

COLORADO REGIONAL SERVICE
COMMITTEE OF NARCOTICS ANONYMOUS



HOSPITALS AND INSTITUTIONS
SUBCOMMITTEE
GUIDELINES

H&I Regional Guidelines (Ratified September 20, 2025)

ARTICLE I: Name

Section 1.

The name of this shall be the Hospitals & Institutions Subcommittee of the CRSCNA, which will be referred to as; CRSCNA H&I Subcommittee.

Section 2.

The committee is a standing sub-committee of the CRSCNA, under the umbrella of Colorado Region Public Relations (otherwise known as PR).

ARTICLE II: Purpose

Section 1.

The purpose of the H&I subcommittee is to provide a forum for Area H&I Subcommittees to share their experience, strength and hope to better carry the message and to promote growth and strength of all H&I efforts within the Colorado Region. In addition, CRSCNA H&I provides appropriate H&I services to locations and related facilities outside of established CRSCNA Areas and within non-functioning Areas of the Colorado region.

ARTICLE- III: Spiritual Guidance

Section 1.

The Committee shall not make any proposal or take any action that conflicts with the Twelve Traditions or the Twelve Concepts for NA Service.

Section 2.

The committee shall comply in all its actions with the following documents:

1. CRSCNA Guidelines.
2. CRSCNA H&I Guidelines.
3. NAWS H&I Handbook.
4. Any other NAWS approved Service Manuals.

ARTICLE IV: Function of the Subcommittee

Section 1.

Is a resource to assist the areas, groups and members in their H&I efforts; communication with facilities to foster and carry a message of recovery through Narcotics Anonymous.

Section 2.

Provides a forum for the Areas' H&I Subcommittees to share their experience, strength, and hope, and to offer an opportunity to report on their area H&I efforts. A platform where members can request assistance with their endeavors, network with others and create solutions.

Section 3.

Maintains an updated listing of all facilities within the region that are being served. Records the services performed by each area and the type of services that are being performed at the correctional and treatment facilities.

Section 4.

Conducts and/or coordinates outreach projects that carry the message into H&I facilities. This can be achieved by collaborating with CRSCNA and area subcommittees.

Section 5.

Conduct presentations, as requested by areas, to address barriers that may arise and new methods of service and solutions.

Section 6.

It is a subcommittee of the CRSCNA and maintains effective communication and cooperation.

Section 7.

Maintains communication with the CRSCNA so member areas will be informed of H&I projects.

Section 8.

Follows the guidelines contained in the NAWS H&I Handbook, Regional PR and the CRSCNA H&I Subcommittee.

Section 9.

Performs functions benefiting the H&I effort in the region. Regularly held committee meetings are as follows: **1st Monday of the months noted below, at 6:00 pm (MDT)**

- January, March, April, July, September and November.

ARTICLE V: Subcommittee Membership**Section 1.**

Membership on the CRSCNA H&I Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, Department of Corrections (DOC) Coordinator, DOC Assistant Coordinator, Behind the Walls Sponsorship Letter Writing male / female leaders and Chairpersons of the recognized Areas' H&I Subcommittees or their designated representative; as well as, any member of the fellowship who wishes to carry the Narcotics Anonymous message of recovery into hospitals and institutions, that meet the necessary uninterrupted clean time and who have attended the H&I training.

ARTICLE VI: Qualifications and Responsibilities of Subcommittee Members**Chairperson**

1. Is nominated and elected at the Regional Assembly in April every odd numbered year.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Requires four (4) years uninterrupted clean time.
4. Must have a minimum of one (1) year service with the CRSCNA H&I subcommittee.
5. Must express a willingness to serve.
6. Facilitates all meetings of the subcommittee with a general understanding of parliamentary procedure and consensus-based decision making as is defined on the NA.org website.
7. Attends PR Subcommittee meetings.
8. Prepares a report for each CRSCNA meeting and make all proposals on behalf of the CRSCNA H&I Subcommittee.
9. Prepares a budget with the subcommittee to be submitted in July for approval by the CRSCNA for the upcoming year, according to CRSCNA budget guidelines.
10. Is available to perform audits of literature records, if requested.
11. If necessary, may be removed by the CRSCNA as outlined in the regional guidelines.

