



TENNESSEE ALLIANCE OF RECOVERY RESIDENCES

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ON SITE INSPECTION FORM

Name of organization: _____

Name of organization representative(s) present: _____

Address: _____

Date: _____

Inspector(s): _____

NARR Level (circle one): 1 2 3 4

House type (i.e. apartment, family home, commercial): _____

Population Served (circle one): men women women w/children co-ed

Total # of beds:

Comments (during inspection): _____

Inspection results (circle one): passed . passed pending corrections . did not pass

Signed _____ / _____
Inspector 1 Inspector 2

Organization Rep Date

TNARR Inspection Form

		Applies to Levels			
MET ?		I	II	III	IV
	Are guided by a mission and vision				
	As evidenced by:				
()	A written mission statement that corresponds with NARR's core principles as stated in this document	✓	✓	✓	✓
()	A vision statement that corresponds with NARR's core principles as stated in this document	✓	✓	✓	✓
	Adheres to legal and ethical codes				
	As evidenced by:				
()	Marketing materials, claims and advertising that are honest and substantiated as opposed to:	✓	✓	✓	✓
	<ul style="list-style-type: none"> False or misleading statements or unfounded claims or exaggerations; Testimonials that do not really reflect the real opinion of the involved individual; Price claims that are misleading; Therapeutic strategies for which licensure and/or counseling certifications are required but not applicable at the site; or Misleading representation of outcomes. 				
	The operator must maintain accurate and complete records of all resident charges, payments and deposits. A Resident must be provided with a statement of his/her personal charge and payment history upon request.	✓	✓	✓	✓
	Are financially honest and forthright				
	As evidenced by:				
()	Policy and procedure for disclosing to potential residents their financial obligations, including costs for which they might become liable, such as forfeiture of any deposits and contributions as a result of prematurely leaving the home	✓	✓	✓	✓
	Collect data for continuous quality improvement				
	As evidenced by:				
()	Procedures that collect resident's demographic information	✓	✓	✓	✓
	Operate with prudence				
	As evidenced by:				
()	Documentation that the owner/operator has current liability coverage and other insurance appropriate to their level of support	✓	✓	✓	✓
	Communicate rights and requirements before agreements are signed	✓	✓	✓	✓
	As evidenced by:				
()	Written resident's rights and requirements (e.g. House Rules and grievance process) posted in common areas				
()	Written resident agreement that includes:				
	<ul style="list-style-type: none"> Services provided 				

- Recovery plan including a move-in (i.e. goals and objectives) and move-out (i.e. contingency) plan
- Financial terms

Protect resident rights

As evidenced by:

- | | | | | | |
|-----|---|---|---|---|---|
| () | Grievance policy and procedures, including the right to take unresolved grievances to the operator's oversight organization | ✓ | ✓ | ✓ | ✓ |
| () | Policy and procedure for identifying the responsible person(s) in charge to all residents | ✓ | ✓ | ✓ | ✓ |

Protect privacy

As evidenced by:

- | | | | | | |
|-----|---|---|---|---|---|
| () | Policies and procedures that keep resident's records secure, with access limited to authorized staff only | ✓ | ✓ | ✓ | ✓ |
| () | Policies and procedures that comply with applicable confidentiality laws | ✓ | ✓ | ✓ | ✓ |

Involve peer governance in meaningful ways

As evidenced by:

- | | | | | | |
|-----|--|---|---|---|---|
| () | Some Rules are made by the residents that the residents (not the staff) enforce (and/or) | ✓ | ✓ | ✓ | ✓ |
| () | A resident council or process is in place that ensures resident's voices can be heard | ✓ | ✓ | ✓ | ✓ |

Create and sustain an atmosphere of recovery support

As evidenced by:

- | | | | | | |
|-----|---|---|---|---|---|
| () | Integrated recovery support in the daily schedule | ✓ | ✓ | ✓ | ✓ |
|-----|---|---|---|---|---|

