Bureau of Behavioral Health Facilities Licensing

Sober Living Home Initial Checklist

Arizona Revised Statutes
(All facilities)

Title 9, Chapter 12, Article 2
(Sober Living Homes)

R9-12-101	Definitions
101.	In addition to the definitions in A.R.S. § 36-2061, the following definitions apply in this Chapter unless otherwise specified:
13.	"Facility" means the building or buildings used for operating a sober living home.
26.	"Sober" or "sobriety" means that an individual is free of alcohol or drugs, except for a drug that is:
a.	Used as part of medication-assisted treatment,
b.	The invidivuals's prescription medication, or
c.	An over-the-counter drug

This checklist is a tool for use in preparing for an initial inspection and does NOT contain all applicable regulations (rules and statutes) that govern the licensure of Sober Living Homes.

The Department conducts an on-site initial inspection of each facility as part of the substantive review for issuing a license. To avoid delays in obtaining a license, please ensure the facility is in compliance with ALL regulations that govern Sober Living Homes before scheduling an inspection. It is the applicant's responsibility to review, comprehend, and demonstrate substantial compliance with all regulations that govern the facility. The Department and the Department's Compliance Officers are NOT permitted to provide consultation services.

Please note the following when preparing for an on-site initial inspection:

- Policies and procedures must be applicable to the facility's class/subclass.
- A policy must be the intentions of the facility and the procedure must be how the facility will implement their intentions.
- Writing the page number of each policy and procedure next to the applicable rule may accelerate the on-site substantive review process.
- The facility must have a sample form for all documents required by rule.
- The facility must have complete personnel records for all required staff.
- The facility's premises must not have environmental safety issues and must be sufficient to accommodate the services in the scope of services.

Rule Reference	Rule Text	Licensee Preparation
A.R.S. § 36-2061	**Definitions**	**Check box when compliant**
7.	"Sober Living Home":	---
(a)	Means any premises, place or dwelling unit, or any person that provides any premises, place or dwelling unit, that may provide verification of abstinence and that does at least one of the following:	---
(i)	Provides alcohol-free and drug-free housing in a supervised, monitored or peer-led environment for individuals who are in recovery or seeking recovery from any substance use disorder.	---
(ii)	Advertises, markets, holds itself out or otherwise implies through any means, including oral, written, electronic or printed means, that it provides or will provide a living environment directed toward recovery from any substance use disorder, including housing that provides or arranges for residents to receive any assistance or activity directed toward recovery from any substance use disorder and housing that arranges for residents to receive any service or treatment directed toward recovery from any substance use disorder.	---
R9-12-201.	**Administration**	**Check box when compliant**
A.	A licensee of a sober living home:	Documentation
2.	Shall establish, in writing, the scope of services to be provided by the sober living home;	☐