Vice-Chairperson

1. Is nominated and elected by the H&I Subcommittee voting members.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Position requires at least two (2) years uninterrupted clean time.
4. Must have at least one (1) year service with the CRSCNA H&I subcommittee.
5. In the absence of the CRSCNA H&I Chairperson, attends all meetings of the PR Subcommittee and CRSCNA meetings. If directed, will submit all proposals on behalf of the CRSCNA H&I subcommittee.
6. Collaborates with the Chairperson to ensure the smooth operation of the CRSCNA H&I Subcommittee.
7. Coordinates with the CRSCNA Chairperson regarding open H&I Subcommittee positions.

Secretary

1. Is nominated and elected by the CRSCNA H&I Subcommittee voting members.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Requires at least one (1) year of uninterrupted clean time.
4. Have at least six (6) months experience in H&I service.
5. Have basic clerical skills.
6. Keeps an accurate set of minutes of all H&I Subcommittee meetings.
7. Responsible for distributing the minutes (in .pdf format) of the CRSCNA H&I meeting to members of the CRSCNA H&I and PR Subcommittees.
8. Maintains files of all correspondence and minutes.
9. Works with the Chairperson to ensure smooth operation of the CRSC H&I Subcommittee.

ARTICLE VII: Attendance & Reporting

Section 1.

Attendance of the CRSCNA Subcommittee meetings will be on site and/or virtual as outlined in Article IV, section 9.

Section 2.

All area H&I or PR Chairpersons are required to give a report at each CRSCNA H&I Subcommittee. It is suggested all members maintain a current copy of the NAWS H&I Handbook, if requested, one will be provided.

ARTICLE VIII: VOTING

Section 1.

Voting members of the CRSCNA H&I Subcommittee shall be the CRSCNA H&I Vice-Chairperson, Secretary, DOC Coordinator, Behind the Walls letter writing female/male leaders, and area representatives as outlined in article VII, section 2.

Section 2.

Voting members lose their vote upon the absence of two (2) consecutive meetings without notice and privileges will be reinstated after attending (2) consecutive CRSCNA H&I Subcommittee meetings.

Section 3.

The CRSCNA H&I Subcommittee chairperson only has a vote in the case of a tie.

Section 4.

Any member of the committee may make motions and proposals in writing, and they must be seconded by a voting member. Any member may participate in the discussion.

Section 5.

Proposals may be amended or withdrawn at any time by the maker prior to voting.

Section 6.

Approved guideline proposals must be updated immediately following CRSCNA regional ratification.

ARTICLE IX: Elections

Section 1.

Any member of the committee may nominate a qualified individual for an H&I position.

Section 2.

A simple majority is required for elected positions.

Section 3.

Nominees will state qualifications, answer questions from the CRSCNA H&I Subcommittee, and leave the room or virtual meeting for the committee to vote by a show of hands. Note – no further discussion will be made once the member has left the room.

Section 5.

Any member may be removed from their position for non-compliance. Two thirds (2/3) majority of voting members present are required for removal. Non-compliance includes, but is not limited to:

1. Interruption of clean time.
2. Continual non-performance of their position.

Section 6.

No member shall hold more than one CRSCNA H&I Subcommittee position at a time, and no member shall be eligible to serve more than two consecutive terms in the same officer position.

Section 7.

In case of mid-year removal or resignation of a CRSCNA H&I Subcommittee member, other than the Subcommittee Chairperson, a member who meets the qualifications shall be appointed by the CRSCNA H&I Chair at the time of removal or resignation. Elections to fill the open position will be held at the next CRSCNA H&I Subcommittee meeting. In the event of the removal or resignation of CRSCNA H&I Chairperson, refer to the CRSCNA Guidelines.

ARTICLE X: Ad-Hoc Committees

Section 1.

Special Ad-Hoc committees may be appointed by the CRSCNA H&I Chairperson.

Section 2.

The Ad-Hoc committee will be tasked with a specific purpose, is disbanded once the purpose is achieved and a final verbal and written report is submitted to the CRSCNA H&I Subcommittee.

ARTICLE XI: Budget and Financial Procedures

Section 1.

The committee shall adhere to CRSCNA Guideline articles and all other approved CRSCNA financial procedures.

Section 2.

All proposals requiring new budget expenditure require a two-third (2/3) majority of voting members present.

ARTICLE XII: Literature Requests and Distribution

Section 1.