Encourage residents to own their own recovery

As evidenced by:

- | | | | | | |
|-----|--|---|---|---|---|
| () | Policies and procedures that encourage each resident to develop and participate in their own personalized recovery plan (person-driven recovery) | ✓ | ✓ | ✓ | ✓ |
|-----|--|---|---|---|---|

Inform and encourage residents to participate in a range of community-based supports

As evidenced by:

- | | | | | | |
|-----|--|---|---|---|---|
| () | Resource directories or similar resources are readily available to residents | ✓ | ✓ | ✓ | ✓ |
|-----|--|---|---|---|---|

<input type="checkbox"/>	<p>Offers recovery support services in formal settings As evidenced by: Weekly schedule of recovery-oriented presentations, group exercises, and activities</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Offering life skills development services in a formal setting As evidenced by: Weekly schedule of formal life skills development services or classes</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Provide a physically and emotionally safe, secure and respectful environment As evidenced by: Policies and procedures, such as applicant screenings, that establish the home's priority population and cultivate physically and emotionally safe environments for discussing the needs, feelings and sustaining recovery-supportive connections</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Provide alcohol and illicit drug-free environment As evidenced by: Written and enforced policies and procedures that address: 1. alcohol and/or other prohibited drug-seeking or use; 2. possession of hazardous and other prohibited items and associated searches; 3. drug-screening and or toxicology protocols; and 4. prescription and non-prescription medication usage and storage consistent with the Level of Support and relevant state law</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Are cultivated through structure and accountability As evidenced by: Written resident rights, requirements, agreements, social covenants and/or "House Rules"</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Promote meaningful daily activities As evidenced by: A weekly schedule of typical resident's activities</p> <p><input type="checkbox"/> Are residents encouraged to (at least one of the following): Work, going to school, or volunteer outside of the residence community (Lvl. 1, 2, and some 3s) Participate in mutual aid or caregiving Participate in social, physical or creative activities Attend daily or weekly programming</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Create a "functionally equivalent family" within the household As evidenced by at least 50% of the following: Residents are involved in (1) food preparation, (2) have control over with whom they live, (3) help maintain home, (4) share household expenses, (5) hold house meetings, (6) have access to common areas of the home</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Connect residents to the local (greater) recovery community

As evidenced by:

- () Involvement such as attending local recovery meetings, social events, service projects religious groups, etc. ✓ ✓ ✓ ✓

Create a home-like environment

As evidenced by:

- () Furnishing are typical of those found in single family homes or apartments as opposed to institutional settings ✓ ✓ ✓ ✓
- () Entrances and exits that home-like
- () 50+ sq ft per bed per sleeping room
- () One sink, toilet and shower per six residents
- () Each resident has personal item storage
- () Each resident has food storage space
- () Laundry services are accessible to all residents
- () Working appliances
- () A staffing plan that provides for addressing repairs and maintenance in a timely fashion

Promote Community

As evidenced by:

- () Home-like accommodations, such as community living room, dining area for group meals, recreational area, and furniture to accommodate the residents ✓ ✓ ✓ ✓

Create a home safely

As evidenced by:

- () Signed and dated safety self assessment checklist which includes ✓ ✓ ✓ ✓
1. functioning smoke detectors in the sleeping rooms
 2. functioning carbon monoxide detectors, if there are gas appliances
 3. functioning fire extinguishers in plain sight and/or clearly marked locations
 4. interior and exterior of the property is in a functional, safe and clean condition and free of fire hazards

Have an emergency plan

As evidenced by:

- () Post emergency numbers, procedures and evacuation maps in conspicuous locations ✓ ✓ ✓ ✓
- () Residents are oriented to emergency procedures upon intake ✓ ✓ ✓ ✓

Are compatible with the neighborhood

As evidenced by:

- () The property and its structures are consistently maintained ✓ ✓ ✓ ✓