



# Landlord Toolkit

Opening a recovery  
residence in Rhode Island

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# Recovery Residence 101



This toolkit aims to provide information and resources to individuals or groups looking to open recovery residence(s) in Rhode Island.

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While recovery residences vary widely in structure, all are centered on peer support and a connection to services that promote long-term recovery. Recovery housing benefits individuals in recovery by reinforcing a substance-free lifestyle and providing direct connections to other peers in recovery, mutual support groups and recovery support services.

Becoming NARR certified in Rhode Island is a process the Recovery House Program Staff at RICARES is here to help you with. Our services are offered free of charge with the aim of creating a network of safe recovery supportive services to all Rhode Island residents. As the Rhode Island NARR affiliate, the RICARES Recovery House Program Staff is here to assist you in the process of becoming certified and increasing residents recovery capital with support and care.

# Social Model of Recovery



## 01

Principles of the social model include an emphasis on experiential knowledge gained through recovery experience. Residents draw on their experience as a way to help others. Residents are supporters, both giving and receiving help.

## 02

The concept of a sense of community, is a similar construct that deals with the feelings of connectedness, group membership, and need for fulfillment that members of a community may have toward other members





# Levels of Support



## **Level 1 (Type P)\***

Peer-run, decisions made solely by residents. No staff on site, owners serve as landlords.

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## **Level 2 (Type M)\***

Managed environment, compensated house manager, appointed house leader, set house procedures.

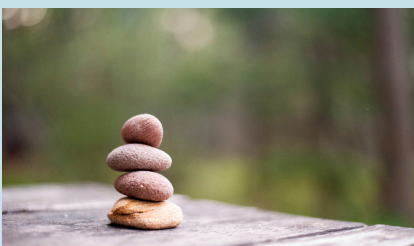
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## **Level 3 (Type S)\***

delivers weekly, structured programming including peer-based and other recovery support services such as life skills development programming

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## **Level 4 (Type C)\***

integrates the social and medical model typically using a combination of supervised peer and professional staff

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\*NARR/ASAM Levels of Support

# Required Documents

## **Resident Documents**

- Resident Application Form
- Resident Agreements
- House Rules (including brochures, handouts, and other supportive information)
- Medication Count Logs
- Financial forms for tracking resident rent
- House Grievance Policy
- House Manager Training Protocol
- House Manager Job Description
- House Manager Stipend Agreement or House Manager payment outline, Independent Contractor Agreement and/or proof of Independent Contractor's Workers' Compensation Insurance

## **Organizational & Administrative**

- Proof of Legal Business Status
- General Liability Certificate
- Written Code of Ethics
- Proof of Alcohol Drug-Free Environment
- Permission from Owner of Record
- Proof of Resident Financial transactions
- Good Neighbor Standards
- Grievance Policy & Procedure
- NARR Code of Ethics
- Any policies & procedures, manual/operating standards, or equivalent information provided to house Staff
- Staff Job Descriptions, Staff Training Manual(s), Employee Handbook
- Staff Payment Structure & Agreements
- Home photos
- Website Address

# Furnishing

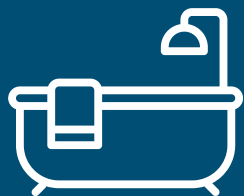
Opening a recovery house includes acquiring a house, gathering required documents, applying for certification and furnishing the house.



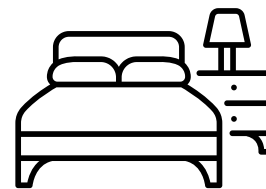
Living rooms are the heart of the house and should have enough comfortable seating for everyone



All kitchen appliances should be in working order with multiple refrigerators, ample storage, dishes and cooking utensils



There must be one bathroom for every six residents in the house and must have access to laundry facilities



Bedrooms must have 50 sq ft per bed with closet and storage space. A mix of single and double rooms work best



# Certification and Referrals

Becoming NARR certified is a requirement of operating a recovery residence in Rhode Island in accordance with RI Law 24277. RICARES Recovery House Program Staff will walk you through the process of gathering required paperwork, filing your application, scheduling your inspection, filing the inspection report and certifying the house.

Once certified, a recovery house can receive referrals from state funded entities such as treatment centers, IOP, recovery centers and MOUD clinics.

RICARES is funded by BHDDH to inspect and certify recovery residences in Rhode Island as well handle grievances. The grievance process can be found on our website at [www.ricares.org/complaints](http://www.ricares.org/complaints).

If you have questions or are ready to begin your recovery residence operator journey, please contact Stacey Levin at [slevin@ricares.org](mailto:slevin@ricares.org) or 401-585-0772



# Recovery Resources

## **Crisis Stabilization:**

BHLink 401.414.5465

ASU/CSU 401.295.5979

## **Detox/Inpatient Treatment:**

AdCare 866.802.4797

Amos House 401.272.0220

Roads to Recovery 401.491.5909

Zinnia 401.295.0960

## **IOP**

Bridgemark 401.781.2700

OSRC 401.443.9071

## **Harm Reduction Services**

Project Weber/Renew 401.383.4888

Safe Haven 401.235.6044

## **MOUD:**

ARI 401.725.2520

BHG 401.941.4488

CODAC 401.942.1450

CTC 401.337.8205

VICTA 401.300.5757

## **Recovery Centers:**

Anchor Recovery 401.889.5770

East Bay Recovery Center 401.246.1195

RICARES 401.475.2960

Serenity Center 401.488.4426

# Sample Documents

- [Resident Application Form](#)
- [Resident Agreements/House Rules](#)
- [Medication Log](#)
- [Financial forms for tracking resident rent](#)
- [House Grievance Policy](#)
- [House Manager/Senior Peer Compensation Agreement](#)