3.	Shall designate, in writing, an individual, who may be the licensee, as the manager of the sober living home; and	☐
4.	Shall ensure that the knowledge, skills, and experience of the manager and any other staff of the sober living home are sufficient to carry out the scope of services established according to subsection (A)(2).	---
B.	A licensee shall ensure that:	Personnel
1.	A manager:	---
a.	Is at least 21 years of age;	☐
b.	Is sober and has maintained sobriety for at least one year;	☐
c.	Resides on the premises of only the one sober living home;	☐
d.	Has documentation of current training in cardiopulmonary resuscitation; and	☐
2.	Policies and procedures are established, documented, and implemented to:	Policies and Procedures
a.	Prevent or address any concerns or complaints from individuals living in the surrounding neighborhood by:	---
i.	Identifying an individual for individuals living in the surrounding neighborhood to contact to discuss a concern;	☐
ii.	Requiring the identified individual to respond to a concern or complaint, even if the issue cannot be resolved; and	☐
iii.	Ensuring that requirements for residents and visitors related to parking, noise emanating from the sober living home, smoking, cleanliness of the public space near the sober living home, and loitering in front of the sober living home or near-by homes are established, known to residents, and enforced; and	☐
b.	Promote the safety of the surrounding neighborhood, to comply with A.R.S. § 36-2062(A)(3); and	☐
3.	Policies and procedures are established, documented, and implemented to protect the health and safety of a resident that cover:	Policies and Procedures
a.	Recordkeeping;	☐
b.	Resident acceptance;	☐
c.	Resident rights;	☐
d.	Orientation of a resident to:	---
i.	The premises of the sober living home,	☐
ii.	The resident's rights and responsibilities,	☐
iii.	The prohibition of the possession of alcohol or illicit drugs at the sober living home,	☐
iv.	Services offered by or coordinated through the sober living home,	☐
v.	Drug and alcohol testing practices, and	☐
vi.	Expectations about food preparation and chores;	☐
e.	Drug and alcohol testing conducted by an independent testing facility certified under 42 C.F.R. 493 for the sober living home and other assessments of sobriety, including:	☐
i.	The frequency of testing or assessment, based on the residents accepted; and	☐
ii.	The compounds included in the testing panel or, if applicable, an assessment methodology, based on the sober living home's scope of services and residents accepted;	☐
f.	Allowing the acceptance and retention as a resident of an individual:	---
i.	Who is receiving and will continue to receive medication-assisted treatment;	☐
ii.	Who has a co-occurring behavioral health issue, as defined in A.A.C. R9-10-101; or	☐
iii.	If included in the scope of services established according to subsection (A)(2), has a co-occurring medical condition;	☐
g.	House meetings, including:	☐
i.	Frequency;	☐
ii.	Typical duration; and	☐
iii.	Participation requirements, if applicable;	☐
h.	The provision of services, including:	☐
i.	Facilitating peer support activities;	☐

ii.	If applicable, providing other services on the premises to support sobriety or improve independent living;	☐
iii.	If applicable, coordinating the provision of services to support sobriety provided by other persons; and	☐
iv.	Referring a resident to other persons for the provision of services to support sobriety;	☐
i.	Residents' records, including electronic records if applicable;	☐
j.	The establishment, updating, and enforcement of house rules, including:	☐
i.	If applicable, curfews;	☐
ii.	Requirements related to chores, smoking, and visitors; and	☐
iii.	Requirements for the storage, security, and use of a resident's prescription medications or over-the-counter drugs;	☐
k.	Management of all monies received or spent by the sober living home, including:	☐
i.	Accounting for monies received by residents;	☐
ii.	Prohibiting a requirement for an individual or resident to sign a document relinquishing the resident's public assistance benefits, such as medical assistance, case assistance, or supplemental nutrition assistance program benefits, as a condition of residency; and	☐
iii.	Providing copy of the record of the resident's account to the resident or the resident's representative upon request;	☐
l.	Specific steps for:	---
i.	A resident to file a complaint,	☐
ii.	The sober living home to respond to a resident's complaint, and	☐
iii.	The prevention of retaliation against a resident who files a complaint;	☐
m.	How the licensee or the manager will respond to:	---
i.	A resident's loss of sobriety; or	☐
ii.	A resident's sudden, intense, or out-of-control behavior to prevent harm to the resident or another individual;	☐
n.	The provision of naloxone, including requirements for:	☐
i.	Informing the residents, the manager, and any other staff of the availability and location of the naloxone on the premises of the sober living home;	☐
ii.	Providing training to the manager and any other staff on the correct use of naloxone; and	☐
iii.	Ensuring the naloxone provided is available and not beyond the listed expiration date; and	☐
o.	Termination of residency, including:	☐
i.	Planning for termination of residency when the services provided by the sober living home are no longer needed by a resident, including assisting the resident to find other housing;	☐
ii.	Coordinating the relocation of a resident to a health care institution or another sober living home if the resident needs services outside the scope of services provided by the sober living home;	☐
iii.	Coordinating the relocation of a resident to another sober living home or other housing option if the resident terminates residency; and	☐
iv.	Addressing factors that may negatively impact the surrounding neighborhood.	☐
F.	If a sober living home provides or arranges transportation for residents, a manager shall ensure that the vehicle used for transportation:	Environmental
1.	Is in good working order, and	☐
2.	Has a seat belt for each occupant of the vehicle.	☐
G.	A manger shall ensure that the following are conspicuously posted in a sober living home:	Postings
1.	The license of the sober living home;	☐
2.	The name and contact information for the individual or business organization controlling the sober living home; and	☐
3.	A statement of resident's rights, including:	☐
a.	The right to file a complaint about the manager or the sober living home,	☐
b.	How to file a complaint about the manager or the sober living home, and	☐
c.	The phone number for the unit in the Department responsible for licensing and monitoring the sober living home.	☐