1. Literature requests need to be accompanied by a purpose and proposed distribution of the requested literature. These requests must be submitted on the CRSCNA Expenditure voucher (attachment D – CRSCNA regional guidelines).
2. Literature shall consist of items as approved by the CRSCNA H&I Subcommittee.

ARTICLE XIII: Amendment to the CRSCNA H&I Guidelines

Section 1.

Any voting member of the CRSCNA H&I Subcommittee may propose an amendment to these guidelines at a regular meeting of the CRSCNA H&I Subcommittee. The proposal must be seconded and submitted in writing, then referred to the CRSCNA Public Relations (PR) Subcommittee for approval. A two-third (2/3) majority of the voting members is necessary to amend.

Section 2.

The amendment shall go into effect upon its approval by the PR Subcommittee, unless the motion to adopt specifies a time otherwise.

ARTICLE XIV: Suggested Agenda for the H&I Subcommittee Meeting

1. Opening Serenity Prayer or Service Prayer
2. The Twelve Traditions of Narcotics Anonymous
3. The Twelve Concepts for NA Service and designated concept reading
4. Welcome new members and/or visitors
5. Recognize Clean Time Birthdays since last H&I Meeting
6. Roll call
7. Approval of the last Meeting Minutes
8. Chairperson report/ Vice Chairperson
9. DOC Coordinator / DOC Coordinator Assistant
10. Area reports
11. Old business
12. New business
13. Announcements
14. Closing Prayer of choice

Department of Corrections (DOC) Coordinator

1. Is nominated and elected by the CRSCNA H&I Subcommittee and is responsible for maintaining a regular ongoing link of communication with the CRSCNA H&I Subcommittee and the DOC of Colorado.
2. Is elected for a three (3) year term for a maximum of two (2) consecutive terms.
3. Requires at least five (5) years of uninterrupted clean time.
4. Has at least two (2) years' experience with the Department of Corrections H&I work.
5. Must be an approved DOC volunteer.
6. Is responsible for preparing and presenting a report at CRSCNA H&I Subcommittee meetings.
7. Submits a separate budget to CRSCNA H&I Subcommittee Chair annually prior to the regional budget review for expected costs for DOC Literature and miscellaneous expenses.
8. Maintains a relationship with DOC Faith and Citizens' facilities Volunteer Coordinators to ensure continuity of meetings if the DOC Assistant Coordinator or panel leaders are not available and/or if issues arise.
9. Works with the facility NA Panel Coordinators.

Department of Corrections (DOC) Assistant Coordinator

1. Is nominated and elected by the CRSCNA H&I Subcommittee.
2. Is elected for a three (3) year term for a maximum of two (2) consecutive terms.
3. Requires at least five (5) years of uninterrupted clean time.
4. Has at least two (2) years' experience in Regional H&I work.
5. Must be an approved DOC volunteer.
6. In absence of the DOC Coordinator, attends the CRSCNA H&I Subcommittee meetings, provides a report and carries the vote of the subcommittee.
7. Assists the DOC Coordinator with all duties listed above for the DOC Coordinator
8. This position is expected to then become the DOC Coordinator Chair.
9. Orders DOC literature from World Services and delivers books, IPs and NA Meeting Lists to the appropriate panel coordinator.
10. Maintains a schedule of panel members and emails the schedule and panel member roster each year to all members.

Department of Corrections (DOC) Application Coordinator

1. Elected by Regional H&I Subcommittee
2. Is elected for a three (3) year term for a maximum of two (2) consecutive terms.
3. Must be an approved DOC Volunteer.
4. Requires at least five (5) years of uninterrupted clean time.
5. Assists, if requested, new members with the DOC volunteer application process as outlined by the CDOC Faith & Citizens Program ([Volunteer Opportunities | Colorado Department of Corrections](#)) requirements. Application Coordinator will not review applications for criminal history and/or run a Colorado Bureau of Investigations (CBI) report. Signed form by the DOC Application Coordinator will be provided to new members. The email address for the DOC Application Coordinator is crscnadoc@nacolorado.org and shall be referenced on the application.

- Potential volunteers must make individual application by submitting form [900-1A \(two pages\)](#). Applicants must be affiliated with an approved program. Each applicant will undergo a facility access check to explore criminal history. Volunteers will receive an Approval Email or Denial Letter when the access check is complete. This letter will include instructions for approved volunteers to schedule themselves for the Basic Volunteer Training and will include a statewide training schedule.

