

AZRHA INSPECTION for CERTIFICATION

Location: _____

NAME OF PROGRAM (legal name of entity): _____

NAME OF LOCATION BEING INSPECTED (optional): _____ Mail Cert: Yes

ADDRESS OF LOCATION BEING INSPECTED: _____

INSPECTION TYPE: For Renewals Cert # _____ & Expir Date: ____/____/____ ; Additional SLH; New Applicant

NUMBER OF BEDS: _____ (Do not count the House Manager bed) NARR LEVEL: I II

CONTACT PERSON NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS OF PROGRAM FOR INVOICING: _____

DATE OF INSPECTION: ____/____/____ TIME OF INSPECTION: ____:____ AM / PM ____

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

NAME OF INSPECTOR: _____ PHONE NUMBER: _____

INSPECTOR EMAIL: _____ SIGNATURE OF INSPECTOR: _____

PREVIOUS YEAR INSPECTOR: _____ PICTURE TAKEN OF CERTIFICATE: _____

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'x12')	Clean	Smoke Detector	Egress	Individual Locked area for meds
House Mgr			Y N	Y N	Y N	Y N
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
Bedroom 6:			Y N	Y N	Y N	Y N
Bedroom 7:			Y N	Y N	Y N	Y N
Bedroom 8:			Y N	Y N	Y N	Y N
Bedroom 9:			Y N	Y N	Y N	Y N

	GFI works	Clean	Check Fixtures: Toilet / Shower / Faucet 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
Bath 6:	Y N	Y N	Y N
Bath 7:	Y N	Y N	Y N

PASS FAIL

1	RENEWAL: AzRHA certificate (original) from previous year is displayed on-site; Take picture		
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2	RENEWAL: AZDHS license (original) is displayed on-site; Take picture		
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GENERAL SAFETY

3	Property Address: House numbers must be on the house and visible from the street		
4	Front Yard & Driveway: clean of debris and weed free. Safe path to walk to front door. Property's exterior is safe, functional (ie no trip hazards), and free from fire risks.		
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 ALL interconnected. If any gas appliances, including water heater, must have Smoke/CO2 detectors [kitchen, bedrooms, hallways, laundry room (if room), common areas]		
8	Floor Plan with Fire Evacuation Details posted (post throughout the home): shows proper fire exits, rooms and beds are labeled, egress labeled		
9	Emergency/Non-Emergency Policy & Procedure AND Contact Sheet POSTED - 911, non-emergency police, hospital, address to the house		
10	First Aid Kit: must be adequately supplied including bandages and be accessible to all program participants at all times.		
11	Narcan is accessible by all participants & not expired		
12	Recovery Resource material is available to residents (ie. AA & NA books, AA Hotline)		
13	Community Resource Guide: info that can be distributed		
14	Fire Hazards: No open flames, no fire hazards, smoke/vape free environment (inside)		
15	Common areas are clean - living rm, family rm, great room, den, computer space		
16	Resident Grievance Procedure is displayed		
17	Resident Rights are displayed		
18	Resident Handbook available and accessible		

KITCHEN / DINING

19	Fire Extinguisher: Must be hung in the kitchen no higher than 54" from the top of the extinguisher to the floor. If there are multiple floors to the space, a fire extinguisher needs to be available on each level. All fire extinguishers need to be tagged for the current year. Must be labeled at least 1A-10-BC by the Underwriters Laboratories.		
20	Fire Extinguisher: on second floor, third floor or in basement (if applicable)		
21	Food Storage: Adequate food storage space for residents		
22	GFCI: All outlets that are within 6' of water need to be GFCI.		
23	Kitchen is fully functional and clean (a working stove, microwave, dishwasher (if applicable), refrigerators/freezers)		

BACKYARD

24	Back & side yards: clean of debris & weed free . Property's exterior is safe, functional, clean, and free from fire risks.		
25	Cigarettes: Proper disposal areas		
26	Fire features connected to a fuel source(s) must have a lid and must be covered when not in use (ie. Fire pit)		
27	Pool: Check GFI outlet or is everything hardwired & pump area is clean of debris & pump is working		
28	Pool: Clean and free of debris		

HOUSE MANAGER, RESIDENTS/PARTICIPANTS & OPERATOR QUESTIONS

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29	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		
30	Ask House Manager to detail out a policy and/or procedure. Ask clarifying questions. Which policy: _____		
31	Ask House Manager to show where the policy is for the question asked above.		
32	Paper file storage location & verify locked (if applicable): _____		
33	Software used to run your business (ex: CRM): _____		
34	Financial ledger for residents: (must be able to show the inspector a sample)		
35	How are maintenance issues reported: _____		
36	Ask what forms, documents, and/or guides are used to mentor or monitor a resident's participation in the development of their recovery plan: _____		
37	Ask resident(s) about their experience at the house. Add details below. Include # of residents at the house at the time of the inspection: _____		

