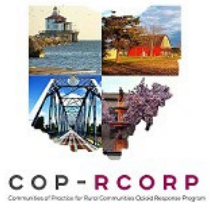

COP-RCORP Recovery Friendly Workplace Initiative

Organizational Readiness Tool

Goals/Introduction

This tool is designed to be used for local government entities, businesses, and nonprofits to assess organizational readiness to get designated through Ohio's Recovery Friendly Workplace (RFW) Initiative. The end goal of this process is to determine if your organization is ready to move forward with seeking designation. If there is readiness, the process will also help your organization demonstrate the ability to attain five of the nine criteria as described by OhioMHAS to become an Ohio-designated Recovery Friendly Workplace.

Summary and Tool Features

This readiness tool includes the following features:

1. **Internal Operational Capacity Assessment**: To evaluate internal readiness for RFW implementation.
2. **Network Mapping Exercise**: To leverage external networks and collaborations.
3. **Necessary Resources for Launching RFW**: To track available resources and identify insufficiencies.
4. **Vulnerable or Insufficient Resources**: To evaluate and address resource weaknesses.
5. **Current Skills and Expertise to Sustain RFW**: To identify current skills and expertise within the agency.
6. **Strengthening Skills and Expertise**: To suggest training and development opportunities for strengthening the initiative.
7. **Skills and Expertise Still Needed**: To identify skills and expertise that need to be acquired – either internally or externally through partnership and/or contract
8. **Planning for Ohio Recovery Friendly Workplace Designation**: To determine the feasibility of applying for Ohio's RFW Designation and selecting which five (5) practices to focus on for the application.

Organization name: Type your response here

Person(s) who completed the assessment: Type your response here

Additional person(s) consulted or who contributed to completing the assessment: Type your response here

1. Internal Operational Capacity Assessment

The agency must assess its current readiness regarding the Recovery Friendly Workplace initiative. This includes examining policies, training programs, and recovery-supportive practices already in place within the agency.

Key Considerations:

What are the existing policies that support employees in recovery, such as flexible work schedules, mental health days, or addiction recovery support services?

Type your response here

Who are supervisors and HR personnel trained to address recovery-related issues in the workplace?

Type your response here

2. Network Mapping Exercise

The agency should identify partnerships or collaborations with other organizations, coalitions, and community resources that could bolster the RFW initiative.

Key Considerations:

What existing networks with healthcare providers, community coalitions, recovery organizations, or workforce development programs can contribute to the RFW initiative?

Type your response here

How can these partners support employee recovery (e.g., through training, resources, or policy guidance)?

Type your response here

3. Necessary Resources for Launching RFW

Identifying essential resources for launching the initiative, such as funding, human resources, educational materials, and technological tools.

Key Considerations:

What funding does the agency have to support RFW initiatives such as training programs, peer support, or outreach campaigns?

Type your response here

What educational materials are available to raise awareness about the benefits of recovery-friendly workplaces and how to support them?

Type your response here

4. Vulnerable or Insufficient Resources

Among the necessary resources identified, which are lacking or at risk of being insufficient?

Key Considerations:

What sustainable budget is there for maintaining the RFW initiative, or is the funding vulnerable to changes?

Type your response here

Who are the staff with the necessary expertise to implement the program?

Type your response here

5. Current Skills and Expertise to Sustain RFW

The initiative relies on specific skills such as management's understanding of addiction and recovery, HR's ability to create supportive policies, and staff's ability to engage with individuals in recovery.

Key Considerations:

What are the core competencies within the organization for supporting the RFW initiative (e.g., trauma-informed care, motivational interviewing, or peer support facilitation)?

Type your response here

6. Strengthening Skills and Expertise

Of the skills and expertise identified, which could be strengthened for sustained success?

Key Considerations:

What gaps are there in understanding how to implement recovery-friendly policies at all organizational levels?

Type your response here

What additional training is needed in topics such as mental health first aid, recovery coaching, or substance use awareness?

Type your response here

7. Skills and Expertise Still Needed

What new skills are required to ensure the long-term success of the RFW initiative?

Key Considerations:

What skills in areas like policy advocacy, grant writing, or corporate engagement that the agency still lacks?

Type your response here

Is there a need for specialized roles such as recovery coaches or workplace well-being coordinators?

Type your response here

8. Planning for Ohio Recovery Friendly Workplace Designation

Review the criteria for Ohio RFW Designation online. This list is in-process, so please check back to ensure that you have the most up-to-date list. The current requirement is to implement five (5) of the nine (9) practices to achieve designation.

Assess each criteria to determine which areas you would like to work on to achieve designation.

Criteria	Organizational Strengths	Action Steps Necessary to Achieve Designation	Is this a criteria realistic to pursue at this time? (YES/NO)
Mental and Physical Health Education			
Inform Staff How to Seek Help			
Connect with a Recovery Entity			
Engage Staff with Recovery Friendly Content			
Include Recovery Friendly Practices			
New Hire Recovery Friendly Practices			
Educate Leaders on Best Practices			
Provide Alternatives for Staff in Recovery			
Use State and National Resources			

Resources

https://mha.ohio.gov/know-our-programs-and-services/ohio-recovery-friendly-workplace/become-a-recover-friendly-workplace

https://mha.ohio.gov/know-our-programs-and-services/ohio-recovery-friendly-workplace/get-designated