



El Dorado County Behavioral Health Division
Substance Use Disorder Services

Recovery Residences Provider Guidelines
October 2021

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Recovery Residences

Recovery Residences (RR) programs are a safe, clean, sober, residential environment that promotes individual recovery through positive peer group interactions among house members and staff. Recovery Residences programs are affordable, alcohol and drug free and allow the residents to continue to their treatment and/or develop their individual recovery plans and to become self-supporting. In doing so, the Recovery Residences Program must co-exist in a respectful, lawful, non-threatening manner within residential communities. The El Dorado County Health and Human Services – Substance Use Disorder Services (SUDS) will provide oversight and quality assurance through monthly provider reporting requirements, semi-annual site visits and audits with contracted Recovery Residences service providers.

RR providers do not provide SUD treatment services or require licensure by DHCS. All RR residents must be actively engaged in SUD treatment/recovery support services provided off-site.

Standards of Operation

The RR Program shall provide 24-hour safe housing, free from alcohol and other drugs, which, at a minimum, shall include the following components:

- a. Residents shall be required to attend regular house meetings with house managers, and/or operators. These meetings may be in a group setting with other residents of the RR Program. House rules may include curfew, smoking, chores, payment of rent, and attendance at house meetings, and A.A. /N.A. meetings, and must include prohibition of any use of alcohol and/or drugs.
- b. Residents shall be provided with opportunities to engage in regular activities that define a residence such as cooking, laundry, housecleaning, yard work, etc.;

- c. Each RR shall have a "common area" with adequate space for the proper number of residents to assemble for social and/or other group activities;
- d. Each RR shall have adequate personal space for each resident to be provided dignity, respect and appropriate privacy at all times; Attention should be given to the health and safety of all residents and therefore the home should meet minimum occupancy, fire and health standards of the city and/or county where the RR is located;
- e. RR operators and house managers shall take appropriate measures to ensure that the personal property of each resident is secure;
- f. The RR shall establish and maintain a culture and environment that is welcoming and understanding to those they serve;
- g. All residents shall have access to the: kitchen, refrigerator, stove, dining room, laundry facilities, restrooms, and showers to ensure basic needs are met;
- h. The following minimum health safety requirements shall be followed:
 - There shall be adequate space for food storage
 - All food shall be stored in covered containers, or properly wrapped
 - Perishable items shall be refrigerated and adequate refrigeration in good repair shall be available
 - All dishes and cooking implements shall be washed upon use
 - There shall be adequate hot water for dishwashing
 - Bathroom space shall be adequate for number of residents in accordance with local occupancy standards
 - Bathrooms shall be kept clean on a daily basis
 - Bathrooms shall provide personal privacy; and
 - There is a policy for drug testing
 - Prescription medication shall be stored securely and residents shall take their medications following the prescriptions.
- i. The RR shall post a written description of the procedural processes regarding chores, assignment of roommates, and primary house rules in a space that is accessible to all residents;

- j. The RR shall be a non-smoking residence. If the operator's policy is to allow smoking on the property, a smoking area must be designated clearly in an outdoor space where smoke will not affect neighbors and in compliance with all local smoking rules/ordinances. Any and all litter generated in a designated smoking area must be cleaned up daily;
- k. Each RR shall afford residents opportunities to engage in daily recreational, cultural, physical, and spiritual activities, either as an individual or with a group;
- l. All RR residents MUST be engaged in employment, treatment, education, volunteer work, active job search (for a defined period), or other approved daily activities conducive to the recovery process;
- m. RR proprietors are responsible for ensuring neighborhood parking is in compliance with town/city ordinances and is NOT intrusive to neighbors;
- n. The following minimum fire safety requirements shall be followed:
 - There shall be no smoking in residences (including porches, patios, and balconies)
 - Smoking is allowed outside only (20 feet from any door or operable window) and smoking materials shall be disposed of safely
 - There shall be no accumulation of clothing, newspapers, or cartons in the living/sleeping areas
 - Stoves and cooking areas shall be kept clean of grease accumulation
 - Furniture and drapes are treated with fire retardant materials
 - Smoke detectors fire extinguishers, and CO2 detectors shall be installed (according to local fire codes);
 - Exit doors shall be clearly marked and readily available
 - Fire drills from sleeping areas should be encouraged; and
 - Buildings with a second floor shall have emergency fire ladders clearly marked.

House Rules

RR rules must be clearly defined for the residents. Any optional rules the RR proprietor chooses to implement must be for the needs of the residents, shall not be overly burdensome, and must be consistent across multiple residents. At a minimum house rules shall include:

- a. There shall be no consuming alcohol and/or other drugs by anyone on the property of the RR;
- b. Alcohol and items containing alcohol shall not be brought onto the property for any reason;
- c. Alcohol and other drug use may be grounds for dismissal from the RR program. Upon evidence of alcohol and/or other drug use by a resident, the House Manager shall refer the resident to El Dorado County for assessment for withdrawal management or other medically necessary services.
- d. Regular attendance of house meetings shall be mandatory for all residents and it shall be the responsibility of RR management to ensure proper participation;
- e. Operators or House Managers in charge of an individual RR facility must be accessible to residents daily. The operator and/or House Manager shall be clearly and easily identified and shall remain available at all times;
- f. Each RR shall have in its house rulebook a policy addressing visitation including hours, terms of contact, areas for visitation, visitor access, child visitation and monitoring, etc.

Required Policies

- a. Confidentiality of resident information
- b. Sexual Harassment & Verbal Abuse
- c. Weapons, Alcohol, Illegal Drugs and Illegal Activity
- d. Prescribed Medication Policy
- e. Drug and Alcohol Testing Protocol
- f. Management and Staff Responsibilities

- g. Background checks conducted on all staff, including volunteers that have direct and regular interaction with residents.
- h. Documentation/Record Keeping/Financial Agreements
- i. Security of resident's file with access limited to authorized staff only
- j. Incident Report Policy

Documentation Requirements

RR provider will send a monthly progress report to El Dorado Co. (EDC) SUDS case manager for each EDC client referred to the RR.

All residents shall have a resident file that contains at a minimum the following items:

- Basic personal information such as name, DOB, emergency contact, etc.
- Copies of any RR intake forms with client signature. Intake forms include any that serve to inform the client of rules, expectations, testing requirements, releases of information, etc. upon moving into the residence.
- Appropriate releases of information, as they apply.
- Current employment status, updated as needed, and proof of salary (i.e. a copy of check stub).
- Any incident reports regarding resident
- Documentation of referral to El Dorado County for re-assessment for medically necessary services if exited for substance use

All employees, volunteer and intern staff shall have a personnel file that contains at a minimum the following items:

- Application and/or resume
- Job description
- Background Check
- Performance/disciplinary reviews

Other Requirements

Provider shall comply with all federal, state and local laws as a residential member of the city/county where the RR is located.

Provider shall agree to comply with El Dorado County Guidelines for Recovery Residences Programs.