

## Health Professionals' Services Program Program Guidelines

**Title: Tracking Community Recovery Support Attendance**

**Pages: 1**

**Date: 5/19/2015**

### **Guideline:**

- 1           1. Beginning December 1, 2014, newly enrolled Oregon Board of Pharmacy licensees will be  
2           required to document community recovery support attendance. Community recovery support  
3           is also known as self-help and may be based on 12 step or smart recovery. Community recovery  
4           support will include in-person and online participation.
- 5           2. Community recovery support requirements and tracking will be added as an addendum to the  
6           licensee's monitoring agreement with weekly meeting requirement frequency.
- 7           3. Licensee will be required to submit attendance documentation monthly to their agreement  
8           monitor.
- 9           4. Licensee may use any form to record attendance as long as meeting date, meeting location, and  
10          the initials or signature of the leader are clearly visible. Licensees attending online meetings can  
11          print documentation of attendance from the meeting site.
- 12          5. Licensees will be compliant when they meet and average of 90% of the month's requirements.  
13          Example: A licensee with a three meeting per week requirement will need to attend 11 of 12  
14          (91.67%) of meetings a month with four weeks to remain compliant.
- 15          6. Failure to submit a minimum of 90% of the required attendance documentation will result in a  
16          warning letter on the first occurrence and a non-compliance report to the licensee's board on  
17          the second and subsequent occurrence over a rolling six month period. The six month period  
18          will begin at the time of the first missed contact.