

Staging Guidelines

1. Purpose:

- a. Establish and update each client's stage of change
- b. Match treatment interventions to client's actual behavior
- c. Guidelines are in response to the questions:
 - i. What client behavior, thinking, and verbalization is observed by the team?
 - ii. What are the client's goals, especially as related to substance use?

2. Protocol:

a. Team-based activity

- i. Determine who will be included in the staging meetings in addition to full-time team members (e.g., vocational specialist, housing specialist, etc.)
- ii. Identify when and how often team-based staging will occur
- iii. Team leader guides the process to ensure it is focused and stays on task

b. Specific tool

- i. All team members have a copy of a staging instrument, and refer to it during the staging of clients
- ii. Review period is __ (last treatment plan update) __
- iii. Identify client's stage of change based on discussion
- iv. Consider clients being released from involuntary/coerced settings into the community to be at least temporarily in the preparation stage of change, despite their apparent stage while in the institution.

c. Occurs on a regular schedule

- i. Determine the regular period interval that all clients will be staged (e.g., several x/wk if inpatient/residential setting; 4 weeks or 12 weeks in the community)
- ii. Consider a staggered staging rotation so that all clients are staged within the selected staging interval (e.g., stage X number client's per week based on total clients on the team)
- iii. Establish a tracking mechanism to ensure all clients are staged at that interval.

d. Document

- i. Where will the clinical record reflect that staging client readiness for treatment has occurred (e.g., progress note, staffing form)?
- ii. Stage of change on treatment plan
- iii. Ensure treatment interventions address client's goal(s) and match the client's stage of change.