

## Recovery Housing Quality Standards Self-Assessment Checklist: Levels I, II and II

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### Instructions:

Following this page, you will find the Self-Assessment checklist. Please note, this completed checklist is required for each residence submitted for accreditation.

1. Please respond to each standard item by indicating whether or not the recovery residence(s) is compliant, “**y**” or is noncompliant, “**n**” for each of the standard items.
2. For each standard item rated as non-compliant, “n”, please explain why on the last page and describe either the plan to become compliant or a rationale for a requested exemption.
3. In the last column, if the letter “D” is present, a document from the recovery house is required to be submitted with the application. The document should both be identifiable as one that is applicable to the recovery residence and shows evidence of compliance with the corresponding standard.
4. The required document referenced above does not need to be specific to the corresponding standards alone but could be one that includes evidence of compliance embedded in it, such as the house rules, resident agreement or a program description.

## Quality Standards Self-Assessment Checklist: Levels I, II and III

Y/N = Y indicates compliance and N indicates non-compliance

D = D indicates that documentation is required to show evidence of compliance with the respective standards

Standard	Item	Level I	Level II	Level III	Y/N	D
<b>Administration and Operational</b>						
<b>1</b>	<b>Are guided by a mission and vision</b>					
	.01 A written mission statement that corresponds with the MCRSP/NARR standards.	x	x	x		<b>D</b>
	.02 A vision statement that corresponds with the MCRSP/NARR standards.	x	x	x		<b>D</b>
<b>2</b>	<b>Adheres to legal and ethical codes</b>					
	.01 An affidavit that attests to complying with non-discriminatory state and federal requirements.	x	x	x		<b>D</b>
	.02 Marketing materials, claims and advertising that are honest and substantiated as opposed to: <ul style="list-style-type: none"> <li>▪ False or misleading statements or unfounded claims or exaggerations;</li> <li>▪ Testimonials that do not really reflect the real opinion of the involved individual;</li> <li>▪ Price claims that are misleading;</li> <li>▪ Therapeutic strategies for which licensure and/or counseling certifications are required but not applicable at the site; or</li> <li>▪ Misleading representation of outcomes.</li> </ul>	x	x	x		
	.03 State licenses, certificates of compliance, code of ethics, and other required documents are visible to public view, if necessary.		x	x		
	.04 Housing has executive level administration and/or Board (if a non-profit organization).	x	x	x		
	.05 Operators/Board of directors approve all policies, bylaws, and committees necessary to meet its legal and implied responsibilities.	x	x	x		
	.06 Promotes staff, volunteer and resident adherence to a publicized code of organizational practices and ethics that includes a drug-free workplace policy. (Code of Ethics)	x	x	x		<b>D</b>
	.07 Signed Local Codes and Zoning Acknowledgement Form.	x	x	x		<b>D</b>

<b>3</b>		<b>Are financially honest and forthright</b>					
	.01	Establishes policies and maintains an accounting system that fully documents all financial transactions. Including charges accrued, fees paid, and all deposits to residents' accounts. (Resident receives receipt for any monies paid toward their account.)	x	x	x		
	.02	Prior to the initial acceptance of any funds, the operator must inform applicants of all fees and charges for which they will be, or could potentially be, responsible. This information needs to be in writing and signed by the applicant.	x	x	x		<b>D</b>
	.03	Process for residents to be kept aware of monthly expenses and expectations for payment.	x	x	x		
	.04	Staff must never become involved in residents' personal financial affairs, including lending or borrowing money, or other transactions involving property or services, except that the operator may make agreements with residents with respect to payment of fees.	x	x	x		
	.05	Policy and procedure that ensures refunds consistent with the terms of a resident agreement are provided within 10 business days, and preferably upon departure from the home.	x	x	x		
	.06	<p>Policies and procedures that ensure the following conditions are met, if the residence provider or a staff member employs, contractors or enters into a paid work agreement with residents:</p> <ul style="list-style-type: none"> <li>▪ Paid work arrangements are completely voluntary. Residents do not suffer consequences for declining work. Residents who accept paid work are not treated more favorably than residents who do not.</li> <li>▪ Paid work for the operator or staff does not impair participating residents' progress towards their recovery goals.</li> <li>▪ The paid work is treated the same as any other employment situation.</li> <li>▪ Wages are commensurate with marketplace value, and at least minimum wage. The arrangements are viewed by a majority of the residents as fair.</li> <li>▪ Paid work does not confer special privileges on residents doing the work. Work relationships do not negatively affect the recovery environment or morale of the home. Unsatisfactory work relationships are terminated without recriminations that can impair recovery.</li> </ul>	x	x	x		
<b>4</b>		<b>Collect data for continuous quality improvement</b>					
	.01	The agency shall document the resident's demographics including, at a minimum, age, gender, race/ethnicity, and emergency contact information.	x	x	x		
	.02	Procedures that collect, evaluate and report accurate process and outcomes data for continuous quality improvement.			x		
<b>5</b>		<b>Operate with prudence</b>					
	.01	Legal business entity documentation e.g. incorporation, LLC documents or business license.		x	x		<b>D</b>

