

Form E. Orientation Checklist

Completed on the resident's first day. The House Manager walks the resident through each item; both initial each line as it is completed. This documented orientation is required by the National Alliance for Recovery Residences (NARR) standard 19.c and is filed in the resident's file.

Resident name: _____ Orientation date: _____

Orientation item	Resident initials	House Manager initials
Tour of the house: bedroom, bathrooms, kitchen, laundry, common areas, smoking area		
Emergency exits shown; evacuation map at the bedroom door reviewed		
Posted emergency numbers shown		
Fire extinguisher, smoke detector, and carbon monoxide (CO) detector locations shown		
Overdose response procedure reviewed; naloxone (NARCAN) location and instructions shown		
Severe weather shelter location shown		
Curfew, check-ins, and drug screen expectations reviewed		
Posted chore schedule and laundry rules shown		
Weekly house meeting day and time given		
Grievance procedure explained		
Emergency Contact and Medical Information Form completed (Form A)		
Resident's questions answered		

Policies received and signed (in signing order; the Refund Policy is signed before any agreement is signed and before any money is paid):

Document	Resident initials
Refund Policy (RR-P20), signed first	
Resident Agreement and Statement of Understanding (RR-P08), with Fee Disclosure	
Resident Billing Policy (RR-P03)	

Document	Resident initials
House Rules (RR-P02)	
Medication Policy (RR-P04)	
Good Neighbor Policy (RR-P05)	
Social Media Policy for Residents (RR-P06)	
Drug and Alcohol Testing Policy (RR-P09)	
Discharge Policy (RR-P11)	
Bodily Fluids and Contagious Disease Exposure Policy (RR-P13)	
Grievance Policy and Procedure (RR-P14)	
Resident Rights and Requirements (RR-P15)	
Resident Records and Data Collection Policy (RR-O04)	
Resident Handbook Receipt (RR-F05), Handbook handed to the resident	
Emergency Contact and Medical Information Form (Form A)	
Consent to Drug and Alcohol Testing (Form B)	
Consent for Release of Information (Form C, if applicable)	
Personal Property Inventory (Form D)	

The Resident Handbook, acknowledged through the signed receipt above, contains: Admission Criteria and Intake Procedure (RR-P01), Confidentiality (RR-P07), Return to Use (RR-P10), Overdose Response and Emergency Procedures (RR-P12), Fair Housing and Reasonable Accommodation (RR-P16), Prohibited Items and Search (RR-P17), Guest and Visitor (RR-P18), Smoking (RR-P19), Resident Work and Paid Work Arrangement (RR-P21), Medication Assisted Treatment Stance (RR-P22), Vehicle and Transportation (RR-P23), and Length of Stay (RR-P24).

Orientation completed.

Resident signature: _____ Date: _____

House Manager signature: _____ Date: _____