H.	A licensee shall ensure that a personnel record is established for a manager and any other staff of a sober living home that includes the individual's:	Personnel
1.	Name;	☐
2.	Date of birth;	☐
3.	Contact telephone number; and	☐
4.	Documentation of:	---
a.	Verification of skills and knowledge sufficient to carry out the sober living home's scope of services;	☐
b.	Training in the use of naloxone; and	☐
c.	If applicable:	---
i.	Certification in cardiopulmonary resuscitation, and	☐
ii.	Compliance with subsection (B)(1)(b).	☐
R9-12-202.	**Residency Agreement**	**Check box when compliant**
B.	A manager shall not accept or retain an individual as a resident of a sober living home if the individual:	Documentation (Residency Agreement)
1.	Is not at least 18 years of age,	☐
2.	Cannot provide proof of sobriety, or	☐
3.	Needs more support to maintain sobriety than is within the scope of services for the sober living home.	☐
C.	Before or at the time of an individual's acceptance by a sober living home, a manager shall ensure that there is a documented residency agreement between the individual and the sober living home that includes:	Documentation (Residency Agreement)
1.	The individual's name;	☐
2.	The name and phone number of an emergency point of contact, which may be a family member or another individual designated by the individual;	☐
3.	Information about the individual's:	---
a.	Length of sobriety;	☐
b.	History of previous recovery activities; and	☐
c.	Source of referral to the sober living home, if applicable;	☐
4.	Terms of occupancy, including:	---
a.	Date of occupancy or expected date of occupancy,	☐
b.	Resident responsibilities, and	☐
c.	Responsibilities of the sober living home;	☐
5.	The consequences of a loss of sobriety;	☐
6.	A description of the room for the individual to occupy;	☐
7.	A list of the services to be provided by the sober living home to a resident;	☐
8.	The fees to be charged to the individual for residency in the sober living home;	☐
9.	A list of the services available from the sober living home at an additional fee or charge and the associated fees or charges;	☐
10.	The policy for refunding fees, charges, or deposits;	☐
11.	The policy and procedure for a resident to terminate residency, including terminating residency because services were not provided to the resident according to the residency agreement;	☐
12.	The policy and procedure for a sober living home to terminate residency;	☐
13.	A statement that a resident has a right to file a complaint about the sober living home, manager, or licensee and a description of the complaint process;	☐
14.	A statement that a resident is expected to:	---
a.	Comply with the terms of the residency agreement and requirements established for residents according to R9-12-201(B)(2)(a)(iii) or R9-12-201(B)(3)(j);	☐
b.	Maintain sobriety; and	☐
c.	Participate in activities to improve life skills, support independent living, and promote recovery:	☐

i.	Such as a treatment program, a self-help group, or another program to support sobriety and recovery; and	☐
ii.	That may include job training, school, or looking for a job;	☐
15.	A statement that a sober living home may not require an individual to relinquish the individual's public assistance benefits, such as medical assistance, case assistance, or supplemental nutrition assistance program benefits, as a condition of residency;	☐
16.	A statement that a sober living home must notify a family member or other emergency contact of the individual, according to R9-12-201(E)(1), if the individual:	☐
a.	Dies while a resident of the sober living home,	☐
b.	Has an illness or injury that requires immediate intervention by an emergency medical services provider or treatment by a health care provider,	☐
c.	Appears to be incapable of handling financial affairs, or	☐
d.	Is not complying with the residency agreement;	☐
17.	The name and contact information for the individual or business organization controlling the sober living home;	☐
18.	The signature of the individual and the date signed; and	☐
19.	The manager's signature and date signed.	☐
D.	A manager shall:	Documentation (Residency Agreement)
1.	Before or at the time of an individual's acceptance by a sober living home, provide to the resident or resident's representative a copy of:	---
a.	The residency agreement in subsection (C), and	☐
b.	Resident's rights; and	☐
2.	Maintain the original of the residency agreement in subsection (C) in the resident's record.	☐
R9-12-203.	**Resident Rights**	**Check box when compliant**
2.	A resident or the resident's representative is informed of and given the opportunity to ask questions about:	Documentation
a.	The residency agreement,	☐
b.	The costs associated with residency,	☐
c.	The resident's rights and responsibilities,	☐
d.	The prohibition of the possession of alcohol or illicit drugs at the sober living home,	☐
e.	Drug and alcohol testing and other assessments of sobriety,	☐
f.	The consequences of loss of sobriety, and	☐
g.	The complaint process.	☐
B.	B. A resident has the following rights:	Documentation
2.	To receive services that support the resident's sobriety, including, if applicable, continuing to receive medication-assisted treatment while a resident;	☐
3.	To have a secure place to store personal belongings, medications, or other personal items to deter misappropriation by another individual;	☐
4.	To be able to gain access to the sober living home at any time while a resident;	☐
5.	To have access to all areas of the sober living home's premises, except for:	☐
a.	The bedrooms and secure storage locations of other residents,	---
b.	The bedroom and secure storage locations of the manager or other staff, and	---
c.	Areas of the sober living home used as the manager's office or for storage of records or supplies for assessment of sobriety;	---
6.	To have access to meals prepared in the sober living home;	☐
R9-12-204.	**Resident Records**	**Check box when compliant**
A.	A manager shall ensure that a resident record is established and maintained for each resident that includes:	Documentation (Resident Record)
1.	The original of the residency agreement in R9-12-202(C);	☐
2.	The date the resident received orientation to the sober living home, as required by R9-12-205(A);	☐
3.	A copy of each drug and alcohol test performed on the resident by an independent testing facility, including the date of the test and the test result;	☐

4.	Any other assessments of sobriety performed on the resident, including:	☐
a.	The date of the assessment,	☐
b.	A description of the assessment,	☐
c.	The result of the assessment, and	☐
d.	The name of the individual conducting the assessment;	☐
5.	Documentation of the resident's attendance at and participation in treatment, self-help groups, and other supports that promote recovery, including:	☐
a.	The name or a description of the support towards recovery, and	☐
b.	The date of the resident's attendance;	☐
6.	A current list of medications taken by the resident and the resident's medical conditions;	☐
7.	An account of monies received from the resident and any expenditures made specific to the resident;	☐
8.	Documentation of any complaints made by or about the resident and the outcome of each complaint;	☐
9.	Documentation of any notification made according to R912-201(E) about the resident; and	☐
10.	If applicable, documentation related to termination of residency, including:	☐
a.	Whether termination of residency was initiated by the resident or the sober living home,	☐
b.	The reason for termination of residency,	☐
c.	Any assistance the resident received in locating another place to live, and	☐
d.	The date the residency ended.	☐
B.	A licensee shall ensure that a resident's record is:	Documentation
1.	Protected from loss, damage, or unauthorized use;	☐
R9-12-205.	**Sober Living Home Services**	**Check box when compliant**
A.	Within 24 hours after an individual becomes a resident of a sober living home, a licensee shall ensure that the resident receives orientation to the sober living home and premises, according to policies and procedures, that includes:	Documentation
1	The location of all exits from the sober living home and the route to evacuate the sober living home in case of an emergency;	☐
2.	The location of the first-aid kit required in R9-12-206(1);	☐
3.	The use of the kitchen of the sober living home, including:	☐
a.	Operation of the appliances,	☐
b.	Use of food storage areas, and	☐
c.	Removal of garbage and refuse;	☐
4.	The use of the washing machine and dryer;	☐
5.	The dates, time, and location of house meetings;	☐
6.	The prohibition of the possession of alcohol or illicit drugs at the sober living home;	☐
7.	Review and discussion of specific resident requirements, as applicable, such as curfews, smoking, visitors, signing in or out of the sober living home, meal preparation schedule, chore schedule, or other house rules;	☐
8.	Review and discussion of requirements related to R9-12-201(B)(2)(a)(iii); and	☐
9.	The information required according to R9-12-201(B)(3)(n).	☐
B.	A manager shall:	Documentation/ Policies and Procedures
1.	Conduct drug and alcohol testing according to policies and procedures;	☐
2.	Assist a resident to identify and participate in programs to support sobriety and recovery;	☐
3.	Provide to a resident information about community resources, such as nearby bus routes, grocery stores, department stores, other places to obtain food or other personal items, schools, libraries or other locations providing access to computers, or other locations providing items or services a resident may need.	☐
R9-12-206.	**Emergency and Safety Standards**	**Check box when compliant**
	A manager shall ensure that:	Environmental
1.	A first aid kit is available at a sober living home sufficient to meet the needs of residents;	☐

