



South County Recovery Residence Association

Membership Packet

Welcome!

We would like to take an opportunity to thank you for your interest in the South County Recovery Residence Association (SCRRA). Please look over the literature provided here. It should answer some of your questions and explain how to apply for membership. If you need anything additional, please do not hesitate to call.

Sincerely,

Anthony Gengale, SCRRA President
Sue Mackenian, SCRRA Secretary

Table of Contents

Welcome Letter.....	page 1
Board of Directors.....	page 2
Mission Statement.....	page 2
SCRRA Sub-Committees.....	page 3
SCRRA Policies.....	page 4
SCRRA Membership Certification.....	page 5
SCRRA Membership Portfolio Requirements.....	page 6
SCRRA Code of Ethics.....	page 7
SCRRA Discharge Guidelines.....	page 8
SCRRA Inspection Procedures.....	page 9
SCRRA Inspection Report.....	page 10-13

South County Recovery Residence Association

Established August 12, 2002

(SCRRA)

Board Members:

Jim Tichy: The Lodge

Dave Stein: Something In Between

Janis Spector, Butterfly Cottages

Anthony Gengale - Akron House - President

Sue Mackenian - Secretary

Mission Statement:

"SCRRA is the voice and leadership, in South Palm Beach County, for Recovery Residences that promote and encourage recovery from Alcoholism and Substance Abuse."

We accomplish this by:

Encouraging the development and quality operation of Recovery Residences, that promote recovery from Alcoholism and Substance Abuse.

Providing education and dissemination of information to the public and local governmental agencies.

Promoting education and training of our members and their employees.

Exchanging knowledge and experience in the professional operation of Recovery Residences.

Defining and promoting a Code of Ethics for our membership for the benefit and safety of our residents, as well as the general public.

Serving as the public policy representative on behalf of our membership.

Identifying, along with local city/state leaders, problem areas or topics of discussion, and facilitating problem resolution.

SCRRA Sub-Committees

Each Sub-Committee outlined is to designate a Representative Chair to communicate recommendations and provide reports to full membership at monthly meetings. The committee does have authority to act without full membership approval, obtained in the form of a motion presented and passed at SCRRA meetings.

The Sub-Committee may request a Board of Directors Meeting in the interim if circumstances dictate. Committee Chair is responsible for communicating with membership at large and will submit a written report of committee's activity during month prior to regular SCRRA meeting. The Chair will be responsible for accounting of any monies that may be allocated for activity of that committee.

Marketing Committee: Promotes awareness of SCRRA through various media outlets, such as print, radio, web, and TV; conducts Public Relations as a group or as individual committee members; Sponsors Community Events; and conducts Outreach on behalf of all SCRRA Members to further the Mission Statement. This committee will have responsibility for identifying the best course of action for achieving goals and then bring recommendations to full Membership for vote.

Quality Assurance/Inspection Committee: Organizes and Implements Quality Assurance Plan and Inspections of all Member Organizations. The Chair and their committee members adhere to SCRRA guidelines for annual inspections. The committee is responsible for Inspecting houses to determine whether the Member's facilities are in compliance with SCRRA and Municipal Standards. The committee also provides follow through to ensure that a New Member is inspected within 3 months. If cited, such Member has 30 days to comply and file for re-inspection. The Chair keeps accurate records of all inspections and forwards copies of all completed inspections to SCRRA Secretary.

Membership Committee: The Membership Committee sets and monitors standards for all SCRRA members. They design and compile, along with the SCRRA Secretary, New Member Welcome Packets; ensure all Members are in compliance with the Association's Standards; Identify problem areas for compliance; and make recommendations to membership for corrective action. The membership committee acts as compliance officers for New Members and maintains accurate records for Member attendance at scheduled meetings, sub-committee commitments, and overall participation expected of all SCRRA Members. The Membership committee will report back to full membership at monthly meetings regarding status of members who are NOT in compliance or fulfilling their commitment(s).

