



California Consortium of
Addiction Programs and
Professionals

Step – By – Step Guide For Sober Living Environment Set Ups

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Introduction

This booklet is intended as a guide to assist persons interested in creating housing that provides a sober living environment for recovering people. It does not go into depth regarding history or justification of any of the steps necessary in the process of establishing such housing, rather, it is a step-by-step instruction book, with samples of recommended forms to be used for documentation and check-lists to help assure you that you are moving in the right direction. If additional technical assistance is required, the reader is advised to contact either Social Model Recovery Systems at (818) 332-3145 or the California Consortium of Addiction Programs and Professionals at (916) 338-9460.

Sober living environments are intended to provide alcohol and drug-free support, generally at affordable rent, for the maintenance of a clean and sober lifestyle. There are no license requirements for such residences, and operators are required to comply only with local zoning and occupancy ordinances.

History has shown us that some operators abuse the opportunity to offer this type of housing without licensing requirements, illegally "stacking" residents or maintaining their property in sub-standard condition. Eventually, through resident complaints to zoning, housing, or other government departments, these houses are usually shut down, but not until there has been public furor over the situation, damaging the reputations of quality sober living establishments.

We also know that it is not uncommon for sober living houses to close before they become firmly established in the recovery community. This is generally due to lack of planning and preparation, as well as lack of consistent enforcement of rules.

It is inherent on all sober living providers and those of us who refer to their establishments to assist one another in start-up, to watchdog the residences that we use, and to insist on legal and ethical practices within our recovery systems.

Getting Started

When undertaking any project, it is important to understand your reason for doing it. The ability to recognize and articulate the motive is important in order to maintain your momentum when facing potential barriers. Write the reason for your effort here:

The Potential Tenants:

The first things that must be determined are: (1) who are the people that you are going to serve; (2) how many people do you need or want to house, and (3) from where will they come.

The "who" question is significant in several ways. For example: Women with children will have very different space needs than women without children; Employed single men would be more likely to have a vehicle than male parolees just exiting prison; It is not advisable to mix genders in the same structure, unless you are planning to house families; People in wheelchairs need different accesses and interior space than people not in wheelchairs; certain groups, such as veterans, might benefit from proximity to a regional service center. If you plan to include children in the house, then school facilities are important considerations.

The "how many" question will dictate the type of housing that you look for. If you are associated with a large treatment program that places 10 graduates per month in sober living facilities, a large facility such as a hotel or apartment building might be the solution to your search. But, if you are a caring community member who wants to make sure that women leaving the local 10-bed recovery house have affordable, clean and sober, transitional living available, then a single-family residence will probably be adequate.

The "where are they coming from" question will help you determine the location of your residence. If, for instance, you expect that most of your tenants will be graduates of one specific treatment program, sober living accommodations should be near to allow them to return with regularity to the treatment facility. If they are very-low income or difficult-to-employ individuals coming, perhaps, from a homeless shelter or from incarceration, then access to both public transportation and plentiful employment opportunities would be important in locating the residence.

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- 1) Who?

- 2) How many?

- 3) Where from?

The Property:

There are many considerations when selecting the property that will become your sober living residence. Some of those considerations were touched on in the preceding section on potential tenants. The first thing that needs to be done is to check with local zoning and housing departments to determine what type of use is allowed in what zones. Zoning classifications vary by city and by county, so it is necessary to research restrictions in the community in which you are locating. Use the following worksheet to do your research:

Address of property: _____
Zoning classification: _____ Permits the following use: _____

Contact person for information: _____ On (date): _____
At department: _____ Phone no.: _____
Other notes: _____

* * * * *

Address of property: _____
Zoning classification: _____ Permits the following use: _____

Contact person for information: _____ On (date): _____
At department: _____ Phone no.: _____
Other notes: _____

* * * * *

Address of property: _____
Zoning classification: _____ Permits the following use: _____

Contact person for information: _____ On (date): _____
At department: _____ Phone no.: _____
Other notes: _____

* * * * *

Be very clear about the zoning and/or building restrictions in the neighborhood(s) in which you are planning to locate. Don't be afraid to ask questions. Remember also that some subdivisions carry their own "Conditions, Covenants, and Restrictions" (CC&R's), which might affect the way that a structure within the subdivision can be used. Most information of this nature is on file with the County Clerk. If you should be purchasing the property, it will be provided to you during the course of the escrow. If you are planning to remodel an existing structure, verify with the Building Dept. that your plans are within the scope of what is allowed within the zone classification of the address of the property.

