**Guide to Facilitating County of Santa Cruz MAT groups**

**Breakdown of group time:**

1. **Lead a meditation** (5 min)
2. **Check in:** (5-10 min)
3. **Review Last week’s Topic Briefly** (2 min)
4. **Pass out hand out and go over curriculum** (30 min)
5. **Check out:** (5-10 min)

**Facilitator Preparation:** Structure and preparation are key to having an effective group. Know your material. Knowing your material also shows you value our patients. Photocopy/print out handouts for patients and prepare to display on the white board talking points so they can be easily seen. Give a copy to the prescriber as well if you are doing SMA. There should always be the talking points of everything summarized on the white board. Also clean up after yourself like wipe the white board clean if its dirty and get patients to help clean up group area. If you are doing an SMA group, make sure prescriber has a printout. Set up audio equipment if you plan to conduct a guided mediation/relaxation.

1. **If there is someone new to the group go over group agreements.**
2. **You should be signing people in on your group list this will help you keep track of your**

 **patients and if something comes up you can write yourself a quick note.**

1. **Check in:** (1 minute for each participant for entire check in)
* How are you feeling? (1 word)
* What Tools did you use this week?
* Any substance use or unsafe behaviors?
* Did you keep your word from last week?

Do not let people take over the group. Sometimes it can be appropriate, but it should not be the norm. If people need to talk more, direct them to set up a one on one with their SUDCM and/or IBH. We need to be respectful of others and their time and create a safe space for everyone to participate.

1. **Lead a meditation** (5 min)
* Once you have role modeled this a few times assign a patient every week to do this.
1. **Review Last week’s Topic Briefly** (2-3 minutes)
* Ask participants what you went over last week?
* If no one remembers give a quick overview.
1. **Pass out hand out and review curriculum** (30 min)
2. **Check out:** (1 minute for each participant for entire check out)
* What is one positive thing you got from today’s group?
* What are you going to do for your recovery this week?

As the facilitator you should keep track of what people are saying they are going to do that way when it comes up next week you can ask, that also shows you are listening to your patients. Write it on your Group sign in list.