

**G ♦ A ♦ R ♦ R**

♦ THE GEORGIA ASSOCIATION OF RECOVERY RESIDENCES ♦

*Committed to Setting the Standards for Quality Recovery Residence Services in Georgia*

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## **The Georgia Association of Recovery Residences**

### **Member Standards**

Revised August 9, 2011



National Association of Addiction Treatment Providers Member Since 2009

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### Licensure Notice

Any facility using the term “treatment” in written or verbal program descriptions or those otherwise claims to be a drug abuse education or treatment program must be licensed by the Georgia Department of Community Health’s Office of Facility Regulation. See [http://dch.georgia.gov/00/channel\\_title/0,2094,31446711\\_144097918,00.html](http://dch.georgia.gov/00/channel_title/0,2094,31446711_144097918,00.html).

GARR membership, while providing good preparation for licensure, is not sufficient for this purpose.

### Copyright Notice

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Author: Atlanta. Available online at [garronline.org](http://garronline.org).

## 1.0 PHILOSOPHY:

GARR believes the recovery residence is a core component of successful and lasting recovery and a vital part of the total continuum of care which may include medical/psycho/social assessment, treatment, recovery planning and programming, and life skills development.

## 2.0 MISSION

2.1 GARR's mission is to set the standard for quality recovery residences in Georgia.

2.2 Philosophy:

GARR was founded on the philosophy that:

- Addiction is a disease
- The primary path to recovery is based on spiritual principals embodied within the 12 steps of Alcoholics Anonymous.
- We believe that recovery is physical, mental, emotional, and spiritual.

2.3 Core Values:

- Integrity
- Egalitarianism
- Accountability
- Recovery
- Service

2.4 GARR's mission is accomplished by:

2.4.1 Creating, monitoring, evaluating and improving recovery residence standards and measures of quality;

2.4.2 Ensuring ethical practices by members;

2.4.3 Maintaining a forum for exchanging ideas, lending support, problem solving, and developing new and existing residential programs;

2.4.4 Providing community education and member training that enhances competency and individual growth of residents, their families, and peer recovery supports along with facility staff, volunteers and others in the recovery community; and

2.4.5 Promoting recovery within the community;

2.4.6 Ensuring quality and safe recovery residences.

### 3.0 PURPOSE OF THE GARR STANDARDS

- 3.1 To ensure integrity of program services and quality of environment of care, for both residential addiction treatment programs and residential recovery programs offering supportive services to addicts and alcoholics in need.

GARR recognizes that recovery takes time and that residential support has many facets; from residential treatment models to long-term recovery homes.

GARR affirms the necessity of a continuum of care to adequately address the total needs of the addicted community.

- 3.2 GARR Member Accreditation and Re-Accreditation: This set of standards supersedes any and all previous standards required for GARR membership.

3.2.1 The accreditation process begins when the enclosed application is received in the GARR office. Upon receipt of application a Standards site survey will be scheduled and performed by a member of the standard committee. No claims of approval can be made until the Standard Survey is completed and approved by the Standards committee.

3.2.2 Upon approval, members are encouraged to display their GARR certificate, "Member of the Georgia Association of Recovery Residences", or some similar statement in all facility literature. A link to the GARR website may be inserted in the facility website home page.

### 4.0 PROPERTY STANDARDS

- 4.1 Documentation should be provided showing that the facility meets all applicable local requirements of the fire and building departments; zoning authorities; city or county ordinances; state departments of public health, welfare, and licensure; and federal regulations and laws.

4.1.1 At a minimum, each residence must have smoke detectors, fire extinguishers and exit signs. There should be one smoke detector in living area and at least one smoke detector per bedroom. There must be one fire extinguisher per floor mounted and with signage. There must be a minimum of two exit signs per home showing two ways of exit.

4.1.2 Facility maintains documentation of proper maintenance of smoke detectors, fire extinguishers and exit signs. Smoke detectors should be checked monthly, fire extinguishers should be inspected annually.

4.1.3 Fire extinguishers must be mounted in plain sight and the location is clearly marked with signage. There must be one fire extinguisher per floor.