	.02	Records and documentation of applicable insurance coverage are provided.	X	X	X		<b>D</b>
	.03	Written permission from the owner of record to operate a recovery residence on the property.			X		<b>D</b>
	.04	Records kept secure with access limited to authorized individuals only.		X	X		
	.05	Policies and procedures that ensure that background checks are conducted on all staff, including volunteers that have direct and regular interaction with residents.		R	R		
<b>6</b>		<b>Communicate rights and requirements before agreements are signed</b>					
	.01	Before moving in, potential residents are informed of all required activities, restrictions, and benefits.	X	X	X		
	.02	Resident Rights: Each resident reads and signs a statement of resident rights and these rights are posted in common areas.	X	X	X		<b>D</b>
	.03	Upon entry of home, staff and/or house manager will review house rules/handbook with resident and they will sign an agreement of all rules. A copy will be placed in each resident's file.	X	X	X		<b>D</b>
	.04	Resident documents that fully disclose policies regarding possessions (personal property) left in a home.	X	X	X		<b>D</b>
<b>7</b>		<b>Promote self and peer advocacy</b>					
	.01	A grievance policy and procedure for residents, and if applicable, employees and volunteers is established. This policy and procedure is to be reviewed with residents, staff and volunteers upon entry or hire and is to be posted in common areas.	X	X	X		<b>D</b>
	.02	Policy and procedure for identifying the responsible person(s) in charge to all residents.	X	X	X		
<b>8</b>		<b>Support housing choice</b>					
	.01	Applicant screening policies and procedures provide current residents a voice in the acceptance of new members.	X	X	X		
	.02	Policies and procedures that promote resident-driven length of stay.	X	X	X		
<b>9</b>		<b>Protect privacy</b>					
	.01	Policies and procedures that keep resident's records secure, with access limited to authorized staff only.	X	X	X		<b>D</b>
	.02	Policies and procedures that comply with applicable confidentiality laws.	X	X	X		<b>D</b>
<b>10</b>		<b>View recovery as a person-driven, holistic and lifelong process</b>					
	.01	Documenting that residents participate in the development of their recovery plan including an exit plan and/or lifelong plan.	X	X	X		

	.02	Documenting that the operator cultivates alumni participation.	X	X	X		
<b>11</b>		<b>Are culturally responsive and competent</b>					
	.01	Policies and procedures that identify the priority population, which at a minimum includes persons in recovery from substance use but may also include other demographic criterion.	X	X	X		
	.02	A staffing or leadership plan that reflects the priority population's needs.	X	X	X		
	.03	Documented cultural responsiveness and competence trainings that are relevant to the priority population.		R	X		
<b>12</b>		<b>Involve peers in governance in meaningful ways</b>					
	.01	Some rules are made by the residents that the residents (not the staff) enforce.	X	X	X		
	.02	A resident council or process is in place that ensures resident's voices can be heard.	X	X	X		
	.03	The resident council has a voice in the governance of the home.	X	X	X		
<b>13</b>		<b>Use peer staff and leaders in meaningful ways</b>					
	.01	Residents' responsibilities increase with their length of stay or progress in their recovery.	X	X	X		
	.02	Staffing or leadership plan that formally includes a peer component.	X	X	X		
	.03	Written job description and/or contracts for peer staff and leaders.			X		<b>D</b>
<b>14</b>		<b>Maintain resident and staff leadership based on recovery principles</b>					
	.01	A home staffing or leadership plan that includes current residents and where possible, former residents that model recovery principles.	X	X	X		
	.02	Leader and/or staff job descriptions and selections are based in part on modeling recovery principles.	X	X	X		
<b>15</b>		<b>Ensure staff are trained or credentialed appropriate to their level</b>					
	.01	Written staffing or workforce development plan.		R	X		
	.02	Certification and verification policies and procedures.			X		
<b>16</b>		<b>Provide supportive staff supervision</b>					
	.01	Policies and procedures for supervision of staff.	R	R	X		
	.02	Ongoing skills development, oversight and support policies and procedures appropriate to staff roles and level of support.	R	R	X		