Other things to be considered when identifying the structure to be used are:

- Is the neighborhood safe, and drug-free?
- Is there nearby public transportation?
- What treatment/recovery services are in the area?
- Is the building structurally sound?
- Is the neighborhood well-maintained?
- How much parking is available for tenants?
- Are there street parking restrictions?
- Is there out-of-doors space for residents?
- Are there spiritual/religious centers nearby?
- Is shopping convenient?
- Are there other community resources nearby?
- What medical facilities are available?

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The Structure - Inside and Out

The architectural design of the structure is another important consideration when establishing sober living environments. Two purposes of sober living are to create a sense of community that values alcohol- and drug-free living, and to encourage the development of relationships with other clean and sober people. Consequently, structures that provide privacy for the individual and space for communal activities are the desired design.

It is also important to verify ease of ingress and egress from the structure, especially when considering emergency evacuation procedures. Many sober living operators prefer to have access that is easily monitored, in order to ensure that resident activity can be observed as a means of enforcing the rules of the house and the terms of the rental agreement.

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Physical components for the structure include, but are not limited to:

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- Adequate personal and sleeping space for each resident.
- Adequate and convenient bathroom space for each resident.
- Separate, communal dining space.
- Communal living space that can accommodate a meeting of all residents.
- Hot water storage ample for the number of adult residents.
- A fully-equipped kitchen with a refrigerator large enough for the number of residents in the house.
- Personal storage space for each resident.
- Adequate and safe ventilation.

The Budget

Prior to finalizing any lease or sales agreement, you should develop a budget for the operation of the facility. Determine what your monthly expenses will be before you decide what you will charge the residents. You must also decide whether you are going to include food, or whether the residents will be responsible for their own food. Utilities and other municipal services such as trash pick-up are the operator's cost as resident turn-over is sometimes frequent in these facilities, and it is advised that operators not rely on re-imbursement from residents to cover those costs. Your budget projections should also include a specific amount to be set aside each month to cover replacement and/or maintenance items that are not on-going expenses. Other items that might be in your budget could be such things as staff training, bookkeeping/audit expenses, transportation (such as, possibly, a van) for residents and/or staff, depreciation, gardener or pool service, laundry expenses, etc. The budgets for each facility will differ based, in part, on the type of accommodations being provided and the intent of the landlord.

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Budget	
Lease/mortgage payment	_____
Personnel (including fringe)	_____
Utilities	_____
Municipal services	_____
Telephone	_____
Maintenance/repairs	_____
Furniture replacement	_____
Insurance	_____
Supplies (cleaning, office, etc.)	_____
Other: _____	_____
	Total: _____

Once you have prepared your budget, and know your monthly operating costs, you should add 8-10% of the cost to allow for a vacancy factor. (This might be either a high-side or a low-side estimate for vacancies, depending who you talk to – many operators report approximately 6% vacancy, while others suggest using 10-15% vacancy factor estimates. At this point in your planning, it would be better to err on the side of over-estimating rather than under-estimating.)

Now it is time to divide your projected operating costs by the number of residents that you plan to house. This is the amount that you must charge for rent in order to break even.

House Revenue	
Income from rent	_____
Donations	_____
Section 8 housing	_____
Other: _____	_____
Total:	_____

Review the description of the population that you intend to serve. Is their expected income in the range that will allow them to pay this amount? If not, are there other sources of revenue available to you that you will be able to use to offset this variable? Are there adjustments that could be made to the budget that will not jeopardize the integrity of the house? (Such as: could the property comfortably and legally house any additional people? Or, could tenants be responsible for their own food or gardening? Is personnel cost too high?

Budget notes and calculations:

You will also want to detail a "start-up" budget. In this budget, include those expenses that will be one-time costs particular to the preparation for opening for business. These costs would include such line items as: lease or purchase deposit, acquisition of furniture, linen, and kitchen supplies, security deposits, equipment purchase, structure renovation or repair, higher vacancy factors until the house is fully operational, etc.