4.1.4 If applicable, state licenses, certificates of occupancy and other required documents are visible for public view.

- 4.2 Living Space Requirements: Each residential unit must provide a home-like atmosphere that includes reasonable storage accommodations for each resident, a comfortable living area, and separate dining and sleeping spaces.
  - 4.2.1 The facility shall provide a minimum of 60 square feet per resident for multiple person bedrooms and 100 square feet for single occupancy bedrooms.
- 4.3 The facility shall have one sink, toilet and shower per every six residents.
- 4.4 Laundry services must be available and easily accessible to all residents.
- 4.5 The interior and exterior must be functionally maintained, safe and clean.
- 4.6 The home must be located near public transportation where available or transportation must be provided or made available.
- 4.7 There must be adequate space available for group meetings and fellowship gatherings based on the number of clients.
- 4.8 At minimum there must be a private meeting space for conducting confidential services for clients.

## **5.0 ADMINISTRATION AND MANAGEMENT STANDARDS**

- 5.1 Program has Executive level administration and/or Board.
  - 5.1.1 An Executive Director or Chief Executive has full responsibility for implementing the organization's policies and procedures.
  - 5.1.2 The minimum qualifications, duties, and responsibilities of the Executive are clearly stated in a written job description and/or contract.
  - 5.1.3 The Director fosters staff, volunteer and resident adherence to a publicized code of organizational practices and ethics that includes a drug-free workplace policy.
  - 5.1.4 The Board approves all policies, bylaws and committees as is necessary to meet its legal and implied responsibilities.
  - 5.1.5 The Board promotes the involvement of the local business, government, and recovery community representatives while enhancing the recovery residence's ability to adjust to the changing needs of the community.
  - 5.1.6 The Board consists of a mixture of local residents including potential or actual resident employers, educators, human service professionals, judicial and criminal justice supervisors, former residents, and government and business representatives, some of whom are in long-term recovery.
  - 5.1.7 Documentation of regular Board meetings via minutes of each meeting is available during accreditation and re-accreditation.
- 5.2 Organizational Structure: The structure for recovery residence programs can be either for profit or non-profit and must be a legally recognizable business entity.

**Member Applicant Name** \_\_\_\_\_

Programs are required to submit with the GARR Membership Application supporting documentation that may include business license, articles of incorporation, State of Georgia incorporation documents and federal tax identification number.

- 5.3 Non-profit corporations must show proof of tax exempt status with the IRS.
- 5.4 Residences are required to have a complete Policy and Procedures Manual. The manual should include but is not limited to policies and procedures addressing the following topic areas:

#### 5.4.1 PROGRAM DESCRIPTION

- Mission Statement/  
Program Philosophy  
Operating Plan

#### 5.4.2 ETHICS

- Code of Ethics (GARR or NAADAC Code of Ethics may be used)  
Residents Rights and Responsibilities  
Confidentiality and Resident Records  
Grievance Procedure

#### 5.4.3 CARE OF RESIDENTS

- Admission and Re-admission Criteria  
Intake Procedure  
Assessment Process  
Infectious Disease Policy: Programs should make every necessary effort to assess the presence of infectious diseases. Programs should develop a basic universal precautions policy (hand washing, use of gloves in urine or blood transfer).  
Documentation of Care  
Attendance  
Resident Rules  
Dress Code  
Intervention for the Agitated or Dangerous Resident  
Intervention for the Intoxicated/Impaired Resident  
Medical care  
Medication Policy  
Random Urine Drug Screen Policy  
Search for Hazardous Items  
Smoking Policy  
Types of Discharge  
Resident Finances  
Resident Transportation

#### 5.4.4 RESIDENT GROUPS / CLASSES: Group / Class Descriptors.

- Descriptions of resident groups and classes should be available to all clients.

- 5.4.5 Schedules of all resident groups and classes should be posted in a conspicuous location.
- 5.5 Accounting System: The recovery residence shall maintain an accounting system that fully documents all financial transactions involving residents including charges accrued, fees paid, and all deposits and withdrawals from residents' accounts.
  - 5.5.1 Recovery residences are required to establish annual budgets.
  - 5.5.2 Adequate records on all residents and personnel must be kept secure with access limited to authorized staff only.
- 5.6 Records and documentation of applicable insurance coverage must be provided.
- 5.7 A grievance policy and procedure for residents, employees, and volunteers shall include a Grievance form that is included in the intake/orientation materials provided to each resident, employee and volunteer.

