

Level I and All Other Levels

The following documents must be uploaded to your organization's online portal, along with your application, in order to obtain CARR certification:

1. Signed Copy of Assurances (CARR Standard - 1.A.2.l)

- › All recovery housing operators are required to provide a signed copy of assurances.

2. Signed Copy of CARR Code of Ethics (CARR Standard - 1.A.2.i)

- › Demonstrating a willingness to adhere to and hold others accountable to the "Recovery Residence Rules."

3. Proof of Insurance (CARR Standard - 1.A.2.b)

- › CARR requires that you submit documentation that demonstrates that you have insurance. However, it is up to the individual operator to ensure that all their properties are covered and that the insurance is appropriate for your operations.

4. Copy of Colorado Secretary of State Letter of Good Standing (CARR Standard - 1.A.2.a)

5. Resident Evaluation/Application (CARR Standard - 1.A.2.j)

- › Certified recovery residences have a written process for evaluating residents prior to move-in. This process must reflect that the home considers the following prior to allowing a new resident to move in:
 - Collect Basic Resident Information (name, phone number, etc.)
 - Explain the level of support available in the residence
 - Consider the length of time in recovery, ability to provide peer support to other residents and manage own recovery plans, ability to live in a housing environment with peer support, as opposed to a supervised treatment environment

6. Resident Agreement (CARR Standard - 1.A.3)

- › Organizations are required to have a resident agreement. Each resident is required to sign and date the resident agreement prior to officially moving into the residence. The purpose of the resident agreement is to ensure that residents understand their obligations, financial and otherwise, as well as understand what services and supports the recovery residence will be providing to the resident. The resident agreement must contain the following elements.
 - Be signed and dated by the resident (CARR Standard - 1.A.3.a)
 - Information on any deposits or advance payments (if required) (CARR Standard - 1.A.3.b)
 - Information on the amount of any weekly or monthly fees (CARR Standard - 1.A.3.b.1)
 - Clearly states the amount of fees
OR
 - Clearly states how any sliding fee scale will be implemented
OR
 - Provides details on any arrangements for subsidies or scholarships and how long a resident can receive a grant or scholarship
 - Information on when fees are due (CARR Standard - 1.A.3.a)
 - Clearly states when fees are due
OR

- Clearly states that residents will not initially be paying fees and for how long they will be permitted not to pay fee
- Information about any other fees that the resident is expected to pay (examples include utility fees or activities fees) (CARR Standard - 1.A.3)
- Information on refunds (CARR Standard - 1.A.3.c)
 - Operator does not charge resident fees
OR
 - Agreement clearly states that refunds will not be offered
OR
 - Operator describes under what circumstances resident may get a refund and how the resident is to request a refund
- Information on how the operator may end the resident agreement (CARR Standard - 1.B.5.a.8)
- Information on how the resident may end the resident agreement (CARR Standard - 1.B.5.a.9)
- Information about what will happen to any residential property that is left in the home after the resident has vacated (CARR Standard - 1.B.5.a.6)
- Reference to other required resident policies and procedures (recovery goals, relapse policies, drug testing policies, etc.) (CARR Standard - 1.B.5.a)
- The resident agreement may not contain statements that residents must leave the recovery home after a specified amount of time or that length of residency is determined arbitrarily or by a third-party payer. (CARR Standard - 3.G.27.a, 1.C.7.d)
- The resident agreement is clearly written.
- Written criteria if discharged by the recovery residence program, the resident must be provided with a referral to treatments, other support services, or provided other housing options and recommendations for follow-up care. (CARR Standard - 3.G.27.d)

7. Property Owner Permission (CARR Standard - 1.A.2.c)

- Written permission from the property owner of record to operate a recovery residence on the property. If the owner is the recovery residence operator, proof of ownership.

8. Copy of Marketing Materials (CARR Standard - 1.A.2.e)

9. Statement of Resident Rights (CARR Standard - 1.B.5.a.1)

- › A copy of the statement of resident rights is required to be given to each resident when they move into the residence and the resident must sign and date that they have received it. A common copy must also be kept in a common area of each home.
- Must be signed by the resident.