Startup Costs	
Item	Cost
_____	_____
_____	_____
_____	_____
_____	_____
Total:	_____

Operations

The following quote is from an article by Ken Schonlau, originally written for and appearing in the California Association of Alcoholic Recovery Homes (CAARH) Bulletin:

The purpose of sober housing is to provide a clean and sober living environment. The house provides no alcohol or drug recovery or treatment services. Residents are selected on the basis of strong recovery motivation and are encouraged to remain active in recovery meetings and activities. The only requirement of management is that the house be kept alcohol, and drug free, safe, and healthy, with a reasonable level of cooperation between residents.

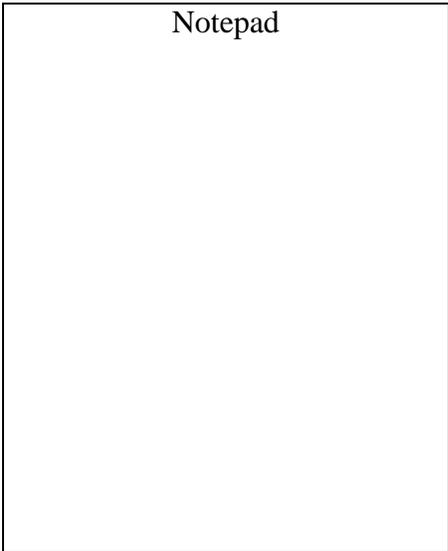
Management does not provide recovery or treatment service nor require any resident to attend any recovery meeting or activity. Management recognizes recovery as an

individual responsibility, with each resident free to utilize the recovery or treatment services of his/her choice. Residents are free to utilize and operate their own recovery meetings, and other activities. Residents are free to participate in outside recovery or treatment services.

Management can inspire and encourage recovery activities in the facility without providing or requiring recovery or treatment services. This can be accomplished with gentle persuasion and sharing of information. Management can encourage a resident to start a recovery activity as long as it is clear that the activity is not required, nor are residents obligated to continue to attend once they start a recovery program. All recovery meetings and activities must be initiated and operated by the residents themselves. Residents have the right to invite outside guests into the house to share information about problems and recovery. The house residents can host self-help meetings and organize recreational and social activities. Experience has demonstrated that once resident-initiated activities are started, they tend to perpetuate themselves.

A key element is the fact that sober living residences are not provided by the operator. A pure and simple landlord/tenant relationship, the rule pertaining to maintenance of an alcohol and drug-free environment is included in the signed rental agreement.

The landlord agrees to provide a safe and clean space to the tenant. The tenant agrees to pay rent on time and live by the rules of the house, which usually include, in addition to no alcohol and other drugs, such things as no smoking in bedrooms (a fire ordinance), no overnight guests, housekeeping assignments, maintaining a clean personal space, no violence or threats of violence, etc. A sample "House Rules" form is included as an attachment at the end of this workbook.



- Landlord Rights**
- Landlords have:
- a right to receive rent payments in a timely manner.
 - a right to make reasonable inspections of the premises upon reasonable notice consistent with building maintenance and safety.
 - a right to access to make necessary repairs, decorations, alterations: or improvements, or to provide necessary or agreed-on services.
 - a right to enter the premises in case of emergency. a right to have copies of all keys necessary to enter the dwelling.

It is advised that all agreements and information regarding the rental contract be put in writing and maintained in a confidential resident file. This practice will protect both the landlord and the tenant. For ease and consistency, new tenant packets that include all information that you need to give to the tenant and all information that you want to receive from the tenant. Include a checklist on which the tenant can initial an acknowledgement of receipt of a document or other information.

Tenant packets could include the following:

- The rental application. (A sample is included in the attachments.)
- Verification of income (when needed).
- Authorization to run a credit check if required.
- The rental or lease agreement.
- Rules of the house.
- Landlord/tenant checklist of unit condition before or at time of occupancy.
- Procedures for requesting and making repairs, including request forms and completion and/or time estimate forms.
- Resident council agreement or arrangement.
- Procedures and/or forms related to notice of intent to enter or inspect premises.
- Procedures and/or forms related to notice for change in terms.
- Procedures and/or forms related to amendments to original contract.
- Refund policy.

