

AZRHA INSPECTION for CERTIFICATION

Location: _____

NAME OF PROGRAM (legal name of entity): _____

NAME OF LOCATION BEING INSPECTED (optional): _____

ADDRESS OF LOCATION BEING INSPECTED: _____

INSPECTION TYPE: Renewal Cert # _____; Additional SLH; New Applicant LEVEL: I II

NARR LEVEL: One | Two NUMBER OF BEDS: _____ (Do not count the House Manager bed)

CONTACT PERSON NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS OF PROGRAM FOR INVOICING: _____

DATE OF INSPECTION: ____/____/____ TIME OF INSPECTION: ____/____/____

DATE FOLLOW-UP ITEMS REC'D (if applicable): ____/____/____

NAME OF INSPECTOR: _____ PHONE NUMBER: _____

INSPECTOR EMAIL ADDRESS: _____ SIGNATURE OF INSPECTOR: _____

PREVIOUS YEAR INSPECTOR: _____ Population: Men Women Coed Couples

Allow 45-60 days for the complete process of requesting an inspection to receiving your certificate.
Any corrections must be made within 30 days of the first inspection date. Otherwise, the program will be charged a second inspection fee.

All documentation related to the inspection is to be emailed to inspector@myazrha.org

Policy is a written document establishing the rules of your program.

Procedures are the step-by-step instructions or actions to follow the policies.

PROPERTY INSPECTION

Total # of Bedrooms:

Total # of Bathrooms:

	# of beds	Room Meas. (ie 10'xx12')	Clean	Smoke Detector	Egress	Individual Lockbox for meds
Bedroom 1:			Y N	Y N	Y N	Y N
Bedroom 2:			Y N	Y N	Y N	Y N
Bedroom 3:			Y N	Y N	Y N	Y N
Bedroom 4:			Y N	Y N	Y N	Y N
Bedroom 5:			Y N	Y N	Y N	Y N

	GFI works	Clean	Toilet / Shower work
Bath 1:	Y N	Y N	Y N
Bath 2:	Y N	Y N	Y N
Bath 3:	Y N	Y N	Y N
Bath 4:	Y N	Y N	Y N
Bath 5:	Y N	Y N	Y N

PASS FAIL

1	RENEWAL: AzRHA certificate from previous year is displayed on-site		
2	RENEWAL: AZDHS license is displayed on-site		

GENERAL SAFETY

3	Property Address: clearly visible on building		
4	Front Yard & Driveway: clean, cosmetically maintained, & debris free		

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		PASS	FAIL
5	Motor Vehicles: no broken down vehicles on driveway or front yard		
6	Policies & Procedures Binder is at the inspection site at all times (each home must have it's own binder and documents)		
7	Smoke Detectors: Test that they are interconnected		
8	Carbon monoxide detectors installed - needed if have gas appliances		
9	Floor Plan with Fire Evacuation Details posted (post throughout the home)		
10	Emergency/Non-Emergency Policy & Procedure AND Contact Sheet POSTED		
11	First Aid Kit is stocked & available to all participants		
12	Narcan is accessible by all participants & not expired		
13	Sign In/Out Board or Binder to track residents and registers all guests		
14	Recovery Resource material is available to residents (ie. AA & NA books, AA Hotline)		
15	Community Resource Guide: posted or in a binder		
16	Fire Hazards: No open flames, no fire hazards, smoke free environment (inside)		
KITCHEN / DINING			
17	Fire Extinguisher: Appropriate Size, Current & Tagged in kitchen(s) and in plain sight		
18	Food Storage: Adequate food storage space for residents		
19	GFI Outlets within 6' of water sources (ie sink)		
20	Kitchen is fully functional and clean		
LIVING / GREAT ROOM / ADDITIONAL COMMON AREAS			
21	Common Space Areas are clean		
BACKYARD			
22	Back & Side Yards: clean, cosmetically maintained, & debris free		
23	Cigarettes: Proper disposal areas (examples: ashtray with a lid or sand in large bucket)		
24	Fire Pit(s): Must have a lid		
25	Pool: Check GFI outlet or is everything hardwired		
26	Pool: Clean and free of debris		
ORGANIZATIONAL DOCUMENTATION			
27	Proof of Legal Business Entity: Business License or Articles of Incorporation or TPT		
28	Marketing Materials: Current Brochures, Flyers, Business Cards, etc		
29	Letter: From property owner acknowledging use of the property		
30	Insurance: General Liability Insurance that is appropriate to the level of support (Binder only) that lists the owner's or SLH name and SLH address(s)		
31	Code of Ethics Statement		

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32	Code of Ethics is signed by all leaders/management		
33	AzRHA Attestation for Drug Testing is signed by the Owner & Operator		
34	Attestation that program is in compliance with the city, state, county and/or federal requirements		
35	Federal Fair Housing Act and Non-Discrimination Policy Affidavit attesting of compliance		
36	Mission Statement that corresponds with AZRHA's core principles		
37	Vision Statement that corresponds with AZRHA's core principles		
38	Confidentiality Policy & Procedure		
39	Good Neighbor Policy & Procedure		
40	Program Format (Phases, Stages)		

STAFFING DOCUMENTATION

41	Disposal methods for illegal drugs/medications on property policy and procedure (both illegal drugs and meds must be mentioned)		
42	Meeting Check-in Log lists the meetings attended by the resident		
43	Narcan Training Policy		
44	CPR Training Policy		
45	Safety Self-Assessment Policy & Checklist - regular internal safety and health inspections are conducted		
46	Staffing Peer Leadership Policy		
47	Staff/Peer Leadership Job Descriptions		
48	Fire Drill Policy & Log (AZDHS requires two drills per year)		

RESIDENT DOCUMENTATION

49	Resident contract that includes all fees, any other charges, and a refund policy		
50	Emergency Medical Services (EMS) Policy to provide resident information as needed		
51	Hardship Scholarship Assessment Policy		
52	Hazardous Items Search Policy and Procedure		
53	Medication Storage & Use Policy and Procedure - include info on Medically Accepted Treatment (MAT)		
54	Drug Testing Policy & Procedure including frequency		
55	Reoccurrence of Use Policy & Procedure		
56	Discharge Policy & Procedure - plan of action worked out with resident (ie. detox, apartment, family), how will the resident travel to the destination, is there a timeframe a resident must be off-property before returning (if allowed to return)		
57	Grievance Policy & Procedure, including instructions to file with AZRHA		
58	Grievance Form		
59	Paid To Work Residents Policy		
60	Maintenance Policy & Procedure: How residents report broken or safety concerns		

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61	Resident Screening Policy & Procedure		
62	Resident Orientation Policy & Procedure		
63	Application for potential residents		
64	Track resident outcome measures policy (ie. Discharge type of housing, length of abstinence)		
65	Personal information collection by the program of each resident policy (ex privacy & location prior to orientation)		
66	House Rules & Consequences		
67	Resident Rights & Requirements		
68	Verify Resident Orientation has info on 12-Step or other comparable recovery program required for residents		
69	Verify any weekly mandatory resident meetings policy is included in the resident orientation P&P (if applicable)		

HOUSE MANAGER & OPERATOR QUESTIONS

70	House Manager is able to articulate minimum sober time required for staff and articulate training/support offered to staff to ensure he/she is capable of managing the house		
71	Paper file storage location & verify locked (if applicable): _____		
72	Software used to run your business (ex: CRM): _____		
73	Financial ledger for residents: _____		
74	How are maintenance issues reported: _____		
75	Any forms, documents, and/or guides used to mentor or monitor a resident's participation in the development of their recovery plan		