Event Committee: The Events Committee plans events to further the Mission Statement of SCRRA. The Committee works in conjunction and cooperation with the Marketing Committee for the mutual benefit of all SCRRA Members, their residents, and the local recovery community. The Events Committee will identify activities that will fulfill this goal and make recommendations to full membership at monthly SCRRA meetings before implementing any action.

Training Committee: The Training Committee plans and arranges for host sites to conduct workshops and training events for SCRRA Members; they will also orient and mentor new members so as to ensure all standards are understood and adhered to. The purpose is to increase likelihood of success for all Members, their residents, and SCRRA.

SCRRA POLICIES

It is the policy of SCRRA to **REQUIRE** all Operators wishing to join SCRRA comply with the following:

1. Attend SCRRA meetings on a regular basis
2. Pay Annual Dues (pro-rated) in a timely manner
3. Join and actively participate in a sub-committee group
4. Remain on a Probationary Status until all of the following conditions are met:
 - Dues are current
 - Inspection of facility is completed and deemed in compliance
 - Complete portfolio submitted and approved by Secretary
 - Attend three consecutive meetings
 - Attend workshop
5. Recognize the dignity and worth of every human being by demonstrating healthy recovery behaviors to the best of our individual and collective ability.
6. Promote drug free environments through information dissemination. This is accomplished by having and distributing literature, open discussion and any other medium that fulfills this mission. Maintain drug free environments by ensuring to the best of our individual and collective ability residents agree to and adhere to our facility guidelines for abstinence. We may also employ additional methods for ensuring this compliance, such as drug screens, blood tests or breathalyzers, etc.
7. Promote quality by agreeing to quality assurance inspections at least once per calendar year, and also agree to random inspections. We also agree to provide timely interventions and a prompt response to any and all concerns from residents, neighbors or any community/governmental agency.
8. Ensure all staff is active in their recovery and remain so. Operators agree to random drug screens to establish and maintain credibility with other SCRRA members and community at large. Operators agree to check references (i.e.; sponsor, home group members, past employers) of prospective staff. Operators agree to terminate any staff member returning to active addiction. If Operator is actively using, Operator agrees to cease and desist from daily operations and agrees to install management for a period of one year or until such time as sufficient to return to business. Upon return, Operator agrees to a probationary status of membership until membership votes to return them to full status.
9. All members agree to submit to random drug screens at the request of the Board. A simple majority vote by the Board can trigger a request for a drug screen from any SCRRA member.
10. Any act of violence or reported act of violence, physical contact with a resident or with an outside party is deemed unacceptable and Operator shall lose their membership.
11. No Operator or staff person of that Operator shall engage in any romantic or sexual relationship with a resident or be subject to loss of membership.
12. No Operator shall co-mingle resident's money or enter into any dual relationship with any resident for the purpose of financial gain. It is suggested Operators refer residents to outside sources for case management, legal, financial, and therapeutic issues. If found to be in violation, Operator shall lose their membership.
13. All Operators shall assist current and discharging residents with linkage upon request to other levels of care as needed.

SCRRRA MEMBERSHIP CERTIFICATION

It is essential that quality **Recovery Residences** demonstrate that the majority are healthy, safe, well managed and ethical. The **South County Recovery Residence Association** will certify quality recovery residences that rate recognition and respect.

The more Recovery Residences are certified, the stronger we will be to influence the future. Both the State and City are developing regulations to certify residential facilities. Government regulations can be avoided if Recovery Residences join together as an association.

Recovery Residences in other counties and states have strong coalitions that are being recognized by the county health, human services and criminal justice agencies. The **South County Recovery Residence Association** has adopted standards to be applied to a certification program.

The following steps will establish that your recovery residence meets basic quality guidelines:

1. Complete the membership application and review the membership requirements.
2. Complete the “Developing and Operating a Recovery Residences in South Palm Beach County” training workshop.
3. Mail the membership application to the Association with the following attachments:
 - ⤴ Signed copy of the Code of Ethics.
 - ⤴ Landlord Permit
 - ⤴ Reasonable Accommodation (if property is in City of Delray)
 - ⤴ Copies of brochure (information sheet), applications, resident agreements & rules.
4. Enclose the \$150 application fee payable to the South County Recovery Residences Association. Add \$50 for each additional recovery residence location operated by you or your organization. (maximum of \$300 total.)
5. Prepare your home for inspection by reviewing the Pre-Inspection Instructions and Inspection Check List. Preparation is essential to avoid the necessity of a follow up visit.
6. A two person Peer Review Team will contact you for an appointment to visit your recovery residence.
7. The Peer review Team will send the checklist with comments to the Association’s Office.
8. The Certificate of Membership will be mailed to your location and you will be listed as a quality member of the South County Recovery Residences Association.

SCRRA MEMBERSHIP PORTFOLIO REQUIREMENTS

Member Application

Code of Ethics (Signed and dated)

Discharge Guidelines (Signed and dated)

Occupational License (if applicable)

Landlord Permit (if applicable)

Reasonable Accommodation Letter (if applicable)

Inspection Paperwork

Facility's Residents Rule/Agreements

Brochure (website print out, tour info, etc.; info on facility)

IMPORTANT!

- ⚡ ADDITIONAL LISTINGS/LOCATIONS REQUIRE A SEPARATE PORTFOLIO
- ⚡ ALL HOUSE AND CONTACT INFORMATION MUST BE KEPT UPDATED

SCRRA CODE OF ETHICS

The Code of Ethics is a requirement for all sober living and recovery residence support management staff. This statement commits the signer to adhere to this code of ethics and to maintain a vital concern for the lives and well being of all persons.

1. Dedicated to recognizing the dignity and worth of all human beings.
2. Promote and maintain an alcohol and illicit drug free environment.
3. Promote and maintain quality housing that is consistent with the nature of the immediate neighborhood, which address the concerns of the community.
4. Owners, Managers, and all other staff, if in recovery, maintain it and will only employ other recovering persons who have been in recovery for at least one year and remain totally abstinent. If not alcoholic or addict, all management staff must be alcohol and drug free during performance work hours.
5. Submit to alcohol and drug testing at the request of SCRRA authorized person, upon the majority approval of the association membership. Refusal by any member will result disciplinary action by the association and may be subject to dismissal from the association
6. Zero Tolerance toward physical violence or threats of violence in the recovery residences.
7. Owners, Managers or other staff will never become romantically or sexually involved with any residents or anyone the recovery residence is assisting.
8. Owners, Managers or other staff never become personally involved with a resident's financial affairs. This covers borrowing or lending money, buying or selling property or any other financial transactions.
9. Owners, Managers or other staff respects the privacy and personal rights of all residents. Operators will provide appropriate linkage for housing and other needs, upon an individual residents relapse.

PERSONAL STATEMENT: I commit myself to strive at all times to maintain the highest standards in all services I provide. In the event that I violate any of the above ethics, I understand that my membership in the South County Recovery Residence Association will be terminated.

My signature below indicates my agreement to abide by this Code of Ethics.

Recovery Residence:.....City:.....

Name:.....Date:.....

Signature:.....

SCRRA INSPECTION PROCEDURES

The following steps are to be taken in reviewing Recovery Residences.

PREPARATION

- ◆ Contact the Recovery Residence to set up a day and time for the inspection. Assure that all applicants have a copy of the Pre-Inspection and Inspection Preparation along with the SCRRA Code of Ethics prior to the scheduled review. It is essential that the Recovery Residence be fully prepared.
- ◆ It requires two persons to review each Recovery Residence. Persons assigned must not have any relationship and vested interest in the Recovery Residence. At least one of the assigned persons is peer review experienced. Always try and recruit a volunteer who has experience in building and/or fire safety.
- ◆ One reviewer is responsible to record on the Quality Control Requirement sheets.

CONDUCTING PEER REVIEW

- ◆ Recording reviewer records observations and discrepancies with a clipboard. The lead reviewer quarterbacks the review by closely inspecting to assure that all health and safety requirements are reviewed and instruct the recorder to list discrepancies. (List discrepancies clearly & easy to read.)
- ◆ Collect a copy of the Recovery Residence's leases, acceptance criteria, personal data sheet, agreements, rules and other literature for the file. Check for Reasonable Accommodation letter, if applicable. Assure that the agreement and rules do not suggest that the Recovery Residence is requiring treatment as a condition of residency.
- ◆ Have manager and Owners sign the SCRRA Code of Ethics
- ◆ Hold an exit interview with the Recovery Residence management and discuss the review elements and any discrepancies. Include positive observations.

SCRRA REPORT

- ◆ Either bring COMPLETED application (leave INSPECTION portion blank) to a regularly scheduled SCRRA meeting (**last** Wednesday of the month, St. Paul's Episcopal, 188 S. Swinton Ave. Delray Beach, FL, 7 p.m. **OR** present completed paperwork to the inspection team who comes to view your property.
- ◆ Share problems with the Recovery Residence management to assure that all discrepancies will be corrected in 30 days.
- ◆ Schedule a follow up visit after 30 days if necessary.

SCRRA INSPECTION/REVIEW REPORT

Name of Recovery Residence: _____

Health, safety and management requirements along with a code of ethics provide a method to determine if a sober living recovery residence provides quality housing that supports recovery.

A complete review of the recovery residence is essential for association membership. The reviewer will determine if the recovery residence is healthy, safe, well managed, recovery supportive and managed ethically. A conditionally approved recovery residence must correct all deficiencies within 30 days to receive final approval.

HEALTH REVIEW

INSPECTION POINT	YES /NO	COMMENTS
1. Are there any signs of roach or other pest infestation problems?		
2. Is the kitchen and appliances clean and well maintained?		
3. Is there adequate and clean food storage space provided?		
4. Are any piles of newspapers, clothes or other stored materials creating a fire or safety hazard?		
5. Are bathrooms clean and orderly?		
6. Are the bathrooms adequate to serve the maximum population?		
7. Are the furniture and furnishings clean and of reasonable quality?		
8. Do all sleeping rooms provide all residents with adequate space?		
9. Do all residents have adequate dresser and closet space to store their clothing and other personal items?		

LIST DEFICIENCIES:

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SAFETY REVIEW

<i>INSPECTION POINT</i>	YES/NO	<i>COMMENTS</i>
1. Do smoke detectors meet the minimum city/county requirements?		
2. Do fire extinguishers meet minimum city/county requirements?		
3. Are there at least two properly identified exits in case of emergencies?		
4. Is smoking prohibited in areas that could be considered a fire hazard?		
5. Are there appropriate approved safety disposal containers for smoking materials?		
6. Are there any overloaded electric outlets or extension cords that could be considered a fire hazard?		
7. Does the kitchen appear to meet health and safety requirements?		
8. Are adequate sleeping and living space provided for all residents?		
9. Does the management state and does the building appear to meet local building and safety codes?		
10. Is the house and grounds appear well kept and are consistent with the quality of the neighborhood?		

LIST DESCEPENCIES:

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MANAGEMENT REVIEW

INSPECTION POINT	YES/NO	COMMENTS
1. Is the management adequately experienced and skilled?		
2. Is there a clear and concise description of the facility and service? (Copy for file).		
3. Is there a written statement of the resident acceptance criteria? (Copy for file).		
4. Is there a Personal Data Information Sheet for each resident? (Copy for file).		
5. Is there an agreement that states what the recovery residence provides and conditions of residency? (Copy for file).		
6. Do the resident rules cover key issues? Are the rules clear to the residents? (Copy for file).		
7. Is there a statement of the Renters Rights in plain view? (Copy for file).		
8. Does management provide any recovery or treatment services that would fall under State licensing requirements or DCF?		

LIST DESCEPENCIES:

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