2.	Naloxone is available and accessible to the manager, staff, and residents of the sober living home;	☐
3.	A smoke detector and, if there is a gas line in the sober living home, a carbon monoxide detector are installed in:	---
a.	A bedroom used by a resident,	☐
b.	A hallway in a sober living home, and	☐
c.	A sober living home's kitchen;	☐
4.	The smoke detector and, if applicable, carbon monoxide detector in subsection (3) are:	---
a.	Either battery operated or, if hard-wired into the electrical system of the sober living home, have a back-up battery; and	☐
b.	In working order;	☐
5.	A fire extinguisher that is labeled as rated at least 1A-10-BC by the Underwriters Laboratories:	---
a.	Is maintained in the sober living home's kitchen;	☐
b.	If a disposable fire extinguisher, is replaced when its indicator reaches the red zone; and	☐
c.	If a rechargeable fire extinguisher:	☐
i.	Is serviced at least once every 12 months, and	☐
ii.	Has a tag attached to the fire extinguisher that specifies the date of the last servicing and the identification of the person who serviced the fire extinguisher;	☐
6.	An evacuation path is conspicuously posted on each hallway of each floor of the sober living home;	☐
7.	A written evacuation plan is maintained and available for use by the manager, any other staff of the sober living home, and any resident in a sober living home;	Documentation ☐
R9-12-207.	**Environmental and Physical Plant Requirements**	**Check box when compliant**
A.	A licensee shall ensure that a sober living home:	Environmental
1.	Is free of any plumbing, electrical, ventilation, mechanical, chemical, or structural hazard that may result in physical injury or illness to an individual or jeopardize the health or safety of a resident;	☐
2.	Has a kitchen for use by the manager and residents of the sober living home;	☐
3.	Has a living room accessible at all times to a resident;	☐
4.	Has a dining area furnished for group meals that is accessible to the manager, residents, and any other individuals present in the sober living home;	☐
5.	For each five residents of the sober living home, has at least one bathroom equipped with:	---
a.	A working toilet that flushes and has a seat;	☐
b.	A sink with running water accessible for use by a resident; and	☐
c.	A working bathtub or shower with a slip-resistant surface;	☐
6.	Has heating and cooling systems that maintain the sober living home at a temperature between 70° F and 84° F at all times, unless individually controlled by a resident;	☐
7.	Has a supply of hot and cold water that is sufficient to meet the personal hygiene needs of residents and the cleaning requirements in this Article;	☐
8.	Has a working washing machine and dryer that is accessible to a resident; and	☐
9.	Has a working telephone that is accessible to a resident.	☐
B.	If the sober living home has a swimming pool, a licensee shall ensure that:	---
1.	The swimming pool is equipped with the following:	---
a.	An operational water circulation system that clarifies and disinfects the swimming pool water continuously and that includes at least:	☐
i.	A removable strainer,	☐
ii.	Two swimming pool inlets located on opposite sides of the swimming pool, and	☐
iii.	A drain located at the swimming pool's lowest point and covered by a grating that cannot be removed without using tools; and	☐
b.	An operational cleaning system;	☐
2.	The swimming pool is enclosed by a wall or fence that:	---
a.	Is at least five feet in height as measured on the exterior of the wall or fence;	☐

b.	Has no vertical openings greater that four inches across;	☐
c.	Has no horizontal openings, except as described in subsection (B)(2)(e);	☐
d.	Is not chain-link;	☐
e.	Does not have a space between the ground and the bottom fence rail that exceeds four inches in height; and	☐
f.	Has a self-closing, self-latching gate that:	☐
i.	Opens away from the swimming pool,	☐
ii.	Has a latch located at least 54 inches from the ground, and	☐
iii.	Is locked when the swimming pool is not in use; and	☐
3.	A life preserver or shepherd's crook is available and accessible in the swimming pool area.	☐
C.	A licensee shall ensure that:	Environmental
1.	A bedroom for use by a resident:	---
a.	Is separated from a hall, corridors, or other habitable room by floor-to-ceiling walls containing no interior openings except doors and is not used as a passageway to another bedroom or habitable room;	☐
b.	Provides sufficient space for an individual in the bedroom to have unobstructed access to the bedroom door;	☐
c.	Has at least one openable window or door to the outside for use as an emergency exit;	☐
d.	Contains for each resident using the bedroom:	---
i.	A separate, adult-sized, single bed or larger bed with a clean mattress in good repair; and	☐
ii.	Clean bedding appropriate for the season; and	☐
e.	If used for:	---
i.	Single occupancy, contains at least 60 square feet of floor space; or	☐
ii.	Two or more residents, has an area of at least 50 square feet per resident;	☐
2.	A mirror is available to a resident for grooming; and	☐
3.	Each resident has individual storage space available for personal possessions and clothing.	☐
D.	A manager shall ensure that:	Environmental
1.	A sober living home:	---
a.	Is maintained free of a condition or situation that may cause a resident or another individual to suffer physical injury;	☐
b.	Has equipment and supplies to maintain a resident's personal hygiene that are accessible to the resident;	☐
c.	Is clean and free from accumulations of dirt, garbage, and rubbish; and	☐
d.	Implements a pest control program to minimize the presence of insects and vermin at the sober living home;	☐
2.	An appliance, light, or other device with a frayed or spliced electrical cord is not used at the sober living home;	☐
3.	An electrical cord, including an extension cord, is not run under a rug or carpeting, over a nail, or from one room to another at the sober living home;	☐
4.	A resident does not share a bedroom with an individual who is not a resident;	☐
5.	A resident's bedroom is not used to store anything other than the furniture and articles used by the resident and the resident's belongings;	☐
6.	A resident has a lockable or other secure storage location for medications, valuables, or other personal belongings to deter misappropriation by other individuals that is accessible only by the resident and the manager;	☐
7.	If pets or animals are allowed in the sober living home, pets or animals are:	☐
a.	Controlled to prevent endangering the residents and to maintain sanitation;	☐
b.	Licensed consistent with local ordinances; and c. For a dog or cat, vaccinated against rabies;	☐
c.	For a dog or cat, vaccinated against rabies;	☐
8.	If a water source that is not regulated under 18 A.A.C. 4 by the Arizona Department of Environmental Quality is used:	Environmental

a.	The water source is tested at least once every 12 months for total coliform bacteria and fecal coliform or E. coli bacteria;	☐
b.	If necessary, corrective action is taken to ensure the water is safe to drink; and	☐
c.	Documentation of testing is retained for at least 12 months after the date of the test; and	☐
9.	If a non-municipal sewage system is used, the sewage system is in working order and is maintained according to applicable state laws and rules.	☐

Provider Notes