## **6.0 PERSONNEL STANDARDS**

- 6.1 Job Descriptions: All employees shall have a job description that details the required minimum qualifications, credentials, and duties or responsibilities.
- 6.2 The facility shall maintain staff sufficient to accommodate the maximum number and identified needs of residents.
- 6.3 Personnel Records: Must be maintained in accordance with federal, state, and local regulations. Records on each full-time, part-time, and contract employee are to be kept up-to-date and stored in a secure location that is accessible only by authorized staff.
- 6.4 Continuing Education and Staff Training: Staff personnel should receive sufficient opportunities and incentives to participate in continuing education. Each personnel file must contain official documentation of certifications and/or licenses. Ongoing training/education requirements should be tracked to maintain certifications and/or licenses.
- 6.5 The staff will show an understanding by which a resident establishes a recovery lifestyle by incorporating core principles and practices of recovery.
- 6.6 The admission policy should reflect direct involvement of staff in evaluation of potential residents.
- 6.7 All staff members should be knowledgeable of other community resources/referral sources.
- 6.8 All staff should demonstrate and practice a clear understanding of confidentiality laws.

## **7.0 RECOVERY PROGRAM STANDARDS**

- 7.1 Before admission, potential residents shall sign a statement acknowledging; that s/he has been informed of all known required activities, restrictions, a consent to services, benefits and financial costs.

- 7.2 Resident Rights: Each resident shall receive a written statement of resident rights including but not limited to the following: an explanation of all fees, what is included in each fee, who is paying the fees, and all activities expected of the resident.
- 7.3 Admission Criteria, discharge and Re-Admission Procedures: Written admission and exclusion, discharge and re-admission criteria and procedures must be explained to each resident before or upon admission.
- 7.4 An intake process shall document the resident's demographics including, at a minimum, age, gender, race/ethnicity, emergency procedures and designated contact information.
  - 7.4.1 Additional information to be covered during intake includes confidentiality laws and exemptions, a weekly schedule of all required activities, and a list of immediate duties and responsibilities.
  - 7.4.2 The residents will be issued a resident handbook or copy of signed paperwork during the intake process to include rules and regulations, program expectations and other program information.
  - 7.4.3 Clients must be properly oriented into the recovery program.
- 7.5 Confidentiality and Authorization for release of information adherence to federal regulation 42 CFR Part 2 is required. All signed authorization for release of information forms must be kept in the resident's file.
- 7.6 Recovery Plan: Each resident shall participate in, and complete an individualized recovery plan that identifies recovery needs, goals, and activities.
  - 7.6.1 An assessment will be done to determine psycho-social, spiritual, legal, and recovery needs of each client. Examples of assessment forms are available through GARR.
  - 7.6.2 A medical/physical assessment will be done to evaluate the medical and physical needs of each client. This assessment can include but is not limited to a medical history questionnaire, history and physical, psychological evaluation, lab blood and urinalysis and history of medical problems.
  - 7.6.3 The program must show evidence of making provisions for ongoing medical and psychiatric care of each patient.
  - 7.6.4 The plan objective is to improve one's physical, mental, spiritual and social wellness while also developing additional recovery community resources to be used during the program and upon transfer from the recovery residence.
  - 7.6.5 The recovery plan and any documented updates shall be kept in the resident's file.
- 7.7 Recovery Progress Reports shall include admission notes, weekly progress reports, and a discharge summary.
  - 7.7.1 A copy of each recovery progress report signed by the resident and/or staff shall be kept in the resident's file.

**Member Applicant Name** \_\_\_\_\_

- 7.8 Emergency Procedures and Staff Contact Information: Each new resident and at least one of his or her significant others shall receive written instructions on emergency procedures and staff contact information.
  - 7.8.1 Emergency information shall also be posted in conspicuous locations in each of the facility's buildings and all residences.
  - 7.8.2 Emergency procedures include fire, medical, psychiatric, relapse, threats or acts of violence, and natural disasters.
- 7.9 The program must have a written policy on the use, abuse and non-use of prescribed medications, over-the-counter drugs, etc. Policy should also include storage, handling, and self-dispensing of medications.
- 7.10 The program must show evidence of promoting recreational activities.
- 7.11 The resident must be made aware of and encouraged to attend 12 step or other related self-help groups.
- 7.12 There must be a posted program schedule or format in all residences.
- 7.13 Resident rules and responsibilities must be posted in all residences.

