

**Compliance Check Applicant “In good standing” Guideline**

Department of Health, Alcohol and Drug Abuse Division may determine whether the applicant submitting an application for a certified registered clean and sober home in good-standing is in compliance with the standards described below and pursuant to §11-178-7 Registry Standards.

STANDARDS	✓
<b>ORGANIZATION AND ADMINISTRATIVE</b>	
Written mission statement	
Written code of ethics	
Written policies and procedures governing resident rights, grievances, fees, charges, payments and deposits	
Written screening criteria for new residents	
Written house rules	
<b>FISCAL MANAGEMENT</b>	
Accounting system documenting all resident financial transactions such as fees, payments and deposits.	
<b>OPERATION</b>	
General liability insurance	
<b>RECOVERY</b>	
Written policies on maintaining an alcohol and drug-free environment.	
Written policies ensuring that residents receive an orientation on financial matters, group living, lease agreements, house rules, safety, grievance and health policies and procedures prior to signing rental agreement.	
Post written resident rights, requirements, and house rules.	
<b>PROPERTY</b>	
Signed and dated safety-assessment checklist that includes functioning smoke detectors and fire extinguishers in plain sight in clearly marked locations.	
Written and posted emergency plan with phone numbers, procedures and evacuation maps in clearly marked locations including emergency resident contact information.	
<b>GOOD NEIGHBOR</b>	
Policies addressing neighbor’s reasonable complaints regarding: smoking, loitering, parking, noise, offensive language and cleanliness.	