

Policy & Procedure Checklist

Rule #		Page(s) #
1	Policy and procedures outlining how the mission and vision statements guide decision making	
2	Policy and procedures of adherence to legal and ethical codes and use best business practices	
3	Policy and procedures outlining ethical financial transparency	
4	Policy and procedures for collecting data for continuous quality improvement	
5	Policy and procedures outlining rights and requirements before agreements are signed	
6	Policy and procedures outlining protection of resident information	
7	Policy and procedures outlining residents involvement in governance	
8	Policy and procedures outlining promoting resident involvement in a developmental approach to recovery	
9	Staff model and teach recovery skills and behaviors	
10	Policy and procedures ensuring potential and current staff are trained or credentialed appropriate to the residence level	
11	Documentation of all staff are culturally responsive and competent	
12	Documentation of all staff positions are guided by written job descriptions that reflect recovery	
13	Policy and procedures outlining Social Model-Oriented Supervision of Staff	
14	Policy and procedures that the home meets residents needs	
15	Policy and procedures outlining the living space must be conducive to building community	
16	Policy and procedures outlining an alcohol and illicit drug free environment	
17	Policy and procedures outlining home safety	
18	Policy and procedures promoting health	
19	Plan for emergencies including intoxication, withdrawal and overdose	
20	Policy and procedures outlining promotion of meaningful activities	

21	Policy and procedures outlining engagement with residents in recovery planning and development of recovery capital	
22	Policy and procedures promoting access to community supports	
23	Policy and procedures outlining mutually beneficial peer recovery support	
24	Documentation outlining recovery support and life skills development services provided	
25	If applicable, policy and procedures outlining clinical services are in accordance with state law	
26	Policy and procedures supporting a respectful environment	
27	Policy and procedures supporting a “functionally equivalent family” within the residence.	
28	Policy and procedures supporting ethical, peer-based mutually supportive	
29	Policy and procedures connecting residents to the local community	
30	Documentation outlining Responsiveness to Neighbor Concerns	
31	Documentation outlining Courtesy Rules	