The single most difficult management problem in operating a sober living house is to ensure the legal status of the facility as alcohol and drug free. In all cases, a formal written agreement among the mutual residents of the house is advised. It should include all mutually agreed-on conditions of participation of the home. This will legally protect all residents in the home from unwanted residents who choose not to abide by this agreement. It is suggested that all written documents be reviewed by local counsel as to local application and legality.

<p>Landlord Responsibilities</p> <p>Landlords are responsible:</p> <ul style="list-style-type: none">• To maintain the premises in a habitable manner.• To honor express warranties. (Promises about premise conditions, repairs, replacements, etc. - a promise of this nature is binding whether oral or written.)• To respect the “peaceful possession” of tenant.• To abide by all governing laws in relation to the landlord/tenant relationship.

The alcohol and drug free living agreement:

The sole purpose of a Sober Living facility is to provide an environment which is conducive to on-going recovery. The rule of alcohol and drug free must be strictly enforced. Enforcement of alcohol and drug free rules can be one of the most difficult tasks. It is advised that anyone contemplating establishing sober living environments do two things: 1) Meet with others who are operating such establishments. Ask to see the facility, their rental agreement, and the house rules. 2) Use legal counsel to establish the approach that you prefer to use in enforcement of the alcohol and drug free environment.

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Generally, you can include the alcohol and drug free environment policy in the rental agreement executed between the landlord and the tenant, in much the same way that any landlord can set rules as to the number of overnight peers allowed in a living space, whether or not a resident can have pets, what kind furniture might be allowed, etc. It is also advisable to incorporate the

sanction against alcohol and drug use into the House Rules, which the tenant will verify receiving during the application process. Finally, this agreement also needs to be presented as an agreement between all residents in the facility.

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The facility should have a Resident Council, of which all new residents agree to become members. The Resident Council, then, becomes the body that endorses the rules governing alcohol and drug free environments, and also becomes the enforcer of those rules. The mandate for sober living becomes one of mutual agreement among the residents. The Resident Council plays an important role in setting, implementing and changing all policies, as well as establishing the criteria as to how the house will be run and/or maintained.

The following addendum to a rental agreement may be helpful in maintaining a sober living facility:

“To insure that the XYZ Project continues to be an alcohol and drug-free living environment, the following “Sober Residency Agreement” shall be a condition of tenancy at the XYZ Project and is part of the Rental Agreement as noted at Section 7 of the Rental Agreement:

THE TENANT UNDERSTANDS THE SPECIAL NATURE AND PURPOSE OF THIS RESIDENCE AS A "SOBER RESIDENCY". THE TENANT THEREFORE UNDERTAKES THE OBLIGATION TO REFRAIN FROM ANY USE OF ALCOHOL OR ANY OTHER NON-PRESCRIBED DRUG WHILE A RESIDENT AT THE XYZ PROJECT AND UNDERSTANDS THAT ABSTINENCE FROM ALCOHOL OR ANY OTHER NON-PRESCRIBED DRUG IS A LAWFUL AND MATERIAL OBLIGATION AND COVENANT OF HER/HIS TENANCY. THE TENANT UNDERSTANDS AND AGREES THAT USE OF ALCOHOL OR OTHER NON-PRESCRIBED DRUG WILL BE CONSIDERED A VIOLATION OF A LAWFUL COVENANT OF TENANCY AND IS CAUSE FOR TERMINATION OF TENANTS RENTAL AGREEMENT AND EVICTION UNDER PERTINENT STATUTORY AUTHORITY.”

Record – Keeping

The records that you maintain will be those that benefit you, since this is more than likely, a pure landlord/tenant relationship. If you acquire the property through some type of government-sponsored affordable housing grant, if the property is designated as a section 8 property, or if other public or private funds are used in acquiring or maintaining the property, those funding sources may have specific record-keeping requirements, of which you will be made aware during the funding process.

For your purpose, you will want to maintain a file on each resident which includes all of the original application and rental agreement paperwork plus any amendments or changes in the original contract.

It is also advisable to maintain a rent payment record. A sample of such a record is included in the attachments. In order to protect the privacy of your tenants, you – could assign each tenant a number for the purpose of all house records.

