



TENNESSEE ALLIANCE OF RECOVERY RESIDENCES

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ON SITE INSPECTION FORM

Name of organization: _____ Name of org

Inspector(s): _____ NARR Level

House type (i.e. apartment, family home, commercial): _____ Population served (circle o

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

I II III IV

MET ? 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:
- 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:
- 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

Offers recovery support services in formal settings

As evidenced by:

- () Weekly schedule of recovery-oriented presentations, group exercises, and activities

Offering life skills development services in a formal setting

As evidenced by:

() Weekly schedule of formal life skills development services or classes

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

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

Are cultivated through structure and accountability

As evidenced by:

() Written resident rights, requirements, agreements, social covenants and/or "House Rules"

Promote meaningful daily activities

As evidenced by:

() A weekly schedule of typical resident's activities

() 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

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

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