## Recovery Support

Recovery Support						
<b>17</b>		<b>Encourage residents to own their recovery</b>				
	.01	Policies and procedures that encourage each resident to develop and participate in their own personalized recovery plan (Person-driven recovery).	x	x	x	<b>D</b>
	.02	Policies and procedures that encourage residents to make their own outside appointments.	x	x	x	
<b>18</b>		<b>Provide an alcohol and illicit drug-free environment</b>				
	.01	The program has a written policy on the use, misuse, and non-use of prescribed medications, over-the-counter drugs, etc. Policy includes storage, handling, and self-dispensing of medications.	x	x	x	<b>D</b>
	.02	Written and enforced policies and procedures that address: <ul style="list-style-type: none"> <li>▪ Alcohol and/or other prohibited drug-seeking or use;</li> <li>▪ Possession of hazardous and other prohibited items and associated searches;</li> <li>▪ Drug-screening and or toxicology protocols; and</li> <li>▪ Prescription and non-prescription medication usage and storage consistent with the Level of Support and relevant state law</li> </ul>	x	x	x	<b>D</b>
<b>19</b>		<b>Create and sustain an atmosphere of recovery support</b>				
	.01	Demonstrates an understanding that all residents establish a recovery lifestyle by incorporating core principles and practices of recovery.	x	x	x	
	.02	Required group activities will be given to resident or posted. Other peer group program schedules are readily available.	x	x	x	
<b>20</b>		<b>Inform and encourage residents to participate in a range of community-based supports</b>				
	.01	All Residents are knowledgeable of community resources/referral sources.	x	x	x	
	.02	Resource directories or similar resources are readily available to residents.	x	x	x	
<b>21</b>		<b>Provide a physically and emotionally safe, secure and respectful environment</b>				
	.01	Residents will be given house tour to become properly oriented with the program. Including their bedroom, kitchen, bath, laundry, parking, exits and where all posted documentation is located.	x	x	x	
	.02	Policies and procedures, such as applicant screenings, that establish the home's priority population and cultivate physically and emotionally safe environments for discussing the needs, feelings and sustaining recovery-supportive connections.	x	x	x	
	.03	Policies that promote resident determined lengths of stay that support health and safety of the	x	x	R	

		household/community.					
<b>22</b>		<b>Are cultivated through structure and accountability</b>					
	.01	Written resident rights, requirements, agreements, social covenants and/or “House Rules”.	x	x	x		<b>D</b>
	.02	Requirements and protocols for peer leadership and/or mentoring policies that foster individual and community accountability.	x	x	x		
<b>23</b>		<b>Promote meaningful daily activities</b>					
	.01	A weekly schedule of the typical resident’s activities	x	x	x		<b>D</b>
	.02	Are residents encouraged to (at least one of the following): <ul style="list-style-type: none"> <li>▪ Work, going to school, or volunteer outside of the residence community (Level 1, 2 and some 3s)</li> <li>▪ Participate in mutual aid or caregiving (All Levels)</li> <li>▪ Participate in social, physical or creative activities (All Levels)</li> <li>▪ Attend daily or weekly programming (All Levels)</li> </ul>	x	x	x		
	.03	Person-driven recovery planning & peer governance.	x	x	x		
<b>24</b>		<b>Create a “functionally equivalent family” within the household</b>					
	.01	Residents are involved in food preparation.	x	x	x		
	.02	Residents have input over with whom they live.	x	x	x		
	.03	Residents help maintain and clean the home e.g. chores.	x	x	x		
	.04	Residents share in household expenses.	x	x	x		
	.05	Family or house meetings are held at least once a week.	x	x	x		
	.06	Residents have access to the common areas of the home.	x	x	x		
<b>25</b>		<b>Foster ethical, peer-based mutually supportive relationships between residents and/or staff</b>					
	.01	Policies and procedures that encourage residents to engage one another in informal activities and conversation.	x	x	x		
	.02	Policies and procedures that coordinate community gatherings, recreational events and/or other social activities amongst residents and/or staff.	x	x	x		
<b>26</b>		<b>Connect residents to the local (greater) recovery community</b>					
	.01	Residents are informed of or linked to mutual aid, recovery community centers, recovery ministries	x	x	x		