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Staffing

Staffing needs will, more-than likely, be dictated by the size of the facility and the number .of residents. An apartment building with twelve units would probably benefit from a resident manager. On the other hand, a three-bedroom house with six residents would function just fine with a designated "senior resident" as the responsible on-site person. Any staffing is for the purpose of property maintenance and assuring adherence to the rules of tenancy only. Remember – sober living houses do not offer or sponsor or provide any "programming" for residents. As the landlord, all that you provide is safe, clean, healthy housing.

Other Considerations

As a sober living facility operator, you will benefit from membership in an organization whose purpose is to advance the interests of sober living facilities and safeguard the quality of sober housing within your community. There are many such organizations throughout California, and they are generally geographically structured. The California Consortium of Addiction Programs and Professionals (CCAPP) offers a registry for sober living facilities meeting some basic standards. The standards for that registry are included as an attachment at the end of this document.

List of Attachments

The following attachments are included in this document:

- > Tenant Rights and Responsibilities
- > Sample House Rules
- > HUD Housing Quality Standards
- > Sample Resident Information Form/Rental Application
- > Sample Rental Payment Record
- > CCAPP Standards for Sober Living Environments
- > CCAPP Registration for Sober Living Environments

Tenant Rights & Responsibilities

A. tenant has the right to:

- ❖ Know who the landlord is paid; how and when to make rent payments.
- ❖ A habitable dwelling with the following minimum standards:
 - effective weather protection
 - elevator in good repair and safe condition
 - plumbing facilities in working order
 - heating units, air conditioning, and ventilation equipment, if provided, in working order
 - gas or electrical appliances operable and in safe condition
 - building, grounds, and areas under control of the landlord in clean, safe, and sanitary condition
 - adequate and appropriate receptacles for garbage and rubbish provided
 - floors, walls, and ceilings in good repair and safe condition
- ❖ privacy
- ❖ "peaceful possession", the right to use the premises without harassment or interruption by the landlord or other tenants
- ❖ know all rules to be imposed before taking possession of the premises
- ❖ procedural rights granted them by local and state law

A tenant has the responsibility to:

- ❖ maintain the dwelling unit, furnishings, fixtures, and appliances in a clean, sanitary, and safe condition
- ❖ use the premises for residential purposes
- ❖ not engage in any illegal activities in the use of the premises
- ❖ dispose of all rubbish, garbage, and other waste in a clean, sanitary manner
- ❖ use in a reasonable manner all electrical, plumbing, sanitary, ventilation, air conditioning and other facilities and appliances, including elevators
- ❖ not place in the dwelling unit any furniture, plants, animals, or any other thing that harbors insects, rodents, or other pests and to not cause any dangerous condition to exist (such as storage of flammable materials, blockage of escape stairs, etc.).
- ❖ not destroy, deface, damage, impair, or remove any part of the dwelling unit or facilities, equipment or furnishings, except as necessary when hazardous conditions exist that immediately affect the resident's health or safety
- ❖ not make alterations, additions, or improvements to the dwelling unit, except with the landlord's prior consent, nor permit claims to be filed against the premises
- ❖ not disturb in any way the peaceful enjoyment of other tenants or building residents

SAMPLE HOUSE RULES

NAME OF ALCOHOL AND DRUG FREE HOUSE

Dear Resident:

You have made a choice to enter this house and to be accepted by the residents who live here. You have made a choice to live in an environment that is alcohol and drug-free. The following House Rules are provided to help the house run smoothly, and to promote a cooperative and supportive environment.

1. Alcohol and drug use or possession is prohibited. Any resident who is found to have used, is under the influence, or in possession of alcohol or illicit drugs will be immediately dismissed.
2. Violence or the threatening of violence will result in eviction.
3. Participation in the weekly house meeting on (day) at (time) is required.
4. Residents are expected to keep the house clean, neat, and safe. A list of chores will be posted weekly. Residents are expected to complete chores in a timely fashion.
5. The living room, library, and kitchen are common areas. Rules of common courtesy, respect, cleanliness, and cooperation are in order.
6. Residents are expected to keep their bedrooms clean and neat at all times.
7. Smoking is not allowed in the bedroom at any time
8. There is no curfew for residents. However, it is advised that residents notify someone in the house when leaving so to eliminate my unnecessary worries and searches.
9. Guests are allowed in the house between the hours of (time) and (time). Guests are expected to be clean and sober, and courteous. Guests may not stay overnight unless approved by house manager/residents at house meeting.
10. Residents are expected to be good neighbors, not just "non-disturbing" neighbors.
11. Calls made on the house manager's phone must be logged giving date, time, location of call, as well as resident's name. Residents are responsible for any charges.

