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.