

# Template for an Employee Resource Guide

If an employee needs help addressing substance abuse issues (for themselves, for a co-worker, for a family member), do they know where to go? If not, their struggle with substance abuse is likely having a direct effect on their work performance. Ensure that all employees know how to seek help by posting or distributing a resource/self-referral guide. Use this template to provide information on the resources that are available to your employees, and how they can access them.

Type of Resource	How to Access	Services Provided
<b>Health Insurance (include name of plan, if more than one plan is offered, include more than one entry)</b>	Phone number and/or website to find provider directory, is a referral or prior approval required?	What types of visits or services are covered? What is the limit on the coverage?
<b>EAP</b>	Phone number and/or website for contacting the EAP	What types of services are provided? What are the limits on the services provided?
<b>Alcoholics Anonymous</b>	Location and times of local meetings	Meetings are free of charge and open to anyone with a desire to stop drinking. More information at <a href="http://www.aa.org">www.aa.org</a>
<b>Narcotics Anonymous</b>	Location and times of local meetings	Meetings are free of charge and open to addicts who wish to pursue a drug free lifestyle. More information at <a href="http://www.na.org">www.na.org</a>
<b>Al-Anon, Alateen</b>	Location and times of local meetings	Meetings are free of charge and offer support for <b>friends and family</b> of problem drinkers, more information at <a href="http://www.al-anon.alateen.org">www.al-anon.alateen.org</a>
<b>Other Community Resources</b>	Find a list through your Bureau of Drug and Alcohol Services/Department of Health and Human Services or community health center	
<b>SAMHSA's National Helpline</b>	1-800-662-HELP (4357), <a href="http://www.samhsa.gov">www.samhsa.gov</a>	24-hour free treatment referral and information about substance use disorders, prevention, and recovery
<b>The Partnership at Drugfree.org Helpline</b>	<b>1-855-DRUGFREE (1-855-378-4373),</b> <b><a href="http://www.drugfree.org">www.drugfree.org</a></b>	Helpline and info for parents with questions or concerns regarding their child's drug or alcohol use
<b>Local/Regional Helplines</b>	Often operated by local and state non-profits, hospitals, or community health centers	



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