		recovery-focused leisure activities and recovery advocacy opportunities;					
	.02	Mutual aid meetings are hosted on site and there are typically attendees from the greater recovery community	x	x	x		
	.03	The recovery residence helps participants find a recovery mentor or mutual aid sponsor if they are having difficulty finding one		x	x		
	.04	Participants are encouraged to find a recovery mentor or mutual aid sponsor before leaving the recovery residence	x	x	x		
	.05	Residents are formally linked with the community such as job search, education, family services, health and/or housing programs		x	x		
	.06	Residents engage in community relations and interactions to promote kinship with other recovery communities and goodwill for recovery services		x	x		
	.07	Sober social events are regularly scheduled (each participant can attend at least one).		x	x		
	.08	Residents are made aware of and encouraged to attend 12-step or other related self-help groups.	x	x	x		
<b>27</b>		<b>Offers recovery support services in formal settings</b>					
	.01	Weekly schedule of recovery support services recognized by the respective NARR Affiliate organization.			x		<b>D</b>
	.02	Weekly schedule of recovery-oriented presentations, group exercises, and activities.			x		<b>D</b>
	.03	Staffing plan that corresponds to the delivery of this service.			x		<b>D</b>
<b>28</b>		<b>Offering life skills development services in a formal setting</b>					
	.01	Weekly schedule of formal life skills development services or classes.			x		<b>D</b>
	.02	Staffing plan that corresponds to the delivery of this service.			x		<b>D</b>
<b>Property</b>							
<b>29</b>		<b>Create a home-like environment</b>					
	.01	Each residential site provides a homelike atmosphere that includes a kitchen area, sleeping spaces and a comfortable living area which includes adequate seating for activities such as studying, socializing, reading, meetings, watching television, etc. A private meeting space for confidential discussions between staff/house manager and clients (office or managers room).	x	x	x		
	.02	Each bedroom area provides approximately 60 square feet for each resident with dressers and hanging area with reasonable storage accommodations for each resident, as well as a single bed per resident (bunk beds are not acceptable.) Bedrooms must have one working window if fire exits are	x	x	x		



		not available.					
	.03	Bathrooms are clean, have hot and cold running water, and fully functional plumbing. In the event of multiple bathrooms with some not fully functioning, please note specific floor and location on the QIR form. Each resident must have one sink, toilet, and shower per every 6 residents. (Keep in mind the resident/restroom ratio “10 clients need 2 fully functioning restrooms, i.e. sink, toilet, shower in each.)	x	x	x		
	.04	Laundry services are available and easily accessible to all residents. (Does not have to be on site, however, preferably on site.)	x	x	x		
	.05	There is a clean kitchen with hot and cold running water, with adequate cooking and storage space. Cooking areas and stove(s)/microwave(s) are free from grease accumulation and are in proper working condition. Adequate cooking and refrigeration space exists for each resident. The area is relatively free of signs of insects and rodents.	x	x	x		
	.06	Food is properly stored to prevent spoilage, insect infiltration, rodent activity, etc. Perishable items are refrigerated.	x	x	x		
<b>30</b>		<b>Promote community</b>					
	.01	Community room (space) large enough to reasonably accommodate community living and meeting.	x	x	x		
	.02	A comfortable group area, a living room or sofas, for participants to informally socialize.	x	x	x		
	.03	A kitchen and dining area(s) that encourage residents to share meals together.	x	x	x		
<b>31</b>		<b>Create home safety</b>					
	.01	<u>Smoke Detectors and Fire Extinguishers</u> - At least one battery-operated or hard-wired smoke detector must be present and working on each level of the residence, including the basement, but not the crawl spaces and unfinished attic. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard. There should be minimally one fire extinguisher present at each location. Preferably one on each floor of the residence mounted in a common area. Must maintain fire safety equipment documentation (i.e. monthly smoke alarm test, yearly fire extinguisher tests).	x	x	x		
	.02	<u>Exits</u> - “Acceptable fire exit” means that the building must have minimally two operational entrance/exit doors and functional windows from bedrooms on second and third floors for proper exit in case of fire; doors & windows must be free from obstructions. “Obstructed” means that the exit is not useable due to conditions such as debris, storage, or broken lock. Fire exit must be clearly marked.	x	x	x		
	.03	<u>Electrical</u> - To qualify, there must be working electrical outlets, and lighting in every room. Extension cords from room to room are not acceptable and are a safety hazard. The home must be free of electrical hazards such as exposed wires, missing cover plates, cracked outlets, or light	x	x	x		

