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**Documents and Policies Reference Checklist - Applying to Certify Recovery Residence Organization**

Ready?	Document or Policy	Document or Policy Minimum Elements/Does it address . . .
<input type="checkbox"/>	Assurances - ORH	<p>An attestation that the Applicant understands the representative(s) of the organization seeking certification that beyond standards, the applying organization compliance with local, state, federal laws and codes lies with the owner/operator. The individual owner or organization seeking certification assumes all liabilities for any misrepresentations.</p> <p>Document form is filled out, signed &amp; dated by applicant.</p>
<input type="checkbox"/>	Certificate of Good Standing	<p>Documentation of legal business entity (e.g. incorporation, LLC documents or business license):</p> <p>Organization must be registered and in good standing with the Colorado Secretary of State. The name on the document must correspond to the entity seeking certification, or supplemental documentation (e.g., a fictitious name registration) must be provided to establish the connection.</p>
<input type="checkbox"/>	Certificate of Insurance	<p>Documentation that the owner/operator has current general commercial liability coverage and other insurance appropriate to the level of support. \$1,000,000 each occurrence. \$1,000,000 general aggregate.</p> <p>COI to include ORH as a named insured as follows:</p> <p>Ohio Recovery Housing Inc 200 East Campus View Blvd, Ste 200 Columbus, OH 43235</p>
<input type="checkbox"/>	Code of Ethics - NARR	<p>All persons working in NARR Affiliate organizations, (recovery residence owners, operators, staff and volunteers) are expected to adhere to the following Code of Ethics:</p> <p>It is the obligation of all recovery residence owners/operators and staff to value and respect each resident and to put each individual's recovery and needs at the forefront of all decision making.</p> <p>Document is signed &amp; dated by applicant.</p>
<input type="checkbox"/>	Confidentiality Policy	<ul style="list-style-type: none"> <li>• Clearly outline the procedures for maintaining, protecting, and storing resident files, including those who have access to sensitive information.</li> <li>• Outline that residents are expected to keep information they learn about others private</li> <li>• Establish protocols for communication with third parties, including the use of Release of Information (ROI) forms and business associate agreements where necessary.</li> <li>• Policy must reasonably apply in social media contexts</li> </ul>

Disclaimer: This checklist is subject to change as standards best practices evolve and Colorado statutes revise.



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<input type="checkbox"/>	<p>Discharge Policy and Procedure (Move Out Policy)</p>	<ul style="list-style-type: none"> <li>• Policy and procedure on how the operator or resident may end the agreement.</li> <li>• Address property left on premises.</li> <li>• Must comply with CRS 27-80-129(7).</li> </ul>
<input type="checkbox"/>	<p>Emergency Policy and Procedure</p>	<ul style="list-style-type: none"> <li>• Document procedures for handling medical emergencies, intoxication, overdoses, fires, and weather- related disasters.</li> <li>• Details of how regular fire drills and safety training are conducted to ensure everyone is familiar with emergency procedures.</li> <li>• Details how safety equipment is inspected and inspections are documented</li> </ul>
<input type="checkbox"/>	<p>Financial Control Policy (Resident Financial Agreement/Obligation, etc.)</p>	<ul style="list-style-type: none"> <li>• Clearly states amount of fees</li> <li>• Clearly states when fees are due.</li> <li>• Document transactions and provide receipts/statements.</li> <li>• Prohibit staff involvement in residents’ personal financial affairs.</li> <li>• Define the accounting systems used to track and record resident fees, payments, and or deposits.</li> <li>• Outline procedures for making residents aware of payments made on their behalf.</li> <li>• Clear policy on if residence offers refunds, if refunds are offered, defines what needs to be done to get a refund</li> </ul>
<input type="checkbox"/>	<p>Good Neighbor Policy</p>	<ul style="list-style-type: none"> <li>• Ensure consistent property upkeep, including lawn care, trash removal, and exterior cleanliness.</li> <li>• Details contact information for operator and how operator can be reached if there is a complaint</li> <li>• Details how residents are to behave toward neighbors, such as respectful communication and adherence to community norms, for example, parking, noise, loitering, smoking areas and waste disposal.</li> </ul>
<input type="checkbox"/>	<p>Grievance Policy</p>	<ul style="list-style-type: none"> <li>• Describes how residents may file a grievance</li> <li>• Timeframe for resolution: The policy must include a defined process and reasonable timeframe for resolving grievances.</li> <li>• Include the Ohio Recovery Housing - Colorado online form and phone number, <a href="https://corecoveryhousing.org/file-a-grievance/">https://corecoveryhousing.org/file-a-grievance/</a> and (720) 782-0989.</li> <li>• Describes how documentation related to grievances will be kept</li> <li>• No retaliation: The policy must clearly state that residents who file grievances will not face retribution, intimidation, or other negative consequences.</li> </ul>