Department of Corrections (DOC) Volunteer Trainer

1. Elected by CRSCNA Regional H&I Subcommittee.
2. Is elected for a three (3) year term for a maximum of two (2) consecutive terms.
3. Must be an approved DOC Volunteer.
4. Requires at least three (3) years of uninterrupted clean time.
5. Facilitates, coordinates, and maintains records of training of all members going into DOC facilities per DOC guidelines. BVT – Basic Volunteer Training is a mandatory DOC 8-hour training for ALL new volunteers. UVT – Updated Volunteer Training is a mandatory annual DOC 3- hour training.
6. When new volunteers are approved, coordinates training (DOC BVT), which must be done within one (1) year of application date, or a new application must be submitted.
7. Keeps track of when new volunteers have completed their facility tour: when BVT has been completed, each volunteer must attend a mandatory facility tour at the facility where they will volunteer. There is a 90-day time limit for this. Some facilities will do a tour on demand and some only one (1) per month. (If the facility tour is not completed within 90 days, the entire process must begin again.)
8. Monitors the DOC Email address at least twice a week to track applicants in process.
9. Once the applicant is cleared, the trainer is to pass on new volunteer information to the appropriate DOC Facility panel coordinator.
10. Verifies the BVT and UVT for CRCNA training via phone prior to CRCNA.
11. Ensures applications for CRCNA have been submitted by the member 2 months prior to CRCNA in order to attend the CRCNA BVT Training.

Department of Corrections (DOC) Facility Panel Leader

1. Is nominated and elected by the CRSCNA H&I Subcommittee.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Suggested clean time requirement is three (3) consecutive years.
4. Has at least one (1) year experience as a DOC Panel Member.
5. Must be an approved DOC volunteer.
6. Chooses a meeting format for that specific meeting (e.g. speaker meeting, Q&A, literature study, etc.)
7. Ensures that the meetings are conducted in accordance with the policies of the subcommittee and the rules of the facility.
8. Acts as a liaison between the subcommittee and the facility.
9. Is responsible for finding a replacement panel member when necessary.
10. Ensures the facility is notified in the event of a meeting cancellation.

11. Obtains and maintains current contact information, list of cleared panel members and UVT clearance as required by the facility.
12. Inform panel members and DOC Coordinator of any facility rule changes and/or procedures for conducting the meeting.
13. Serves as a mentor for any newly appointed panel members or volunteer speakers.
14. Attends at least three (3) of the four (4) quarterly subcommittee meetings per year (to be determined)
15. Adheres to DOC expectations and guidelines as per training.

Department of Corrections (DOC) Facility Panel Members

1. Suggested clean time requirement is one (1) year consecutive clean time. Minimum commitment is one (1) year.
2. Must be an approved DOC Volunteer
3. Must be off paper for three (3) years
4. Must adhere to DOC expectations and guidelines as per training.
5. Must notify the panel leader and find a replacement if unable to attend their scheduled time

CRCNA / DOC – Pre-convention responsibilities

1. Attends the initial CRCNA subcommittee meeting for planning purposes. (DOC Coordinator and/or DOC Assistant Coordinator).
2. Coordinate with the CRCNA Hotel and Hospitality Chair to reserve two rooms for the Friday DOC trainings: (DOC Coordinator and/or DOC Assistant Coordinator).
 - a. One (1) to be set up classroom style for Basic Volunteer Training (BVT) for 9:00am to 3:00pm training and **verify ability to access food for lunch break of 45 minutes.**
 - b. One (1) to set up theater style for Updated Volunteer Training (UVT) (chairs, easel, water, etc.). The estimated training time is 3 hours.
3. Coordinates with the DOC Faith and Citizens Program (DOC Coordinator) to:
 - assure two (2) DOC trainers are available in person or via online meeting platform for the training on Friday.
 - Obtain a list of approved UVT volunteers for the UVT Training and forward to the Volunteer trainer.
 - Obtain UVT and BVT tests, roster (sign in sheet) and blank applications.
4. If **addicts behind the walls** will be attending Saturday:
 - Coordinates with DOC Volunteer Coordinators at minimum security facilities to select possible participants from NA meeting attendees.
 - Verifies prison personnel are available (1:1 ratio DOC employee to member) with transportation.
 - Shares CRCNA schedule with prison personnel to determine workshops that offenders will attend. Make sure separate seating will be available at the chosen workshops for members and staff.