HUD HOUSING QUALITY STANDARDS
A NOTICE TO THE OWNER

The following items MUST be completed and/or provided before the unit can PASS inspection.

1. General clean-up and paint.
2. Refrigerator and stove must be in unit and in proper working order.
3. All wall-to-wall carpets must be steamed cleaned.
4. All exterior doors must have a dead bolt lock
5. Smoke detector (in working order) batteries checked.
6. Unit must have adequate heating for size of unit.
7. Water must be in order to check plumbing.
8. No signs of infestation (roaches, mice or vermin).
9. A handrail is required on stairways or 4 or more risers and unprotected heights over 30 inches.
10. Safety guard rails needed at all docks and balconies.
11. No broken windows - all windows must have working locks.
12. One window screen per room- Windows to be cleaned.
13. One garbage can or adequate disposal.
14. All garbage and debris must be removed .from unit and yard maintained.
15. Two electrical outlets per room (older units - case by case basis).
16. A secure mailbox.
17. Street numbers must be present and visible from the street (numbered address).
18. Cover plates for electrical switches and outlets (no cracked outlet covers, exposed fuse box connections or wires located in unsafe places).
19. Pressure release valve must be on hot water heater.

GUIDELINE FOR COMPLETING CHECKLIST

The ratings on the checklist are defined as follows:

1. Fully Acceptable
2. Needs Improvement
3. Not Acceptable

Fully Acceptable: Fully meets the type, quality, and quantity of the requirement in the Sober Living Environment Standards.

Needs Improvement: Exists, but is not up to the general quality found in most programs.

Not Acceptable: Completely non-existent, or of such poor quality that for all intents and purposes it does not exist, or is completely inconsistent with SLE guidelines and principles.

In order for the program to be included in the registry, and to receive a Certificate of Registration, it must have all "Fully Acceptable's".

If the program has any "Not Acceptable's" it will not be Registered. The program may apply again, and must submit a written statement that indicates the changes made in the not acceptable category.

If the program has any "Needs Improvement's" it will be titled "Registration Pending" until the deficiency is corrected as determined by the review team.

PROCESS

If a program desires to be Registered with CCAPP it will submit an application with a fee CMRR will then schedule a visit to the program. At least one person from "Registered" programs or experienced consultants will be asked to make a site visit and review the program according to the established process. They will make their recommendation to CCAPP.

The program may appeal the CCAPP decision through the Executive Committee of the Board of Directors. The Committee's decision will be final.

CALIFORNIA CONSORTIUM OF ADDICTION PROGRAMS AND PROFESSIONALS (CCAPP)

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California Consortium of Addiction Programs and Professionals

Sober Living Environment Checklist©

ARTICLE 1. Physical Environment	1	2	3	Comments
<i>2101 Architectural Aspects of Recovery Conducive Housing</i>				
a. Does the home design encourage social interaction?				
b. Is the space adequate for all residents to meet for community events?				
c. Are the entrances and exits secure/controlled?				
d. Are the furnishings attractive and durable?				
e. Is the home well maintained without obvious need or repair or maintenance?				
f. Is the home clean throughout?				
g. Are the grounds neat and attractive?				
h. Does the home reflect its residents?				
i. Are personal items displayed?				
<i>2102 Space</i>				
a. Is the home large enough to accommodate all residents comfortably?				
b. Is there a living room with adequate space for social functions?				
c. Is there a dining area furnished for group or individual meal service?				
d. Are there separate sleeping areas with enough beds for each resident?				
e. Are bathrooms conveniently located and adequate for each resident?				
f. Is there a kitchen with adequate cooking and storage space?				
<i>2103 Fire Safety</i>				
a. Is smoking prohibited in the sleeping areas?				
b. If smoking is allowed in areas of the home or grounds, are there receptacles for proper disposal?				
c. Are the living/sleeping areas free from combustible materials?				
d. Are the cooking areas/stove free from grease accumulation?				
e. Are furniture and drapes of fire retardant materials?				
f. Are there smoke detectors and fire extinguishers installed?				
g. Are exit doors clearly marked?				
h. Does the home encourage fire drills?				
<i>2104 Health Standards</i>				
a. Is there adequate space for food storage?				
b. Is food stored in covered containers, or properly wrapped?				
c. Are perishable items refrigerated?				
d. Are dishes and implements washed upon use?				
e. Is there adequate hot water for dishwashing?				
f. Is bathroom space adequate for number of residents?				
g. Are bathrooms clean?				
h. Is personal privacy available in the bathrooms?				
House Name/Address:				
Telephone: ()			Contact Person:	