ORGANIZATIONAL DOCUMENTATION

37	Proof of Legal Business Entity: Business License or Articles of Incorporation or TPT		
38	Marketing Materials: Current Brochures, Flyers, Business Cards, etc		
39	Letter: From property owner acknowledging use of the property		
40	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)		
41	Code of Ethics Statement		
42	Code of Ethics is signed by all leaders/management (including house managers)		
43	AZRHA Attestation for Drug Testing is signed by the Owner & Operator		
44	Attestation that program is in compliance with the city, state, county and/or federal requirements (in a letter format)		
45	Federal Fair Housing Act and Non-Discrimination Policy Affidavit attesting of compliance		
46	Mission Statement that corresponds with AZRHA's core principles		
47	Vision Statement that corresponds with AZRHA's core principles		
48	Confidentiality Policy & Procedure		
49	Good Neighbor Policy & Procedure		
50	Program Format (Phases, Stages)		

STAFFING DOCUMENTATION

51	Disposal methods for illegal drugs/medications on property policy and procedure (both illegal drugs and meds must be mentioned)		
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52	Meeting Check-in Log lists the meetings attended by the resident		
53	Narcan Training Policy		
54	CPR Training Policy		
55	Safety Self-Assessment Policy & Checklist - regular internal safety and health inspections are conducted		
56	Staffing Peer Leadership Policy		
57	Staff/Peer Leadership Job Descriptions		
58	Fire Drill Policy & Log (AZDHS requires two drills per year)		

RESIDENT DOCUMENTATION

59	Resident contract that includes all fees, any other charges, and a refund policy		
60	Emergency Medical Services (EMS) Policy to provide resident information as needed		
61	Hardship Scholarship Assessment Policy		
62	Hazardous Items Search Policy and Procedure		
63	Medication Storage & Use Policy and Procedure - include info on Medication Assisted Treatment (MAT)		
64	Drug Testing Policy & Procedure including frequency		
65	Reoccurrence of Use Policy & Procedure		
66	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)		
67	Grievance Policy & Procedure, including instructions to file with AZRHA		
68	Grievance Form		
69	Paid To Work Residents Policy		
70	Maintenance Policy & Procedure: How residents report broken or safety concerns		
71	Resident Screening Policy & Procedure		
72	Resident Orientation Policy & Procedure & signed Agreement (by both resident & HM)		
73	Application for potential residents		
74	Track resident outcome measures policy (ie. Discharge type of housing, length of abstinence)		
75	Personal information collection by the program of each resident policy (ex privacy & location prior to orientation)		
76	House Rules & Consequences		
77	Resident Rights & Requirements		
78	Verify Resident Orientation has info on 12-Step or other comparable recovery program required for residents		
79	Verify any weekly mandatory resident meetings policy is included in the resident orientation P&P (if applicable)		

Location: _____

AzRHA plans to begin applying for grants. Grants require data and we hope you will share what population you serve:

DEFINITIONS & IMPORTANT INFO:

Inhabitable spaces: all inhabitants of the "home like environment" includes participants in your program, a house manager, assistant house manager or similar, and any staff sleeping overnight.

1. Egress: Door/Window in each bedroom or two doors with nothing blocking the egress (ie. If a nightstand is in front of the window it should not block the window opening.
Window opening: 24" H x 20" W
2. Detached sleeping areas from main building: a resident should not have to exit one building and enter another to use the bathroom or shower (ie. sink, shower, tub).
3. Spacing: Shared rooms must have at least 50 square feet of space per person.
4. Walls & Doors: Rooms must have standard walls and a door. Curtains, sheets, fabric, panels, and cardboard to not count as walls or doors.
5. Proper separation: Residents and house managers must be able to enter their sleeping space from a hallway - they cannot be asked to pass through a bedroom to get to their sleeping area.
6. Safe/Lockers: All residents and house managers must be offered a lockable space to store medications and valuables.
7. Beds: All beds must have a frame and appropriate bedding (ie. Flat and fitted sheet & comforter/quilt/blanket)
8. Clothing Storage: All residents and house manager must have adequate space to place their clothing (ie. Closet, dresser)
9. Bathroom: There must be a bathroom with a toilet, shower or tub, and sink for every five people.