- Coordinates with CRCNA Programs Committee and CRCNA H&I for workshop details.
- Make sure the Panel Coordinator from attending facility is available to accompany offenders and staff from arrival to departure.
- Verifies budget includes lunch for offenders and staff

CRCNA / DOC Responsibilities'

(DOC Coordinator / DOC Assistant Coordinator / DOC Volunteer trainer will coordinate duties below)

Friday at CRCNA:

- a. Arrives at 8:00am to verify rooms and AV are set up. (you may need to bring personal laptop).
- b. Verifies all attendees for BVT and UVT have signed in on the roster.
- c. Attends the BVT/UVT training.
- d. Have DOC applications available for volunteers to complete.

Saturday at CRNCA

- a. Responsible for CRCNA ***addicts behind the walls*** in person attendance, if available, including reserved seating, lunch and workshops.
 - Meets ***addicts behind the walls*** and staff with facility Panel Coordinator at CRCNA.
 - Escorts them to registration.
 - Escorts them to workshops and lunch, making sure that separate seating is available and keeping the fellowship at a safe distance as required by DOC.
 - Participates at the H&I workshop as previously planned by the regional H&I Subcommittee.
 - Escorts ***addicts behind the walls*** and staff to the exit.

Sunday, Information Technology (IT)

CRCNA Sunday Morning Meeting Prison Virtual Process

- The primary service committees organizing the virtual process for the Sunday Morning Meeting are the CRSCNA H&I DOC Coordinator and the CRCNA H&I Chair. These Chairpersons coordinate with CRCNA Hotels & Hospitality Chair, CRSCNA Web Chair, and the CRCNA Web Chair.
- Begin this process several months ahead of time directly with the CRCNA H&H Chair, CRSCNA Web Chair, and the CRCNA Web Chair to best streamline this process. The CRCNA H&H Chair will work directly with the AV contractor synchronizing the audio, video, and screen equipment needed.
- Set up a private virtual login and password, currently Zoom™, with CRSCNA Web Chair for the prisons only to use for Sunday morning. Typically set up from 8:00am to 1:00pm to allow for testing in the morning before the meeting. Set up the prison virtual account through the CRSCNA main Zoom™ account with the Regional Web Chair. If the Sunday Morning Meeting and/or other meetings throughout the convention are being livestreamed, use the CRCNA virtual account.

- Work with an AV contractor to have the speaker mic input fed directly into a laptop. This can be a laptop supplied by the AV contractor or a member of the committee, if they have adequate equipment and a strong Wi-Fi connection.
- The feed into the laptop can be done in several ways including directly at the sound board or a laptop near the podium.
- Log into the virtual account in place for the prisons at 8:00am and test the connection and sound using the podium microphone. The AV contractor should be onsite and in the room for this. Someone from the committee should be outside of the room and logged into the account to verify it is working.
- Before the meeting starts, verify all prisons are online, can hear and be heard in the meeting. Explain to the prisons, they should be muted unless they are doing a reading or introducing themselves.
- A member should be monitoring the virtual meeting to ensure that everyone is muted during the meeting or if tech support is needed.
- If a camera is used, it should have the ability to zoom in clearly to see the speaker. Most hotels have professional-grade cameras, check to see if this fits in the budget.
- Explain to everyone in the room that they may be on camera at some point during the meeting.
- DOC Coordinator to announce how members can be of service and get involved with the CRSCNA H&I Subcommittee and the Behind the Walls Sponsorship Letter Writing program.

Behind the Walls Sponsorship Letter Writing Program Leader (male and female)

1. Is nominated and elected by the CRSCNA H&I Subcommittee.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Suggested clean time requirement is three (3) consecutive years.
4. Attendance of the CRSCNA Subcommittee meetings will be on site and/or virtual as outlined in Article IV, section 9.
5. Sponsorship by mail is limited compared to other sponsor/sponsee relationships. It can, however, be a very gratifying experience for both sponsor and sponsee. The sponsee gets the advantage of working the steps while in an institution. Working the steps should enhance the sponsee's program. Through our personal program, we have an opportunity to share our experience, strength, and hope. The message that "we are people with the disease of addiction who must abstain from all drugs in order to recover."