

# Certified Recovery Residence Policy & Procedures Checklist

For Recovery Residence Operators in Minnesota

## Purpose

This checklist is meant to be used as a tool for recovery residence operators who plan to become certified. This is not an exhaustive list of the policies each individual residence may choose to implement. Any intended optional policies (camera policy, incident reporting policy, etc.) also need to be submitted to DHS. Please email BHA staff at [recovery\\_supports\\_bha.dhs@state.mn.us](mailto:recovery_supports_bha.dhs@state.mn.us) with any specific questions about your program and policies.

### 1. Safety Inspections

- [254B.211, Subd. 2\(2\)\(i\)](#)

### 2. Exposure to Bodily Fluids and Contagious Disease

- [254B.211, Subd. 2\(2\)\(ii\)](#)

### 3. \*\*Medications

- [254B.211, Subd. 2\(4\)](#)
- [254B.211, Subd. 2\(11\)](#)

### 4. \*\*Residency Termination/Transfer

- [254B.211, Subd. 2\(5\)](#)
- [254B.211, Subd. 2\(6\)](#)

### 5. Code of Conduct

- [254B.211, Subd. 2\(20\)](#)
- [254B.211, Subd. 2\(7\)](#)
- [254B.211, Subd. 2\(10\)](#)

### 6. \*\*Individual Emergency/Safety Plan

- [254B.211, Subd. 2\(8\)](#)

### 7. \*\*Emergency Procedures

- [254B.211, Subd. 2\(9\)](#)
- [254B.211, Subd. 2\(3\)](#)
- [254B.211 Subd. 2\(3\)](#)

### 8. Staff Training, Qualifications and Responsibilities

- [254B.211, Subd. 2\(10\)](#)
- [254B.211 Subd. 2\(3\)](#)
- LVL 2: [254B.215 Subd. 3\(3\)](#)
- LVL 2: [254B.215 Subd. 3\(2\)](#)

### 9. \*\*Description of Services

- [254B.216\(3\)](#)
- LVL 2: [254B.215 Subd. 3 \(b\)\(4\)](#)
- LVL 2: [254B.215 Subd. 3\(b\)\(5\)](#)
- LVL 2: [254B.215 Subd. 3\(b\)\(6\)](#)
- LVL 2: [254B.215 Subd. 3 \(b\)\(7\)](#)

- **\*\*Fee Schedule & Refunds**

- [254B.211, Subd. 2\(12\)](#)

\*\* Denotes a required resident signature

^^ Denotes a required operator signature

### 10. \*\*Resident Rules

- [254B.211, Subd. 2\(15\)](#)
- [254B.211, Subd. 2\(17\)](#)
- [254B.211, Subd. 2\(13\)](#)
- [254B.211, Subd. 2\(14\)](#)

### 11. \*\*Grievance and Complaint Procedure

- [254B.211, Subd. 2\(16\)](#)
- [254B.212](#)

### 12. Code of Ethics

- [254B.211, Subd. 2\(18\)](#)

### 13. Resident Roles and Governance

- [254B.211, Subd. 2\(19\)](#)

### 14. \*\*Resident Bill of Rights

- [254B.211, Subd. 3](#)

### 15. Premises Ownership or Recovery Residence Permission Verification

- [254B.213 Subd. 2\(1\)](#)

### 16. Proof of Insurance

- [254B.213 Subd. 2\(4\)](#)

### 17. Background Checks

- [254B.213 Subd. 2\(5\)](#)

### 18. \*\*Resident Attestation page

- [254B.213 Subd. 2\(3\)](#)
- [254B.216](#)

### 19. ^^ Recovery Residence Operator Attestation page

- [254B.211 Subd. 2\(1\)](#)
- [254B.211 Subd. 2\(2\)\(iii\)](#)
- [254B.211 Subd. 2\(3\)](#)
- [254B.211 Subd. 2\(16\)](#)
- [254B.213 Subd. 5](#)
- [254B.213 Subd. 6](#)
- [254B.214 Subd. 2](#)
- [254B.214 Subd. 3](#)
- [254B.214 Subd. 4](#)
- [254B.214 Subd. 5](#)
- FOR LEVEL 1 ONLY: [254B.215 Subd. 2\(a\),\(b\)](#)
- FOR LEVEL 2 ONLY: [254B.215 Subd. 3\(b\),\(c\)](#)