10. Grievance Policy (CARR Standard - 1.C.7.b)

- › It is a best practice that operators allow residents to handle minor concerns and complaints within the household. However, a resident must have an opportunity to file a formal written grievance or complaint. This policy must contain the following:
 - A statement that the resident may contact CARR with a grievance (may also include other oversight entities, such as state courts, funding agencies, or your board of directors) (CARR Standard - 1.C.7.b.1)
 - Instructions on how a resident may submit a written grievance (CARR Standard - 1.C.7.b.2)

- Names and contact information for the organization's person responsible for handling grievances (CARR Standard - 1.C.7.b.3)
- A statement that at any time, the resident may contact the owner/operator about the grievance (CARR Standard - 1.C.7.b.4)
- A statement that a resident may ask for help in filing a grievance (CARR Standard - 1.C.7.b.5)
- Information on any required timelines (CARR Standard - 1.C.7.b.6)
- Contact information for outside entities is included (CARR Standard - 1.C.7.b.7)
- Information on the steps that the organization will take to respond to the grievance (CARR Standard - 1.C.7.b.8)

11. Medication Policy (CARR Standard - 2.F.16.d)

- › You are required to have a medication policy. This policy should cover the following elements.
 - Policy addresses both prescription and non-prescription medication (CARR Standard - 2.F.16.d1)
 - How non-prescription medications must be stored (CARR Standard - 2.F.16.d.2)
 - How prescription medications must be stored must require that medications that are prescribed are stored in locked locations (CARR Standard - 2.F.16.d.3)
 - Describe what happens if medication were to go missing or be misused (CARR Standard - 1.C.7.f.2.d)

12. Addressing Neighbor Concerns (CARR Standard - 4.J.36)

- › Organizations are required to have a written policy for addressing neighbor concerns. Each resident should be informed of this policy when they move into the residence.
 - The name and contact information of someone that neighbors can contact if they have a concern.
 - Any additional information about how the recovery residence is a good neighbor as appropriate for the residence.

13. Emergency Policy (CARR Standard - 2.F.25)

- › You are required to have an emergency procedures policy. This policy must contain the following elements:
 - What residents should do in the case of an emergency (CARR Standard - 2.F.25.b)
 - What residents should do in case they need to evacuate that residence (fire, etc.), including where residents are to meet. (CARR Standard - 2.F.25.b)
 - What residents should do in case of withdrawal, intoxication, or overdoses. (CARR Standard - 2.F.25.b)
 - Phone Numbers for whom residents should contact in case of an emergency (CARR Standard - 2.F.25.a)

14. Communicable Disease Policy (CARR Standard - 2.F.24.b)

- › You are required to have a policy concerning communicable diseases. This policy must contain the following elements. The home may have a separate policy related to COVID-19 or a combined communicable disease/COVID-19 policy.
 - Policy regarding exposure to bodily fluids and contagious disease.

15. Residence Rules for Code of Conduct (CARR Standard - 2.F.16.a, 4.J.37, 1.c.7.a)

- › Organizations are required to have a list of house rules for residents. A copy must be provided to the resident upon move-in, and a copy must be kept in a common area of the house. Rules should include, at a minimum:
 - Prohibited use and possession of illicit drugs and alcohol (CARR Standard - 2.F.16.a)
 - What language is inappropriate (CARR Standard - 4.J.37.a.3)
 - Parking rules for the neighborhood (CARR Standard - 4.J.37.b)
 - Rules concerning noise in the neighborhood (CARR Standard - 4.J.37.a.5)
 - If and where smoking is allowed on the property (CARR Standard - 4.J.37.a.1)
 - Other rules as determined appropriate by the house.
 - List of items that are prohibited in the home.
- › House rules must also.
 - Must be supportive of recovery and allow the residents to make and enforce rules (CARR Standard - 1.c.7.a)

16. Paid Work Agreements (CARR Standard - 1.A.2.g)

- › A paid work agreement is where a resident either works for the organization or receives a discount on rent or other forms of payment for performing work for the organization. Paid work agreements also apply if the resident performs work for an affiliated organization or an organization owned or operated by the same owners, employees, or family members. Recovery housing operators are also responsible for ensuring that paid work agreements comply with local, state, and federal labor, tax, and employment laws.
 - Operator has indicated on their application that they do not hire residents to work for them
OR
 - A statement that the paid work agreement is entered into voluntarily (CARR Standard - 1.A.2.g.1)
 - A statement that the paid work will be paid at a fair market rate and in compliance with all employment laws (CARR Standard - 1.A.2.g.7)
 - A statement that the paid work will not interfere with the resident's recovery goals (CARR Standard - 1.A.2.g.5)
 - A statement that the paid work will not infer special benefits on the resident other than the fair payment (CARR Standard - 1.A.2.g.9)