	fixture hanging from electrical wiring without other firm support or fixture. The home must have working electricity to qualify.					
.04	<u>Ceiling Condition</u> - “Unsound or hazardous” means the presence of serious defects that are either a potential for structural collapse or that large cracks or holes allow significant drafts to enter the residence. The condition includes severe bulging or buckling; large holes; missing parts; falling or in danger of falling; loose surface materials (other than paper or paint).	x	x	x		
.05	<u>Wall Condition</u> - “Unsound or hazardous” includes serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration. Rate needs improvement or acceptable on walls that are basically sound but have some nonhazardous defects, including: small or shallow holes; cracks; loose or missing parts; unpainted surfaces; peeling paint, depending on severity of defects.	x	x	x		
.06	<u>Floor Condition</u> - “Unsound or hazardous” means the presence of serious defects that present a potential for structural collapse or other threats to safety (e.g., tripping) or large cracks or holes that allow substantial drafts from below the floor. The condition includes severe buckling or major movements under walking stress; damaged or missing parts. Rate needs improvement for floors that are basically sound but have some nonhazardous defects, including heavily worn or damaged floor surface (for example, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage).	x	x	x		
.07	<u>Interior Stairs and Common Halls</u> – “Loose, broken, or missing steps” should not be acceptable if they present a serious risk of tripping or falling. A handrail is required for stair cases with multiple steps. Halls and stairs must be free of tripping hazards.	x	x	x		
.08	<u>Other Interior Hazards</u> - May include broken glass, protruding nails, broken bathroom fixtures with sharp edges, standing water, raw sewage, etc.	x	x	x		
.09	<u>Window Condition</u> - Windows must be in working condition, free of broken glass or missing panes. Windows must lock or be nailed shut; as long as it is not an alternative fire exit.	x	x	x		
.10	<u>Plumbing</u> - “Major leaks” means that main water drain and feed pipes (often located in the basement) are seriously leaking, any leaks causing standing water. Or any raw sewage conditions.	x	x	x		
.11	<u>Exterior Safety Conditions</u> - Ensure residence has proper exterior lighting, yard is maintained properly and grass does not exceed city ordinances, walkways are clear of obstruction and tripping hazards, trash and garbage are contained in covered trash cans or dumpsters, with no excessive accumulation present.	x	x	x		
.12	<u>Smoke-Free Environment</u> – Smoke-free living environment policy and/or designated smoking area outside of the residence.	x	x	x		
.13	<u>Staff/Residents Trained</u> – Naloxone is available and accessible; evidence that staff and residents are trained in its use.		x	x		<b>D</b>

	.14	<u>Residents Trained</u> – Naloxone is available and accessible; evidence that residents are trained in its use.	x					<b>D</b>
<b>32</b>		<b>Have an emergency plan</b>						
	.01	Emergency evacuation plans and procedures are available in conspicuous locations in each of the residences, clearly identifying emergency exits. Also, emergency contact information is posted.	x	x	x			
	.02	Must be a first aid kit readily accessible at each residence.	x	x	x			
	.03	Emergency contact information form. Must have confidentiality release form for that emergency contact. Level II - Kept in resident file.	x	x	x			<b>D</b>
<b>Good Neighbor</b>								
<b>33</b>		<b>Are compatible with the neighborhood</b>						
	.01	If recovery residence is in residential neighborhood, there are no external indications that the property is anything other than a single family household typical of its neighborhood.	x	x	R			
	.02	The property and its structures are consistently maintained	x	x	x			
<b>34</b>		<b>Are responsive to neighbor concerns</b>						
	.01	Known policy for neighbor/community conflict resolution (It is imperative that all neighborhood/community conflicts are successfully resolved—we want happy neighbors)	x	x	x			
	.02	Policies and procedures that provide neighbors with the responsible person(s) contact information upon request	x	x	x			
	.03	Policies and procedures that require the responsible person(s) to respond to neighbor's concerns even if it is not possible to resolve the issue	x	x	x			
	.04	New resident orientation includes how residents and staff are to greet and interact with neighbors and/or concerned parties	x	x	x			
<b>35</b>		<b>Have courtesy rules</b>						
	.01	Residents are made aware of parking and smoking areas, as well as acceptable outside activities for good neighbor practices (i.e. parking noise, music, loitering, etc.).	x	x	x			

**Non-Compliance Explanation:**

Standard:

Please explain why describe either the plan to become compliant or a rationale for a requested exemption for each standard where an “n” was indicated:


