

## **Resident Application Evaluation and Move-in Criteria**

Broadway Recovery Services is committed to providing a safe, supportive, and substance-free environment for individuals in recovery from substance use disorders.

The purpose of this policy is to outline the criteria and procedures for determining eligibility for a person to move into the recovery housing environment.

### **Eligibility Criteria:**

To be considered eligible for move-in to a Broadway Recovery Services recovery home, an individual must meet the following criteria:

Substance Use Disorder Recovery: The person seeking to move in must be actively engaged or willing to actively engage in a 12-step program of recovery from a substance use disorder. The person must be currently free from active use of alcohol and illicit substances and willing to participate in ongoing recovery planning.

Abstinence from Illicit Drugs and Alcohol: Individuals must provide evidence of abstinence from all illicit drugs and alcohol for a minimum period of 28 days prior to moving into our Level II homes and 6 months prior to moving into our Level I homes. This may be verified through drug screenings or other appropriate means.

Exceptions may be made for applicants to our Level II program who have less than the required time frame, but have at least 7 days of sustained abstinence from alcohol or illicit substances under the following circumstances:

- If they are able to demonstrate that they have completed intensive treatment components of their treatment plans,
- Have a written plan in place to provide additional supports and
- Recovery home has documentation that they can provide all supports outlined in the written plan in the place.

Willingness to Follow House Rules and Guidelines: Prospective residents must express a genuine willingness to adhere to the house rules and guidelines. The rules and guidelines will be fully explained before the resident agrees to move-in. Broadway Recovery Services staff will answer any questions the potential resident has about program rules and guidelines. These rules include curfews, illicit drug and alcohol screening, mandatory house meetings, and responsibilities related to maintaining the cleanliness and safety of the house among other policies.

Completion of Application: Applicants must complete a thorough application, including personal information such as name, contact information and other details as well as recovery history information, emergency contact, current medications, and legal history.

Recommendation and Assessment: Applicants may be required to undergo an assessment conducted by a qualified professional to determine their suitability for the recovery housing environment. Letters of recommendation from healthcare providers, therapists, or other relevant sources may also be requested.

Financial Responsibility: Prospective residents must demonstrate financial responsibility or have a plan to cover their rent and any other associated fees. Financial arrangements should not compromise the individual's recovery process. Grants are available on a temporary basis to individuals who qualify.

**Move in Process:**

Application Submission: Prospective residents must submit a complete application, including all required documents and forms, to Broadway Recovery Services.

Explanation of Level of Support: Broadway Recovery Services offers houses with both Level I and Level II levels of support. This is a recovery housing program and is not a clinical treatment program. For Level II homes - residents are monitored, but there is not 24/7 supervision, therefore residents must be able to take on leadership roles to ensure a safe and healthy environment for all residents. For a Level I home –the home is peer run and this means that the prospective resident as well as other residents will be expected to ensure that the house is running smoothly and effectively and all policies and protocols are being followed.

Interview: Whenever possible, an interview may be conducted with the applicant to assess their commitment to recovery and willingness to abide by house rules. In the event that the resident is unable to conduct an interview, conversations with treatment providers or other professionals may be coordinated and/or a written statement or other materials collected from the applicant.

Assessment: If deemed necessary, an assessment may be scheduled with a qualified professional to evaluate the applicant's readiness for a recovery housing environment. The resident may choose an appropriately credentialed provider to conduct the assessment.

Background Check: A background check may be performed to ensure the applicant's suitability for the house. Residents with a criminal history involving sexual offenses are not permitted to move into the house. Residents with a violent crime history will be evaluated on a case by case basis taking into account length of time since offense and severity of offense.

Notification: Once a decision is reached, the applicant will be notified of their move-in status.

**Appeals Process:**

If an applicant is denied admission, they have the right to request an appeal. The appeals process will involve a review of the initial decision by the Executive Director. The decision of the Executive Director is final.

**Conclusion:**

Broadway Recovery Services is committed to providing a supportive and safe environment for individuals in recovery. This eligibility and move-in policy is designed to ensure that those who move into the house are genuinely committed to their recovery journey and are willing to contribute positively to the recovery community within the house. Move-in decisions will be made in a fair, transparent, and non-discriminatory manner, in accordance with applicable laws and regulations.