



The State of Hawaii Department of Health, Alcohol and Drug Abuse Division, may determine whether the applicant, submitting an application for a certified registered clean and sober home in good-standing, is in compliance with the standards described below, and pursuant to *Hawaii Administrative Rules (HAR), §11-178-7 Registry Standards.*

CLEAN AND SOBER HOMES REGISTRY STANDARDS CHECKLIST

Organization and Administrative [HAR §11-178-7(b)]

- Written mission statement;
- Written code of ethics;
- Written policies and procedures governing resident rights, grievances, fees, charges, payments, and deposits;
- Written screening criteria for new residents;
- Written house rules.

Fiscal Management [HAR §11-178-7(c)]

- Accounting system documenting all resident financial transactions, such as fees, payments, and deposits.

Operations [HAR §11-178-7(d)]

- General liability insurance.

Recovery Support [HAR §11-178-7(e)]

- Written policies on maintaining an alcohol and drug-free environment;
- Written policies ensuring residents receive an orientation on financial matters, group living, rental agreements, house rules, safety, grievance and health policies and procedures prior to signing a rental agreement;
- Post written resident rights, requirements, agreements and house rules.

Property [HAR §11-178-7(f)]

- Signed and dated safety self-assessment checklist that includes functioning smoke detectors and fire extinguishers in plain sight in clearly marked locations;
- Written and posted emergency plan with phone numbers, procedures and evacuation maps in clearly marked locations including emergency resident contact information.

Good Neighbor [HAR §11-178-7(g)]

- Policies addressing neighbors' reasonable complaint regarding: smoking, loitering, parking, noise, offensive language, and cleanliness.