>
<th>Subject</th>
<th>Pages &amp; Location</th>
<th>Presentation Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis</td>
<td>4-15</td>
<td>Summarize the second paragraph (the first paragraph is used in the introduction of this topic).</td>
</tr>
<tr>
<td>Symptoms of Hepatitis</td>
<td>4-15</td>
<td>1. Summarize three brief paragraphs. 2. State symptoms found in the table.</td>
</tr>
<tr>
<td>Hepatitis A Virus</td>
<td>4-15</td>
<td>State two line definition of Hepatitis A Virus.</td>
</tr>
<tr>
<td>Transmission of Hepatitis A Virus</td>
<td>4-15 – 4-16</td>
<td>Summarize two brief paragraphs.</td>
</tr>
<tr>
<td>Prevention and Treatment of The Hepatitis A Virus</td>
<td>4-16</td>
<td>Summarize two paragraphs.</td>
</tr>
<tr>
<td>Good Hand Washing Techniques</td>
<td>4-1 – 4-17</td>
<td>1. Discuss the ten points in the table. 2. Summarize last paragraph after the table.</td>
</tr>
</tbody>
</table>

### To the Group:
1. What comments do you have?
2. Isn’t it amazing how “good hand washing techniques” are actually so thorough?
3. Which techniques do you currently use when washing your hands that are mentioned in this material?
4. Which technique(s) will you add to your hand washing in the future to further protect yourself from illness?

### Break

10 Minutes

## Psychoeducation Part II: Topics & Focus

<table>
<thead>
<tr>
<th>Subject</th>
<th>Pages &amp; Location</th>
<th>Presentation Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B Virus</td>
<td>4-17</td>
<td>Summarize two paragraphs.</td>
</tr>
<tr>
<td>Transmission of Hepatitis B Virus</td>
<td>4-17</td>
<td>Summarize two paragraphs.</td>
</tr>
<tr>
<td>Prevention and Treatment of The Hepatitis B Virus</td>
<td>4-17 – 4-18</td>
<td>Summarize four paragraphs.</td>
</tr>
<tr>
<td>Hepatitis C Virus</td>
<td>4-18</td>
<td>Summarize two brief paragraphs.</td>
</tr>
</tbody>
</table>

### Time-Frame

- **Hepatitis and Tuberculosis:** Definitions, Transmission, Symptoms, Prevention, and Treatment; Volume II; Subject Four; Pages: Subject 4-15 – 4-22

**Time-Frame**

**Hepatitis:** 30 Minutes

**Symptoms of Hepatitis:** 30 Minutes

**Hepatitis A Virus:** 15 Minutes

**Transmission of Hepatitis A Virus:** 20 Minutes

**Prevention and Treatment of The Hepatitis A Virus:** 15 Minutes

**Good Hand Washing Techniques:** 20 Minutes

**Hepatitis and Tuberculosis:** Definitions, Transmission, Symptoms, Prevention, and Treatment; Volume II; Subject Four; Pages: Subject 4-15 – 4-22
Hepatitis and Tuberculosis: Definitions, Transmission, Symptoms, Prevention, and Treatment; Volume II; Subject Four; Pages: Subject 4-15 – 4-22

<table>
<thead>
<tr>
<th>Psychoeducation Part II: Topics &amp; Focus (continued)</th>
<th>Pages &amp; Location</th>
<th>Presentation Suggestions</th>
<th>Time-Frame with Crisis Processing</th>
<th>Time-Frame without Crisis Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmission of Hepatitis C Virus</td>
<td>Subject 4-18</td>
<td>Summarize brief paragraph.</td>
<td>continued</td>
<td>continued</td>
</tr>
<tr>
<td>Treatment of Hepatitis C Virus</td>
<td>Subject 4-18</td>
<td>Summarize two brief paragraphs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Testing For Hepatitis A, B, and C Virus            | Subject 4-18 – 4-19 | 1. Summarize two brief paragraphs.  
2. Discuss the information in the table below using the text. |                                |                                     |
| 1. **HEPATITIS A TESTING** 2. **HEPATITIS B TESTING** 3. **HEPATITIS C TESTING** | | | | |
| Hepatitis Can Be Prevented                         | Subject 4-19     | Discuss and summarize the eleven points in the table. |                                |                                     |

**To the Group:**
1. What comments do you have?
2. What comments do you have about the eleven points on preventing Hepatitis?
3. Which of the points do you already do as a prevention of Hepatitis?
4. Which preventions will you remember to add to your prevention plan in the future?

<table>
<thead>
<tr>
<th>Psychoeducation Part II: Topics &amp; Focus (continued)</th>
<th>Pages &amp; Location</th>
<th>Presentation Suggestions</th>
<th>Time-Frame with Crisis Processing</th>
<th>Time-Frame without Crisis Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Importance of Seeking Treatment For Hepatitis A, B, or C</td>
<td>Subject 4-20</td>
<td>Summarize one paragraph.</td>
<td>15 Minutes</td>
<td>20 Minutes</td>
</tr>
<tr>
<td>Tuberculosis Infection</td>
<td>Subject 4-20</td>
<td>Summarize three paragraphs and information in the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Spreading of Tuberculosis Infection</td>
<td>Subject 4-20</td>
<td>Summarize two brief paragraphs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis Disease</td>
<td>Subject 4-21</td>
<td>Summarize brief paragraph.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How Tuberculosis Develops Into a Disease</td>
<td>Subject 4-21</td>
<td>Summarize two points in the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cases of Tuberculosis Are on The Rise</td>
<td>Subject 4-21</td>
<td>Summarize five points in the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychoeducation Part II: Topics &amp; Focus (continued)</td>
<td>Pages &amp; Location</td>
<td>Presentation Suggestions</td>
<td>Time-Frame with Crisis Processing</td>
<td>Time-Frame without Crisis Processing</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
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</tr>
<tr>
<td>The Benefits of Treatment and Testing for Tuberculosis</td>
<td>Subject 4-22</td>
<td>Summarize two paragraphs.</td>
<td>continued</td>
<td>continued</td>
</tr>
<tr>
<td>Treatment For Tuberculosis Disease</td>
<td>Subject 4-22</td>
<td>Summarize two paragraphs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To the Group:**
1. What comments do you have?
2. Which part of this information will be helpful to you now or in the future?
3. From what we talked about today – what will you do or add to your recovery plan or set as a goal for the future?

**Crisis Processing**

1. Ask the group member(s) to tell the group what happened.
2. Explore options and/or develop an immediate plan for coping.
3. Allow the group to offer support.

**“Paper Work”**

Group participants fill out Group Notes.

**Group Closure**

1. Read a daily brief meditation for the day, or
2. Ask each group member to name something they are grateful for today, or
3. Ask a group member to read aloud an inspirational reading or message of your choice.