ARTICLE 2. Management	1	2	3	Comments
<i>2202 Management Responsibility</i>				
a. Is the person in charge clearly identified to all residents?				
b. If the person is designated, are the lines of authority clearly defined?				
<i>2203 Staffing</i>				
a. Is a person identified as responsible for the safety of the building?				
b. Is a person or persons designated to be responsible for safety?				
c. Is a person designated to maintain records?				
d. Is a person designated to collect rent?				
e. Is a person designated to register and check out guests?				
f. Is a person or persons designated to maintain rules of the house?				
ARTICLE 3. Record Keeping				
<i>2301 Resident Records</i>				
a. Are formal records maintained?				
b. Is personal data maintained that provides an identification profile and emergency contact?				
c. Is a resident log maintained?				
d. Is there a resident fee payment record?				
ARTICLE 4. House Rules				
<i>2401 House Rules</i>				
a. Are the house rules clearly defined?				
b. Is there a rule of no drinking or using alcohol/drugs at any time?				
c. Is there a rule that no alcohol or drugs may be brought on the premises?				
d. Is there a requirement that rent be paid on time?				
e. Is a weekly house meeting required?				
ARTICLE 5. Residency Requirements				
<i>2501 Residency Requirements</i>				
a. Are the residency requirements clearly defined?				
b. Do all residents desire to live a clean and sober life style?				
c. Have all residents completed a formal recovery program or can document stability in a self-help group?				
d. Are all the residents willing to abide by the house rules?				
e. Is there a signed residential agreement on file for each resident?				
Office Use Only: Date Application Submitted: _____ Site Review Date: _____ Consultant: _____ Check Amount: _____ Check #: _____ Certificate Issued: _____	Overall Rating: <input type="checkbox"/> Fully Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Not Acceptable			

SOBER LIVING ENVIRONMENTS

In the last few years there has been a proliferation of Sober Living Environments throughout the State. The purpose of a Sober Living Environment is to offer a housing alternative to individuals who are recovering from alcohol and or drug addiction. SLE's offer a supportive non-drinking environment to persons who would otherwise find themselves limited to housing space that is not conducive to recovery. These environments are not subject to licensing by any State agency and are not subject to certification or accreditation. As a result SLE's have not been subject to any established standards. As in any industry, abuses have been identified, and have been associated with the larger movement in some instances.

The California Consortium of Addiction Programs and Professionals, CCAPP, endorses the concept of sober living, and the establishment of Sober Living Environments. It has been our experience that a majority of the persons leaving our recovery programs do not have access to affordable sober living accommodations. We have also learned through our experiences that the longer a person is exposed to and part of a sober community; the better his or her chances are for long time recovery. Many of our programs have established "alumni" houses, resident run housing, graduate houses, etc. We have encouraged our graduates to seek other sober individuals and to live in a sober environment.

We have been concerned about the reported misconduct in some living environments which have been identified with the sober living movement. We have worked with programs throughout the state, and have been involved with community groups to reduce the number of abuses. As a result, CCAPP has developed minimum standards for Sober Living Environments. We have circulated these standards in the communities around the State. We have incorporated suggestions from individuals and the final standards have been reviewed by the Association's Board of Directors. The draft Standards have been available for groups contacting our office who are interested in establishing SLE's. Standards are the first step in asking the industry to regulate itself. The second step is to establish a process whereby programs can be recognized by their peers for meeting the minimum standards.

CCAPP has established a registration process for homes meeting the Sober Living Standards. It is not a certification or accreditation but rather an acknowledgement that a home states that it meets the SLE Standards, declares that it will continue to abide by the Standards, and is visited on an annual basis by peers who witness the environment and recognize that the program meets the minimum Standards. The name of the program will then be placed in the official Registry, and the program will receive a certificate. For further information call the CCAPP office.

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