



## RECOVERY HOUSE LICENSING CHECKLIST

**FACILITY NAME:**

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**NOTE:** This checklist must accompany the application. The application ***will be rejected*** if the applicant fails to submit ***all information*** (i.e., items on checklist) at the time of application.

### CHECKLIST ITEMS:

- Completed Application
- Completed Checklist
- Proof the \$250 Application Fee was paid to the Department of Drug and Alcohol Programs
- A copy of the articles of incorporation, certificate of registration, certificate of incorporation, charter, certificate of organization, or other articles, statements or documents establishing the legal existence of the facility for the license/certificate of approval. This submission shall include applicable Pennsylvania Department of State filings and approvals. For foreign entities, provide a copy of the applicable Pennsylvania Department of State filings and approvals to conduct business in Pennsylvania. This should include legal documents from inception through the present.
- A copy of the by-laws, operating agreement, partnership agreement, or other rules adopted for the regulation or management of the Recovery House for the license/certificate of approval, regardless of the name used to describe those rules.
- Documentation of the business' organizational structure, including a written job description for each Recovery House position
- Ownership and Business Management Form and all required supporting documentation
- Photo identification for individuals who own 5% or more of the corporation
- Floor Plans (*see floor plan checklist for all required items on floor plan*)
- Proof of fire-retardant mattresses
- Consent to Residency, including emergency contact information fields, and acknowledgement of resident rights form
- Orientation Handbook, which includes the Recovery House Rules and Fee Schedule
- Recovery House Manager Information form that includes a signed acknowledgement regarding the requirement to notify the Department in writing any time the House Manager changes
- Recovery House Manager Pennsylvania State Police Criminal History Background Check
- Pennsylvania State Police Criminal History Background Check for all staff and volunteers

**RECOVERY HOUSE LICENSING CHECKLIST**

**28 Pa. Code § 717.17. Personnel Management**

**The licensee shall develop and implement written personnel policies and procedures in compliance with State and federal employment laws. The written policies and procedures must include:**

1. Use of Volunteers.
2. Rules of conduct.
3. Supervision of staff.
4. Orientation of new employees.
5. Prohibition on providing or using alcohol or illicit drugs on the premises of the drug and alcohol recovery house, including consequences for a violation of the policy.
6. Relapse of recovering staff and volunteers, including consequences for a violation of the policy.
7. Completion of a Pennsylvania State Police Criminal history record check for the house manager, all staff and volunteers before engaging in work at the drug and alcohol recovery house.

**In what document is this information found?** \_\_\_\_\_

**Page number(s):** \_\_\_\_\_

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**Written job descriptions for recovery house positions.**

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## RECOVERY HOUSE LICENSING CHECKLIST

### 28 Pa. Code § 717.18. Training

The licensee shall develop and implement written staff development policies and procedures that identify the person responsible and the time frames for completion of the following:

1. An assessment of training needs for each staff person and volunteer.
2. A plan for addressing those needs.
3. A mechanism to collect feedback on completed training.

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### 28 Pa. Code § 717.19. Residents Rights

The licensee shall develop and implement written policies and procedures on resident rights which must include:

1. Residents shall retain all civil rights that have not been specifically curtailed by separate judicial or administrative determination by the appropriate legal authority.
2. The licensee may not discriminate against a resident on the basis of age, race, sex, religion, ethnic origin, economic status, disability, sexual orientation or gender identity or expression.
3. Residents have the right to inspect their own records.
4. Residents have the right to request the correction of information in their records on the basis that it is inaccurate, irrelevant, outdated or incomplete.
5. Residents have the right to submit a rebuttal to information in their records.
6. 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 specific treatment facility.

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### 28 Pa. Code § 717.22. Beginning of Residency Intake and Admission

The licensee shall develop and implement written policies and procedures for resident intake and admission which include:

1. Admission-Residency criteria.
2. Requirements for completion of residency by meeting a resident's treatment, personal or financial goals or social-emotional or other needs.
3. Criteria for ending residency before completion, including a timeline.

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### 28 Pa. Code § 717.24. Medication Control and Self-Administration

The licensee shall develop and implement written policies and procedures on the use of prescription and over-the-counter medications by residents, which must include:

1. Self-administration of medication for residents who take medication.
2. Safe storage of medication by the drug and alcohol recovery house and residents and procedures to address loss, theft, abandonment or misuse of medications.
3. Safe disposal of unused, expired or abandoned medication, in accordance with State and Federal regulations.
4. Emergency procedures in the event of an adverse medication reaction or overdose on premises. The licensee shall have and make available overdose reversal medication on the premises of the drug and alcohol recovery house at all times.
5. Prohibition on sharing prescription medication.

