



## *Document Checklist*

- Mission Statement
- Vision Statement
- Documentation of Legal Business
- Insurance Certificate
- Written Permission from property owner if Residence is rented by organization
- Non-Discrimination Policy
- Organization/Resident Work Policy
- Code of Ethics/ staff, owner, volunteer signed
- Evidence of Accounting System/Resident fees
- Resident Refund Policy
- Data Collection Policy
- Resident Rights/ Rules
- Financial Agreement/Obligations/Services Provided
- Recovery Goals
- Relapse Policy
- Resident Records Policy
- Confidentiality Policy
- Social Media Policy
- Grievance Policy/Procedure
- Search Policy
- Drug Testing Policy
- Prescription Medication Policy/Procedure



- Resident Smoking Policy
- Health Policy/Contagious disease
- Resident Emergency Contact Information
- Active Recovery/Community Engagement

Residents engage in at least 1 of the following 1.Work, School, Volunteering 2. Participate in mutual aid or caregiving 3. Participate in social, physical, or creative activities 4.Participate in daily or weekly community activities 5.Participate in daily/weekly programming (Level 3/4)

- Resident Recovery Plan
- Community Resources Page
- Cultivate Resident Community
  - 1. Residents involved in food prep
  - 2. Residents have voice in who they live with
  - 3. Residents help maintain and clean home
  - 4. Residents share in household expenses
  - 5. Community or residence meetings once a weekResidents have access to common areas of home
- Good Neighbor Policy
- Courtesy Rules/smoking, language, parking etc.