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<input type="checkbox"/>	<p>House Manager/Lead Agreement (for Levels "M" &amp; "S" only)</p>	<p>All Level "M" (Monitored) or "S" (Supervised) must have a house leader with a regular presence within the home. Must have a written agreement or job description with the house leader. This agreement/description contains:</p> <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Eligibility/Criteria to be a house leader</li> <li>• Expectations related to providing peer support/ modeling recovery principles</li> <li>• Information on any required training or professional development</li> </ul>
<input type="checkbox"/>	<p>House Rules and Expectations (Resident Agreement)</p>	<ul style="list-style-type: none"> <li>• Clearly state that residents may not use or possess illicit substances, recreational cannabis or alcohol on or off the property</li> <li>• State that residents must participate program expectations and requirements</li> <li>• Be clear that residents are required to support one another in their recovery</li> <li>• Clearly state other program requirements and expectations</li> </ul>
<input type="checkbox"/>	<p>Illicit Drug and Alcohol Testing Policy</p>	<ul style="list-style-type: none"> <li>• Applies to ANY adult living in the residence</li> <li>• Detail when you're testing residents</li> <li>• Describe how tests are paid for, including if operator is billing Medicaid for insurance</li> <li>• Details how results will be Documented</li> <li>• Describe what happens if a test reveals substance use</li> </ul>



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<input type="checkbox"/>	<p>Incident Recording</p>	<p>Describes how any serious incidents are addressed including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Overdose</li> <li>• Serious injury of resident</li> <li>• Serious injury of guest on property</li> <li>• Death of resident</li> <li>• Death of guest on property</li> <li>• Physical or Sexual Assault (such as fighting on the property)</li> <li>• Serious threats of violence/ physical altercation</li> <li>• Anytime emergency response personnel is called to the property</li> <li>• Severe Property Damage</li> </ul> <p>Incidents are recorded and records include:</p> <ul style="list-style-type: none"> <li>• Date time, and location of incident</li> <li>• Individuals involved and any witnesses</li> <li>• What happened</li> <li>• What the organization’s response was</li> <li>• What steps, if any, the organization took to prevent future incidents</li> </ul> <p>Incident records must be kept on file at the organization and provided upon request.</p>
<input type="checkbox"/>	<p>Infectious Disease Policy</p>	<ul style="list-style-type: none"> <li>• Describe how residents can keep themselves safe from infectious disease, including handwashing, cleaning with recommended cleaning products, avoiding physical contact with those that are sick, and covering their coughs and sneezes, not sharing personal items (utensils, make-up brushes etc.)</li> <li>• Encourages residents to take basic precautions</li> <li>• Describes how any bodily fluids or hazardous materials are to be disposed</li> </ul>



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<input type="checkbox"/>	<p>Medication Storage and Usage Policy</p>	<p>Policy addresses prescription and non-prescription medication:</p> <ul style="list-style-type: none"> <li>• List any non-prescription medications/ supplements that are not permitted (for example, NyQuil, CBD/THC, cough syrup)</li> <li>• How prescription medications must be stored. Must require that medications that are prescribed scheduled are stored in locked location except for medications which may be necessary for a resident to have immediate access to due to resident’s potentially life-threatening condition (such as asthma medication, Epi-Pen for allergic reactions, insulin, etc.)</li> <li>• Describes the operator’s strategies for ensuring medication is not diverted (for example, describes that either medications require staff to access the medication, or there is a system of logging medications and performance of routine medication counts to ensure medication is not diverted)</li> <li>• Is clear what happens if medication is found to be missing</li> <li>• Describe the operator’s strategies for ensuring prescription medication disposal in the event of resident leaving property.</li> </ul>
<input type="checkbox"/>	<p>Mission Statement</p>	<p>The mission statement must apply to the “priority population” individuals in recovery from substance use disorder. A written mission that reflects a commitment to those served and identifies the population served which, at a minimum, includes persons in recovery from a substance use disorder.</p>
<input type="checkbox"/>	<p>Non-Discrimination Policy</p>	<ul style="list-style-type: none"> <li>• The policy must include a notice of Federal Civil Rights protections and a statement affirming the organization’s non-discrimination stance. Example ONLY verbiage: [ORGANIZATION] complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex. [ORGANIZATION] does not exclude people or treat them differently because of race, color, national origin, age, disability, religion, or sex.</li> <li>• The policy should also include contact information for Ohio Recovery Housing - Colorado and the Colorado Civil Rights Division, ensuring access to appropriate external support and legal resources. Ohio Recovery Housing - Colorado, 720-782-0989, <a href="https://corecoveryhousing.org/file-a-grievance/">https://corecoveryhousing.org/file-a-grievance/</a> Colorado Civil Rights Division, 303-894-2997, <a href="https://ccrd.colorado.gov/the-complaint-process">https://ccrd.colorado.gov/the-complaint-process</a></li> </ul>



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<input type="checkbox"/>	<p>Resident Rights Statement</p>	<p>“Residents rights” means the entitlements and protections afforded to individuals residing in a Recovery Residence, including but not limited to:</p> <ul style="list-style-type: none"> <li>• the right to a safe, clean, and sober living environment,</li> <li>• privacy, respect, freedom from discrimination,</li> <li>• access to necessary support services</li> <li>• participation in the decision-making processes related to their treatment and living conditions.</li> </ul> <p>These rights are designed to ensure fair treatment, dignity, and promote the individual’s recovery journey.</p>
<input type="checkbox"/>	<p>Resident Screening (Intake) Policy</p>	<ul style="list-style-type: none"> <li>• Clear Criteria: Define specific acceptance or exclusion criteria</li> <li>• Must include that the home is for individuals with substance use disorders, while other criteria and populations may be served</li> <li>• Final Decision Authority: Identify who has the final say in the acceptance of residents, whether it’s the operator or resident committee.</li> <li>• Referral Procedures: Establish procedures for making referrals to other recovery homes or services if an applicant is not suitable for your program.</li> <li>• Determining if Residents can move into the home - programs must review the following prior to accepting the resident for move-in</li> <li>• Recovery and substance use history including length of time without use of substances</li> <li>• Review of resident’s willingness to participate in recovery housing residence programming, maintain drug and alcohol free living environment, and support other residents</li> <li>• Collection of basic resident information, including contact information</li> <li>• Clarify documents that are signed or agreed to prior to the resident moving in including.</li> </ul>



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<input type="checkbox"/>	<p>Return to Use (Relapse) Policy and Procedure</p>	<ul style="list-style-type: none"> <li>• Describe how relapse will be addressed.</li> <li>• Include what additional resources and support will be provided to the resident</li> <li>• If resident is to be removed from the programming for a relapse, describe exit planning strategy that must include information and resources</li> <li>• Describes any others who may be notified of a relapse, including but not limited to emergency contacts, parole officers, care professionals or others as appropriate for the individual resident.</li> <li>• Releases of information can be in a confidentiality policy</li> <li>• Define any specific conditions under which a resident may be re-admitted to the residence or states that the resident may not be readmitted to the residence</li> <li>• Describes how documentation related to relapses will be kept</li> <li>• Must comply with CRS 27-80-129(7).</li> </ul>
<input type="checkbox"/>	<p>Search Policy</p>	<ul style="list-style-type: none"> <li>• List prohibited items, must include illicit substances, alcohol and recreational cannabis and consequences for having such items.</li> <li>• Outline procedures for conducting searches.</li> <li>• Include clear, step-by-step instructions for conducting both random and targeted searches to ensure consistency.</li> <li>• Outline how items confiscated are handled and removed from the property</li> </ul>
<input type="checkbox"/>	<p>Staff Code of Conduct (for Levels "M" &amp; "S" only)</p>	<p>The Staff Code of Conduct applies to paid Level "M" or Level "S" home staff. This Code of Conduct has similar considerations to the Resident Code of Conduct but should address the following:</p> <ul style="list-style-type: none"> <li>• Staff agree to respect the rights of residents.</li> <li>• Staff agree not to engage in behaviors or actions that are discriminatory.</li> <li>• Staff should maintain appropriate personal boundaries with residents, including, but not limited to, a prohibition on romantic relationships between staff and residents.</li> <li>• Staff agree to maintain the confidentiality of residents and uphold the home's confidentiality policy.</li> <li>• Staff should always model positive recovery principles and behaviors.</li> </ul>



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<input type="checkbox"/>	<p>Staffing Documents (for Level "S")</p>	<ul style="list-style-type: none"> <li>• Position descriptions, contracts, or volunteer descriptions for all individuals who have a role in supporting residents and ensuring a safe environment</li> <li>• Include position title, who they report to, and what specific duties they perform</li> <li>• Essential requirements including credentials, training or education</li> <li>• Essential skills or competencies required</li> <li>• Must include the ability to model recovery oriented principles and pro-social behaviors</li> </ul>
<input type="checkbox"/>	<p>Vision Statement</p>	<p>The statement must be consistent with NARR Standards</p>