



# El Dorado County Behavioral Health Division Substance Use Disorder Services

## Recovery Residences Provider Guidelines January 2019

## Table of Contents

Recovery Residences .....	3
Standards of Operation .....	3
House Rules .....	6
Required Policies .....	7
Performance Standards .....	7
Program Licensure, Certification, and Standards .....	7

## **Recovery Residences**

Recovery Residences (RR) programs are a safe, clean, sober, residential environment that promotes individual recovery through positive peer group interactions among house members and staff. Recovery Residences programs are affordable, alcohol and drug free and allow the residents to continue to their treatment and/or develop their individual recovery plans and to become self-supporting. In doing so, the Recovery Residences Program must co-exist in a respectful, lawful, non-threatening manner within residential communities in El Dorado County. The El Dorado County Health and Human Services – Substance Use Disorder Services (SUDS) will provide oversight and quality assurance through monthly reporting, semi-annual site visits and audits with contractual Recovery Residences services.

RR does not provide SUD services or require licensure by DHCS. All RR residents must be actively engaged in SUD treatment services to be provided off-site.

## **Standards of Operation**

The Recovery Residences Program shall provide 24-hour safe housing, free from alcohol and other drugs which, at a minimum, shall include the following components:

- a. Residents shall be required to attend regular house meetings with house managers, and/or operators. These meetings may be in a group setting with other residents of the Recovery Residences Program. House rules may include curfew, smoking, chores, payment of rent, and attendance at house meetings, and A.A. /N.A. meetings, and must include prohibition of any use of alcohol and or drugs.
- b. Residents shall be provided with opportunities to engage in regular activities necessary (or optional) that define a residence such as cooking, laundry, housecleaning, yard work, etc.;

- c. Each Recovery Residences shall have a "common area" with adequate space for the proper number of residents to assemble for social and/or other group activities;
- d. Each Recovery Residences shall have adequate personal space for each resident to be provided dignity, respect and appropriate privacy at all times, and the Recovery Residences will comply with applicable guidelines for the amount of square feet per resident and the number of residents per room; Attention should be given to the health and safety of all residents and therefore the home should meet minimum fire and health standards;
- e. Recovery Residences operators and house managers shall take appropriate measures to ensure that the personal property of each resident is secure;
- f. The Recovery Residences shall establish and maintain a culture and environment that is welcoming and understanding to those they serve;
- g. All residents shall have access to the: kitchen, refrigerator, stove, dining room, laundry facilities, restrooms, and showers to ensure basic needs are met;
- h. The following minimum health safety requirements shall be followed:
  - There shall be adequate space for food storage;
  - All food shall be stored in covered containers, or properly wrapped;
  - Perishable items shall be refrigerated and adequate refrigeration in good repair shall be available;
  - All dishes and cooking implements shall be washed upon use;
  - There shall be adequate hot water for dish washing;
  - Bathroom space shall be adequate for number of residents;
  - Bathrooms shall be kept clean on a daily basis;
  - Bathrooms shall provide personal privacy; and
  - There is a policy for drug testing.
- i. The Recovery Residences shall post a written description of the procedural processes regarding chores, assignment of roommates, and

primary house rules in a space that is accessible to all residents;

- j. The Recovery Residences shall be a non-smoking residence. If the operator's policy is to allow smoking on the property, a smoking area must be designated clearly in an outdoor space where smoke will not affect neighbors and is in compliance with any and all local smoking rules/ordinances. (A Good Neighbor Policy should also be established between the Recovery Residences operator and direct neighbors of the Recovery Residences). Any and all litter generated in a designated smoking area must be cleaned up daily;
- k. Each Recovery Residences shall afford residents opportunities to engage in daily recreational, cultural, physical, and spiritual activities, either as an individual or with a group;
- l. All Recovery Residences residents MUST be engaged in employment, treatment, education, volunteer work, active job search (for a defined period), or other approved daily activities conducive to the recovery process;
- m. Recovery Residences proprietors are responsible for ensuring neighborhood parking is in compliance with town/city ordinances and is NOT intrusive to neighbors;
- n. Recovery Residences proprietors shall establish and maintain a "Good Neighbor Policy."
- o. The following minimum fire safety requirements shall be followed:
  - There shall be no smoking in residences (including porches, patios, and balconies);
  - Smoking is allowed outside only (20 feet from any door or operable window) and smoking materials shall be disposed of safely;
  - There shall be no accumulation of clothing, newspapers, or cartons in the living/sleeping areas;
  - Stoves and cooking areas shall be kept clean of grease accumulation;
  - Furniture and drapes are treated with fire retardant materials;

- Smoke detectors fire extinguishers, and CO2 detectors shall be installed (according to El Dorado County Fire Code);
- Exit doors shall be clearly marked and readily available;
- Fire drills from sleeping areas should be encouraged; and
- Buildings with 2nd floor shall have emergency fire ladders clearly marked.

## House Rules

Recovery Residences rules must be clearly defined. Any optional rules the Recovery Residences proprietor chooses to implement must be for the needs of the residents, shall not be overly burdensome, and must be consistent across multiple residents. The following should be considered minimum mandatory standards for every Recovery Residences:

- a. There shall be no consuming alcohol and/or other drugs by anyone on the property of the Recovery Residences;
- b. Alcohol and items containing alcohol shall not be brought onto the property for any reason;
- c. Alcohol and other drug use may be grounds for dismissal from the Recovery Residences program. Upon being notified of possible alcohol and/or other drug use by a resident, the House Manager shall refer the resident to El Dorado County for assessment for withdrawal management services.
- d. Regular attendance of house meetings shall be mandatory for all residents and it shall be the responsibility of Recovery Residences management to ensure proper participation;
- e. Operators or House Managers in charge of an individual Recovery Residences facility must be accessible to residents daily. The operator and/or House Manager shall be clearly and easily identified and shall remain available at all times;

- f. Each Recovery Residences shall have in its house rulebook a policy addressing visitation including hours, terms of contact, areas for visitation, visitor access, child visitation and monitoring, etc.

### **Required Policies**

- a. Confidentiality
- b. Sexual Harassment & Verbal Abuse
- c. Weapons, Alcohol, Illegal Drugs and Illegal Activity
- d. Prescribed Medication Policy
- e. Drug and Alcohol Testing Protocol
- f. Management and Staff Responsibilities
- g. Documentation/Record Keeping/Financial Agreements
- h. Incident Report Policy

### **Performance Standards**

All residents must have a personal file that contains at a minimum the following items:

- Basic personal information such as name, DOB, emergency contact, etc.
- Recognition of client rights, house expectations, grievance and complaint procedures.
- Appropriate releases of information, as they apply.
- Current employment status, updated as needed, and proof of salary (i.e. a copy of check stub).
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- Any incident reports regarding resident
- Documentation of referral to El Dorado County for withdrawal management services assessment if exited for substance use

### **Program Licensure, Certification, and Standards**

Contractor shall comply with any and all federal, state and local laws as a residential member of El Dorado County.

Contractor shall agree to comply with El Dorado County Guidelines for Recovery Residences Programs.