

# Compliance Documentation Checklist

03/2016 CA

Level I

**Instructions:** Each of the following sections below represents their own individual documentation package. Please consolidate all listed items beneath each category as seen below and upload complete manual. Use the “Page #” and “Paragraph #” fields to specify where each of the following policies, procedures, and/or protocols are listed within your documentation manual. Each section should be considered a single upload.

Program Documents			
Page #	Paragraph #	Item	Requirement
		Proof of Legal Business Entity (Business License, Articles of Incorporation)	*Strongly Recommended
		Marketing Materials (Brochures, Flyers, etc.)	

P&P Manual			
Page #	Paragraph #	Item	
		Mission Statement	
		Vision Statement	
		Code of Ethics	
		Confidentiality Policy & Procedure	
		Resident Screening Policy & Procedure	
		Resident Orientation Policy & Procedure	
		Hardship Scholarship Assessment Policy	*if applicable
		Policies Concerning Paid Work to Residents	*if applicable
		Good Neighbor Policy & Procedure	
		Hazardous Items Search Policy & Procedure	

<b>P&amp;P Manual Continued</b>			
		Emergency Policy & Procedure	
		Medication Storage & Use Policy & Procedure	
		Drug Testing and/or Toxicology Policy & Procedure	
		Reoccurrence of Use Policy & Procedure	
		Discharge Policy & Procedure	
		Grievance Policy & Procedure	
		Maintance Repair Policy	

<b>Staffing Documents</b>			
<b>Page #</b>	<b>Paragraph #</b>	<b>Item</b>	
		Employee/Volunteer Background Screening Policy	
		Staffing/Peer Leadership Policy	
		Staff/Peer Leadership Job Descriptions	
		Sample Staffing Weekly Schedule	

<b>Resident Orientation Handbook</b>			
<b>Page #</b>	<b>Paragraph #</b>	<b>Item</b>	
		Resident Application	
		Confidentially Policy & Procedure	
		Staff/Management Contact Sheet	
		Program Format (Phases, Stages)	
		Sample Resident Weekly Schedule	
		House Rules & Consequences	
		Good Neighbor Policy & Procedure	

**Resident Orientation Handbook (Continued)**

		Hazardous Items Search Policy & Procedure	
		Medication Storage & Use Policy & Procedure	
		Drug Testing and/or Toxicology Policy & Procedure	
		Reoccurrence of Use Policy & Procedure	
		Discharge Policy & Procedure	
		Emergency/Non-Emergency Policy & Procedure	
		Emergency/Non-Emergency Contact Sheet	
		Resident Rights & Requirements	
		Grievance Policy & Procedure	
		Grievance Form	
		Maintenance Repair Request Forms	
		Resident Lease and/or Guest Agreement	
		Community Resource Guide	

**Recovery Support Documents**

Page #	Paragraph #	Item	
		Any forms, documents, and/or guides used to mentor or monitor a residents participation in the development of their recovery plan	

**Instructions:** The following items are required for each of your locations and can be uploaded as separate documents.

Location Documentation			
Page #	Paragraph #	Item	Requirement
		Acknowledgement Letter from Property Owner	Only applicable for locations that are leased from a third party or related individual.
		Liability Cover Policy and any other insurance policies held by entity for this location	Levels I-IV
		Safety Self-Assessment Checklist	Levels I-IV
		Evacuation Map	Levels I-IV