17. Drug Screening (CARR Standard - 2.F.16.c)

- › Recovery homes must have a process to ensure appropriate drug screening for residents. This screening may occur in the home or at an outside entity with a proper release of information with the recovery home.
 - Policy describes when drug screening is performed (regularly, randomly, etc.) (CARR Standard - 2.F.16.c.1)
 - Policy describes how records of drug screenings will be kept (CARR Standard - 2.F.16.c.2)
 - The resident will be informed of how the drug screenings are paid for and if there are any circumstances where the resident may be required to pay for the screening (CARR Standard - 2.F.16.c.3)
 - The resident will be informed of the results and actions to be taken from a positive drug screen or actions that will be taken if they refuse the drug screening. (CARR Standard - 2.F.16.c.4)

18. Confidentiality Policy (CARR Standard - 1.B.6.a, 1.A.4.a)

- › You must have a policy that describes how the house will keep resident information private and confidential. This policy must contain:
 - How the operator and all staff will keep resident records secure (CARR Standard - 1.B.6.a, 1.A.4.a)
 - How the operator and all staff are expected to handle information about residents (CARR Standard - 1.B.6.b, 1.A.4.a)
 - How residents are expected to handle the information they learn about other residents (CARR Standard - 1.B.6.b)
 - Policies must apply in social media contexts (CARR Standard - 1.B.6.c)

19. Nondiscrimination Policy (CARR Standard - 1.A.2.d)

- Statement attesting to compliance with applicable State and Federal civil rights laws and that recovery residence does not discriminate based on race, color, national origin, age, disability, religion, or sex (including sexual orientation and gender identity).

20. Mission Statement (CARR Standard - 1.A.1.a)

A written mission statement that reflects a commitment to those served and identifies the population served. At a minimum, must include “persons in recovery from a substance use disorder.”

21. Vision Statement (CARR Standard - 1.A.1.b)

- A vision statement that is consistent with CARR's core principles.

22. Relapse Policy (CARR Standard - 1.B.5.a.5)

- Must have defined relapse policy

23. Discharge Policy (CARR Standard - 3.G.27.d)

- Written criteria if discharged by the recovery residence program, the resident must be provided with a referral to treatments, other support services, or provided other housing options and recommendations for follow-up care

24. Rodent and Bug Infestation Policy (CARR Standard - 2.F.24.d)

- Residence must have policies and procedures on how to deal with bug and rodent infestations.



25. Physical Environment (CARR Standard - 2.E - 2.F)

- › Organizations are required to have a physical environment that promotes health and safety. The purpose of the physical environment criteria is to ensure that the residence meets the minimum standards for life, safety, and health of residence. The residence inspection will review the following elements.
 - Residence must be in good repair, clean, and well maintained (CARR Standard - 2.E.14.a)
 - Residence must have suitable furnishings for that of a single family home or apartment (CARR Standard - 2.E.14.b)
 - Residence must have at least approximately 50 sq. ft. per bed in each bedroom (CARR Standard - 2.F.18.a.4)
 - Residence must have one sink, toilet, and shower per six clients (CARR Standard - 2.E.14.d)
 - Residence must have one refrigerator per six clients (CARR Standard - 2.E.14.e)
 - Residence must have a fire extinguisher on each floor (CARR Standard - 2.F.21.d.1)
 - Residence must have egress window in each basement bedroom (CARR Standard - 2.F.22.a.2)
 - Residence must have carbon monoxide detectors in proximity to any carbon monoxide emitting equipment (CARR Standard - 2.F.21.a)
 - Residence must be free of all portable heaters and concealed power strips (CARR Standard - 2.F.20.b.5)
 - Residence must have current (non expired) Narcan/Naloxone on each floor of residence and training on how to administer (CARR Standard - 2.F.25.d)
 - Residence must have working smoke detectors throughout the house and in proximity to all bedrooms (CARR Standard - 2.F.21.b)
 - Residence must be free of all bug and rodent infestation, and Policies & Procedures must be in place (CARR Standard - 2.F.24.c, 2.F.24.d)
 - Residence must have designated smoking areas and disposal areas (CARR Standard - 2.F.24.a)
 - Residence must have prescribed medications locked up in coordination with the Organization's medication policy (CARR Standard - 2.F.16.d.3)
 - Residence must have working kitchen appliances (CARR Standard - 2.E.14.i)
 - Residence must have personal item storage for each resident i.e., closet, dressers, and/or nightstands (CARR Standard - 2.E.14.f)
 - Residence must have adequate food storage space for each resident (CARR Standard - 2.E.14.g)
 - Residence should have working laundry services that are accessible to residents (CARR Standard - 2.E.14.h)
 - Residence should be free of locked bedrooms (CARR Standard - 2.E.15.e)
 - Residence must have group area/space for residents to socialize and gather for group activities (CARR Standard - 2.E.15.b)
 - Residence must promote a safe and healthy environment conducive to recovery (CARR Standard - 3.G.26.a - 3.I35.)
 - Residence must have first aid kits located on property - minimum Class A ANSI First Aid Kit (CARR Standard - 2.F.25.e)
 - Residence handrails must terminate into newel post of some type or return to the wall (CARR Standard - 2.F.23.i)

26. Recovery Residence Program Interview (CARR Standard - 2.E - 2.F)

- › The following criteria will be reviewed during your certification inspection by a CARR certified inspector:
 - Organization must promote meaningful activities (work, school, volunteer, community activities, weekly programming) (CARR Standard - 3.G.26.a)
 - Organization must promote recovery activities, and have goals, and Policies & Procedures around discharge or exit plans (CARR Standard - 3.I.35.a)
 - Organization should provide community resources (meetings, groups, directories) (CARR Standard - 3.I.35.c, 3.G.28.b)
 - Organization should promote peer support between residents (CARR Standard - 1.C.8.a)
 - Organization should maintain a respectful environment with oversight from staff or peer leadership (CARR Standard - 3.H.32.a)
 - Community or residence meetings must be held regularly (CARR Standard - 3.I.35.c)
 - All residents have access to common areas of the residence (CARR Standard - 3.I.33.f)



Level II

27. House Leader Agreement of Job Description (CARR Standard - 1.D.12)

- › All Level II homes must have a house leader with a regular presence within the home. You must have a written agreement or job description with the house leader. This agreement/description must contain:
 - Responsibilities (CARR Standard - 1.D.12.a)
 - Eligibility/Criteria to be a house leader (CARR Standard - 1.D.12.c)
 - Expectations related to providing peer support/ modeling recovery principles (CARR Standard - 1.C.8.a)
 - Information on any required training or professional development (CARR Standard - 1.D.13.a, 1.D.13.b)

Level III

28. Staff Job Descriptions (CARR Standard - 1.D.12)

- › All Level III organizations are required to have job descriptions for the staff working in the house. Job. Descriptions must contain the following:
 - Position Title (CARR Standard - 1.D.12.a)
 - Job duties (CARR Standard - 1.D.12.a)
 - Required education or training (CARR Standard - 1.D.12.a, 1.D.13.a, 1.D.13.b)
 - Required credential requirements (CARR Standard - 1.D.12.a)

Level III and Level IV

29. Example of the weekly schedule of activities

- › All Level III and Level IV organizations are required to have a weekly schedule of activities, including:
 - Formal recovery-oriented events and activities (CARR Standard - 3.G.31.a.1)
 - Formal life skill development activities and training (CARR Standard - 3.G.31.a.2)
 - House meetings that happen at least weekly (CARR Standard - 3.I.33.e)
 - Clinical services (CARR Standard - 3.G.31.a.3)



Other Required Policies

CARR requires written policies or procedures that address the following topics. These policies may be addressed in a variety of areas, but CARR must verify written references to the following somewhere in the documentation.

- Written policy that states that staff may not become involved in personal financial affairs of residents - including loaning money or borrowing money from residents (CARR Standard - 1.A.2.h)
- Policy for collecting emergency contact information for residents (can be included with application) (CARR Standard - 1.A.2.k)

Elements Prohibited From Policies

Certain elements are **not permitted** to be included in your organization’s documentation, policies or procedures.

- Requirements or suggestions that residents waive legal rights (CARR Standard - 1.B.6.d.1)
- Requirements or suggestions that residents make additional donations to the organization (CARR Standard - 1.B.6.d.2)
- Requirements or suggestions that residents turn over their paychecks, benefit cards, bank accounts, or other similar items to the operator (CARR Standard - 1.B.6.d.3)
- References to inappropriate punishments for not following house rules - such as threatening eviction or immediate discharge for reasons other than placing the health and safety of other residents in the house at risk (CARR Standard - 1.B.6.d.4)
- Policies or Practices that are not trauma-informed or indicate that the residence does not treat residents with respect or positive regard (CARR Standard - 1.B.6.d.5)
- Policies or Practices that are in conflict with or contradictory to other policies (CARR Standard - 1.B.6.d.6)
- Policies or procedures that are poorly written or are unclear (CARR Standard - 1.B.6.d.7)