**Member Applicant Name** \_\_\_\_\_

Member Applicant Name \_\_\_\_\_

## STANDARDS COMPLIANCE MEMBER APPLICATION INFORMATION SHEET

PROGRAM INFORMATION	
Name of Program	
Name of Corporation	
Administrator and/or Executive Director	
Program Mailing Address	
Telephone	
Program E-Mail Address	
Program Website Address	
PROGRAM DATA	
Total Bed Capacity	
Population served <i>(Men, Women, Women With Small Children, Etc.)</i>	
Socioeconomic target group	
Age group served <i>(Children, Adolescents, Adults)</i>	
Total full-time staff members	
Total volunteers	
Total other staff	
Program location <i>(Rural, Reservation, Small Town, Residential, Suburban, Urban)</i>	
Brief description of area(s) in which program is located	
Team Member:	

PLEASE RATE EACH QUESTION ON THE FOLLOWING PAGES.

- Make notations for improvements.
- Make recommendations for compliance when deemed necessary.
- Place name of facility on each evaluation page.

Member Applicant Name \_\_\_\_\_

Full control over the programming, admissions criteria/qualifications, and services rendered must remain with the recovery residence.

*Based on level and description of care, some compliance items may not apply.*

Member Applicant Name \_\_\_\_\_

### GARR Standards Compliance Checklist

**Submit this checklist with the GARR Member Application to initiate the approval process.**

* On the last page, number and explain items checked Does Not Meet	Meets	Does Not Meet*	Non-Profit Compliant	N/A
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4.0	PROPERTY	Meets	Does Not Meet*	Non-Profit Compliant	N/A
4.1	Facility meets all applicable local requirements of the fire and building departments; zoning authorities; city or county ordinances; state departments of public health, welfare, and licensure; and federal regulations and laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	At a minimum, each residence must have smoke detectors, fire extinguishers and exit signs. There should be one smoke detector in living area and at least one smoke detector per bedroom. There must be one fire extinguisher per floor mounted and with signage. There must be a minimum of two exit signs per home showing two ways of exit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Facility maintains documentation of proper maintenance of smoke detectors, fire extinguishers and exit signs. Smoke detectors should be checked monthly, fire extinguishers should be inspected annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Fire extinguishers must be mounted in plain sight and the location is clearly marked with signage. There must be one fire extinguisher per floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	State licenses, certificates of compliance and other required documents are visible for public view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Each residential unit provides a home-like atmosphere that includes reasonable storage accommodations for each resident, a comfortable living area, and separate dining and sleeping spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	The facility provides a minimum of 60 square feet per resident for multiple person bedrooms and 100 square feet for single occupancy bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	The facility has one sink, toilet and shower per every six residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Laundry services are available and easily accessible to all residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	The interior and exterior is functionally maintained, safe and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	The home must be located near public transportation where available or transportation must be provided or made available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Member Applicant Name \_\_\_\_\_

* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
4.7	There must be adequate space available for group meetings and fellowship gatherings based on the number of clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	At minimum there must be a private meeting space for conducting confidential services for clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
<b>5.0 ADMINISTRATION AND MANAGEMENT</b>					
5.1	Program has Executive level administration and/or Board (Non-Profit).				
5.1.2	An Executive Director or Chief Executive has full responsibility for implementing the organization's policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	The minimum qualifications, duties, and responsibilities of the Executive are clearly stated in a written job description and/or contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	The Director fosters staff, volunteer and resident adherence to a publicized code of organizational practices and ethics that includes a drug-free workplace policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	The Board approves all policies, bylaws and committees as is necessary to meet its legal and implied responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	The Board promotes the involvement of the local business, government, and recovery community representatives while enhancing the recovery residence's ability to adjust to the changing needs of the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	The Board consists of a mixture of local residents including potential or actual resident employers, educators, human service professionals, judicial and criminal justice supervisors, former residents, and government and business representatives, some of whom are in long-term recovery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Documentation of regular Board meetings via minutes of each meeting is available during accreditation and re-accreditation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	GARR application completed to include applicable business entity documents, i.e. business license, articles of incorporation, State of Georgia incorporation documents and federal tax identification number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Non-profit corporations must show proof of tax exempt status with IRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Residences are required to have a complete Policy and Procedures Manual to include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.1	Program Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Code of Ethics (GARR or NAADAC Code of Ethics may be used)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Member Applicant Name \_\_\_\_\_

* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
5.4.3	Philosophy of Care: Care of Residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
5.4.4	Descriptions of resident groups and classes should be available to all clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.5	Schedule of resident groups/classes is posted in a conspicuous location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Maintains an accounting system that fully documents all financial transactions involving residents including charges accrued, fees paid, and all deposits and withdrawals from residents' accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.1	Establishes an annual budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Adequate records on all residents and personnel are kept secure with access limited to authorized staff only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Records and documentation of applicable insurance coverage (personnel life/health, property, etc.) is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	A grievance policy and procedure for residents, employees, and volunteers includes a Grievance form that is included in the intake/orientation materials provided to each resident, employee and volunteer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
<b>6.0</b>	<b>PERSONNEL</b>				
6.1	Each employee has a job description that details the required minimum qualifications, credentials, and duties or responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	The facility maintains staff sufficient to accommodate the maximum number and identified needs of residents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Personnel records are maintained in accordance with federal, state, and local regulations. Records on each full-time, part-time, and contract employee are kept up-to-date and stored in a secure location and that is accessible only to authorized staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Continuing Education and Staff Training: Staff receives sufficient opportunities and incentives to participate in continuing education. Each personnel file contains official documentation of certifications and/or licenses and ongoing training/education received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	The staff shows an understanding by which a resident establishes a recovery lifestyle by incorporating core principles and practices of recovery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	The admission policy should reflect direct involvement of staff in evaluation of potential residents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Member Applicant Name \_\_\_\_\_

* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
6.7	All staff members are knowledgeable of other community resources/referral sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	All staff demonstrate and practice a clear understanding of confidentiality laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
<b>7.0 RECOVERY PROGRAM</b>					
7.1	Before admission, potential residents sign a statement acknowledging; that s/he has been informed of all known required activities, restrictions, a consent to services, benefits and financial costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Resident Rights: Each resident receives a written statement of resident rights including but not limited to the following: an explanation of all fees, what is included in each fee, who is paying the fees, and all activities expected of the resident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2.1	A signed Residents Rights form is contained in resident files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Admission Criteria, discharge and Re-Admission Procedures: Written admission and exclusion, discharge and re-admission criteria and procedures are explained to each resident before or upon admission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	An intake process documents the resident's demographics including, at a minimum, age, gender, race/ethnicity, emergency procedures and designated contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4.1	Additional information covered during intake includes confidentiality laws and exemptions, a weekly schedule of all required activities, and a list of immediate duties and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4.2	The residents are issued a resident handbook or copy of signed paperwork during the intake process that includes rules and regulations, program expectations and other program information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4.3	Clients are properly oriented into the recovery program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5	Confidentiality and Authorization for release of information Adherence to federal regulation 42 CFR Part 2 is required. All signed authorization for release of information forms must be kept in the resident's file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	Recovery Plan: Each resident participates in, and completes an individualized recovery plan that identifies recovery needs, goals, and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6.1	An assessment is done to determine psycho-social, spiritual, legal, and recovery needs of each client.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6.2	A medical/physical assessment is done to evaluate the medical and physical needs of each client. This assessment can include but is not limited to a medical history questionnaire, history and physical, psychological evaluation, lab blood and urinalysis and history of medical problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
7.6.3	The program shows evidence of making provisions for ongoing medical and psychiatric care of each patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6.4	The plan objective is to improve one's physical, mental, spiritual and social wellness while also developing additional recovery community resources to be used during the program and upon transfer from the recovery residence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6.5	The recovery plan and any documented updates are kept in the resident's file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7	Recovery Progress Reports includes admission notes, weekly progress reports, and a discharge summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7.1	A copy of each recovery progress report is signed by the resident and/or staff and is kept in the resident's file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* On the last page, number and explain items checked Does Not Meet		Meets	Does Not Meet*	Non-Profit Compliant	N/A
7.8	Emergency Procedures and Staff Contact Information: Each new resident and at least one of her or his significant others shall receive written instructions on emergency procedures and staff contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8.1	This information is also posted in conspicuous locations in each of the facility's buildings and all residences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8.2	Emergency procedures include fire, medical, psychiatric, relapse, threats or acts of violence, and natural disasters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.9	The program has a written policy on the use, abuse and non-use of prescribed medications, over-the-counter drugs, etc. Policy includes storage, handling, and self-dispensing of medications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.10	The program shows evidence of promoting recreational activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.11	The resident is made aware of and encouraged to attend 12 step or other related self-help groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.12	There is a posted program schedule or format in all residences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.13	Resident rules and responsibilities are posted in all residences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





**Member Applicant Name** \_\_\_\_\_

**Discussion about assessments/psycho-social**