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**Template Recovery Housing Program Orientation Checklist**

**Orientation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Orientation Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New Resident's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Welcome and Introduction:**

**· Offer resident drink of water, snack, chance to rest for a minute**

**· Welcome the new resident to the recovery housing program.**

**· Introduce yourself and any key staff members.**

**· Provide an overview of the recovery housing program's mission and values.**

**· Explain the importance of community support and accountability.**

**Program Policies and Procedures:**

**· Review and provide a copy of the recovery housing program's handbook or policies and procedures manual.**

**· Provide Copies and Discuss**

**o Resident Rights Statement - Ensure Resident Rights Statement is Signed by the Resident**

**o Grievance Policy**

**o Medication Policy**

**o Addressing Neighbor Concerns Policy**

**o Emergency Policy**

**o Communicable Disease Policy**

**o Code of Conduct**

**o Drug Screening Policy**

**o Privacy Policy**

**o Recurrence of Use Policy**

**o Visitor Policy**

**o Incident Reporting Policy**

**· Collect Emergency Contact Information. Ensure Accuracy**

**· Explain the process for addressing rule violations and consequences.**

**· Answer any questions that the resident has about policies**

**Program**

**· Provide house meeting schedule**

**· Collect Documentation of Illicit Drug/ Alcohol Screen or perform screen**

**Safety and Security:**

**· Provide Tour of the home and the resident’s room/ bathroom**

**· Show resident laundry facilities**

**· Discuss any supplies provided and how resident can request additional supplies**

**· Explain the process for reporting maintenance issues and concerns.**

**· Explain how chores are assigned and rotated among residents.**

**Support Services:**

**· Explain the availability of support services, including resource guides and directories**

**· Explain recovery plan process the resident to create or update their personal recovery plan.**

**· Discuss the importance of setting goals and tracking progress.**

**Conflict Resolution:**

**· Explain the conflict resolution process within the recovery home.**

**· Stress the importance of open communication and conflict resolution skills.**

**Financial Responsibilities:**

**· Discuss rent payments, due dates, and acceptable payment methods.**

**· Provide information about financial assistance programs if available.**

**Orientation Completion:**

**· Provide contact information for the orientation facilitator and other staff members.**

**· Read the entire resident agreement out loud with the resident and sign agreement after all questions are answered**

**Acknowledgment of Orientation:**

**I acknowledge that I have received and reviewed the information provided during the orientation of the recovery housing program. I understand my responsibilities and the rules and guidelines of the program.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**