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## RECOVERY HOUSE LICENSING CHECKLIST

### 28 Pa. Code § 717.25. (a) Financial Transactions.

- The licensee shall develop and implement written policies and procedures to maintain a complete record of collection of fees, payments and deposits between ~~an~~ the licensee, the drug and alcohol recovery house or its employees of the drug and alcohol recovery house and the resident or on behalf of the resident in accordance with standard accounting practices. The record must include:

1. All fee deposits, resident fees and other monetary transactions between the drug and alcohol recovery house and the resident.
2. Documentation that the drug and alcohol recovery house returned all deposits due to the resident when the resident departed the drug and alcohol recovery house, signed and dated by the licensee and resident.

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### 28 Pa. Code § 717.25. (b) Financial Transactions

- The licensee shall develop and implement written policies and procedures that prohibit the licensee, staff, volunteers or contractors of the drug and alcohol recovery house from:
1. Requiring a resident to sign a document relinquishing the resident's public assistance benefits, including medical assistance benefits, cash assistance, Supplemental Security Income (SSI) and Supplement Nutrition Assistance Program (SNAP) benefits.
  2. Requiring a resident to surrender cash or sign over a paycheck.
  3. Borrowing money from a resident or lending money to a resident.
  4. Buying property from a resident or selling property to a resident.
  5. Directly or indirectly soliciting or accepting a commission, fee or anything of monetary or material value from residents, other related individuals, third-party entities or referral sources, beyond specified rent established in writing at the time of residency.

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## RECOVERY HOUSE LICENSING CHECKLIST

### 28 Pa. Code § 717.26. Complaint Management.

- The licensee shall develop and implement written policies and procedures for managing complaints from residents, family members and community members, which must include procedures for informing residents, family members and community members of the complaint process, including the ability to file a complaint with the Department.

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### 28 Pa. Code § 717.27. Notification to Family Member or Emergency Contact

- The licensee shall develop and implement written policies and procedures that specify the **methods and** circumstances, including the resident's hospitalization or death, for notifying the resident's emergency contact **with the resident's consent**.

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### 28 Pa. Code § 717.28. Resident Requirements

- The licensee shall develop and implement written policies and procedures that:
1. Promote and require that residents participate in treatment, self-help groups or other drug and alcohol recovery supports.
  2. Require that residents abstain from use and sale of alcohol and illicit drugs and provide consequences for failure to abstain.

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### 28 Pa. Code § 717.30(a). Safety and Emergency Procedures

The licensee shall develop and implement written policies and procedures for staff and residents to follow in case of an emergency which must include provisions for:

1. The evacuation and transfer of residents, staff, and volunteers to a safe location.
2. Assignments of staff and volunteers during emergencies.
3. The evacuation and transfer of residents impaired by alcohol or other drugs.
4. Notification to the Department within 48 hours of a fire, other disaster or situation which affects the continuation of operations.

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### 28 Pa. Code § 717.31(a). Unusual Incidents

The licensee shall develop and implement written policies and procedures to respond to the following unusual incidents:

1. Physical assault or sexual assault by staff, a volunteer or a resident on or off the premises.
2. Provision or use of illicit drugs on the premises.
3. Death or serious injury due to trauma, suicide, medication error or unusual circumstances while residing at the drug and alcohol recovery house.
4. Significant disruption due to disaster such as fire, storm, flood or other occurrence which closes the drug and alcohol recovery house for more than 1 day.
5. Theft, burglary, break-in or similar incident at the drug and alcohol recovery house.
6. Event at the drug and alcohol recovery house requiring the presence of police, fire or ambulance personnel.
7. Fire or structural damage to the drug and alcohol recovery house.
8. Outbreak of a contagious disease requiring Centers for Disease Control (CDC) notification.

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### 28 Pa. Code § 717.31. (b) Unusual Incidents

The licensee shall develop and implement written unusual incidents policies and procedures which must include the following:

1. Documentation of the unusual incident
2. Prompt review and identification of the direct and indirect causes of the unusual incident.
3. Implementation of a timely and appropriate plan of correction, when indicated.
4. Ongoing monitoring of the plan of correction.

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Please note it is the responsibility of the applicant to review ALL regulations pertaining to the activities they are applying to provide.

### Legal Attestation

I (the applicant) acknowledge that my signature is verification that I have completed this checklist truthfully and accurately, and I understand that my statements herein are made subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE