



CONTENTS OF RECOVERY HOUSE MANAGER INFORMATION
FOR LICENSING CHECKLIST

--Name of Recovery House Manager.

--Date of designation as Recovery House Manager.

--Statement that:

--The licensee will notify the Department within 30 days of a change in the Recovery House Manager.

--The Recovery House Manager is responsible for the management of the recovery house, staff and volunteers

--The Recovery House Manager will complete 6 hours of training within 6 months of designation and annually thereafter.

--Signature of Recovery House Manager.

--Date.

CONTENTS OF ACKNOWLEDGEMENT THAT RESIDENTS HAVE
RECEIVED NOTICE OF RIGHTS UNDER 28 Pa. Code § 717.19(b)

--Name of resident.

--Statement that resident has received notice of the following rights under 28 Pa.
Code § 717.19(a):

--Residents shall retain all civil rights that have not been specifically
curtailed by separate judicial or administrative determination by the
appropriate legal authority.

--The licensee may not discriminate against an individual or staff on the
basis of age, race, sex, religion, ethnic origin, economic status, disability,
sexual orientation or gender identity or expression.

--Residents have the right to inspect their own records.

--Residents have the right to request the correction of information in their
records on the basis that it is inaccurate, irrelevant, outdated or incomplete.

--Residents have the right to submit a rebuttal to information in their
records.

--Residents may attend a treatment facility of their choice outside of the drug
and alcohol recovery house. The licensee may not require a resident to
attend or prohibit a resident from attending a specific treatment facility.

--Signature of resident.

--Date.

CONTENTS OF CONSENT TO RESIDIENCY FORM
UNDER 28 Pa. Code § 717.20(a)(2)

--Name of resident.

--Statement that resident wishes to reside in the recovery house.

--Signature of resident.

--Date.

CONTENTS OF RESIDENT ROSTER UNDER 28 Pa. Code § 717.21(a)

--Name of each resident for at least the prior four years.

--Date of each resident's beginning and ending or completion of admissionresidency.

~~--Date of each resident's end of admission or completion of admission.~~

CONTENTS OF ~~INTAKE~~ DOCUMENTATION
UNDER 28 Pa. Code § 717.22(b)

- Disclosure to the resident of criteria for admission beginning and ending residency.
- Resident orientation to the drug and alcohol recovery house which must include:
 - Drug and alcohol recovery house rules, including a method to record residents' expected return time to the drug and alcohol recovery house.
 - Fee schedule including the lease agreement.
 - Supports provided by the drug and alcohol recovery house, as well as referrals to other essential services as needed.
 - Financial policies and procedures.
 - The location of posted emergency procedures and contact information for the house manager and the Department.
 - Medication control and self-administration policies.
- Basic personal data including:
 - Name.
 - Birth date.
 - Demographic information.
 - Medical information provided by the resident, including allergies, asthma, seizure disorder, diabetes, pacemaker, and other medical conditions that the resident chooses to have in the house record.
 - Drug and alcohol history.
 - Medical contact information.

--Emergency contact.

--Consent to residency.

--Disclosure to the resident of the recovery house's policies and procedures for situations when recovery house staff may notify the resident's emergency contact.

CONTENTS OF NOTIFICATION OF DECISION TO END RESIDENCY
UNDER 28 Pa. Code § 717.23(a)

--Date of notification.

--Name of resident.

--Reason for ending residency.

--Timeframe for ending residency.

--Statement that the resident shall have the opportunity to request the licensee to reconsider the decision to end residency.

CONTENTS OF RECORD OF FINANCIAL TRANSACTIONS WHEN
LICENSEE ASSISTS RESIDENT WITH FINANCES, BUDGETING AND
SPENDING UNDER 28 Pa. Code § 717.25(d)(1)

--Date of each transaction.

--Amount of each deposit.

--Amount of each withdrawal.

--Current balance.

CONTENTS OF WRITTEN AGREEMENT TO MANAGE RESIDENT'S
FINANCES UNDER 28 Pa. Code § 717.25(e)

--Signature of licensee.

--Signature of resident.

--The financial assistance provided by the licensee.

--The right of the resident to at least 30 days advance notice, in writing, of the licensee's request to change the agreement.

--The right of the resident to rescind the agreement in writing.

CONTENTS OF DOCUMENTATION OF MONTHLY INSPECTIONS
AND TESTS OF CARBON MONOXIDE DETECTORS UNDER 28 Pa.
Code § 717.30

--Name of person conducting test.

--Date of test.

CONTENTS OF DOCUMENTATION OF UNUSUAL INCIDENT
UNDER 28 Pa. Code § 717.31(b)(1)

- Date of the incident.
- Description of the incident.
- Direct and indirect causes of the incident.
- Plan of correction, when indicated.