



Certification Checklist

Use this checklist to ensure all paperwork requirements are met prior to turning in your application to CARR. After each item is created, check the corresponding item's box on this sheet to keep track.

The bold items have requirements listed in Guidebook and Best Practices (2025).

All items are in the Guidebook and Best Practices – 2025. **Bold items have requirements listed.**

BASIC INFORMATION

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| <input type="checkbox"/> Applicant's name | <input type="checkbox"/> Applicant's email address |
| <input type="checkbox"/> Name of Recovery Residence | <input type="checkbox"/> Recovery Residence description (summary) |
| <input type="checkbox"/> Address of the Recovery Residence | <input type="checkbox"/> Recovery Residence Logo |
| <input type="checkbox"/> Applicant's address | <input type="checkbox"/> Maximum number of beds in Recovery Residence |
| <input type="checkbox"/> Applicant's telephone number | <input type="checkbox"/> Applicant's signature and the date signed |
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POLICY AND PROCEDURES

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|---|--|
| <input type="checkbox"/> Non-Discrimination Policy (pg. 40-41) | <input type="checkbox"/> Emergency Policy and Procedure (pg. 58-59) |
| <input type="checkbox"/> Confidentiality Policy and Procedure (pg. 44-45) | <input type="checkbox"/> Critical Incident Reporting Policy and Procedure (pg. 60-62) |
| <input type="checkbox"/> Social media and Procedure (pg. 45-46) | <input type="checkbox"/> Infectious Disease Policy and Procedure (pg. 62) |
| <input type="checkbox"/> Resident Screening (Intake) Policy and Procedure (pg. 46-48) | <input type="checkbox"/> Medication Storage and Usage Policy and Procedure (pg. 63-65) |
| <input type="checkbox"/> Resident Orientation Policy and Procedure (pg. 48-49) | <input type="checkbox"/> Illicit Drug and Alcohol Testing Policy and Procedure (pg. 65-66) |
| <input type="checkbox"/> Maintenance Repair Policy and Procedure (pg. 49-51) | <input type="checkbox"/> Return to Use (Relapse) Policy and Procedure (pg. 66-68) |
| <input type="checkbox"/> Paid Work to Residents Policy and Procedure (pg. 51-52) | <input type="checkbox"/> Discharge Policy and Procedure (pg. 68-69) |
| <input type="checkbox"/> Financial Controls Policy and Procedure (pg. 54) | <input type="checkbox"/> Grievance Policy and Procedure (pg. 71-72) |
| <input type="checkbox"/> Good Neighbor Policy and Procedure (pg. 55-56) | <input type="checkbox"/> Life Skills Development (pg. 72-73) |
| <input type="checkbox"/> Search Policy and Procedure (pg. 56-57) | <input type="checkbox"/> Service Animals and Emotional Support Animals (ESA) (pg. 73-75) |
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RESIDENT HANDBOOK

<input type="checkbox"/> Resident Intake Policy and Procedure (pg. 90-91)	<input type="checkbox"/> Resident Rights Policy and Consent (pg. 111-112)
<input type="checkbox"/> Confidentiality Consent (pg. 91-92)	<input type="checkbox"/> Grievance Policy, Procedure and Consent (pg. 112-113)
<input type="checkbox"/> Social Media Consent (pg. 92-93)	<input type="checkbox"/> Good Neighbor Policy and Consent (pg. 102-103)
<input type="checkbox"/> Staff Contact Information (pg. 93-94)	<input type="checkbox"/> Maintenance Repair Request Policy and Procedure (pg. 115-116)
<input type="checkbox"/> House Rules and Expectations (pg. 98-101)	<input type="checkbox"/> Emergency Policy, Procedure and Consent (pg. 108-109)
<input type="checkbox"/> Search Policy and Consent (pg. 103-104)	<input type="checkbox"/> Emergency / Non-emergency Contact Sheet (pg. 109-110)
<input type="checkbox"/> Medication Storage and Usage Consent (pg.104-105)	<input type="checkbox"/> Financial Agreement (Resident Contract and/or Guest Agreement) (pg. 116)
<input type="checkbox"/> Illicit Drug and Alcohol Testing Policy and Consent (pg. 105-106)	<input type="checkbox"/> Community Resource Guide (pg. 117)
<input type="checkbox"/> Return to Use (Relapse) Policy and Consent (pg. 106-107)	<input type="checkbox"/> House Manager Responsibilities (pg. 134-135)
<input type="checkbox"/> Discharge Policy and Consent (pg. 107-108)	<input type="checkbox"/> Release of Information (pg. 193-194)
<input type="checkbox"/> Infectious Disease Policy, Procedure and Consent (pg. 110-111)	<input type="checkbox"/> Program Format / Resident Schedule (pg. 88, 95-99) (Required Level S and C)

STAFFING DOCUMENTS

<input type="checkbox"/> Background Screening (pg. 78-80)	<input type="checkbox"/> Program Format / Resident Schedule (pg. 88, 95-99) (Required Level S and C)
<input type="checkbox"/> Certification and Verification (pg. 80)	<input type="checkbox"/> Evaluation and Procedure – Staff and House Manager (pg. 82-83)
<input type="checkbox"/> Staff Development Policy and Procedure (pg. 80-81)	<input type="checkbox"/> Code of Conduct– Staff and House Manager (pg. 84-85)
<input type="checkbox"/> Job Descriptions (pg. 81-82)	<input type="checkbox"/> Testing Drug Policy and Procedure – Staff and House Manager (pg. 85-86)
<input type="checkbox"/> Peer Leadership (pg. 82)	<input type="checkbox"/> Staff Self-Care Policy and Procedure - Staff and House Manager (pg. 86-87)

RECOVERY RESIDENCE DOCUMENTS

<input type="checkbox"/> Owner Acknowledgement Letter (pg. 119)	<input type="checkbox"/> Mission Statement (pg. 38-39)
<input type="checkbox"/> Certificate of Insurance (COI) (pg. 11-12)	<input type="checkbox"/> Vision Statement (pg. 39-40)
<input type="checkbox"/> Self-Safety Assessment (pg. 77)	<input type="checkbox"/> Resident Rights (pg. 69-71)
<input type="checkbox"/> Certificate of Good Standing (pg. 37)	<input type="checkbox"/> Resident Screening (Intake) form (pg. 46-48)
<input type="checkbox"/> Signed copy of Code of Ethics (pg. 291-292)	<input type="checkbox"/> House Leader (manager) Agreement
<input type="checkbox"/> Signed copy of Assurances (pg. 360-361)	<input type="checkbox"/> Substance Use Disorder (SUD) License (Level S or C if applicable) (page 119)
<input type="checkbox"/> Marketing Materials (pg. 37-38)	
