Center for Community Engagement at Chestnut Health Systems

Compliance Checklist

Disclaimer: This copy is a preliminary draft intended for general informational purposes only. It does not constitute legal advice, regulatory guidance, or a complete compliance review. Requirements for operating a recovery house vary by city, county, and state Operators should verify all zoning, licensing, safety, and operational standards with the appropriate local authorities. Including municipal planning departments, county agencies, and the Illinois Department of Human Services.

1. State Regulatory Requirements (Illinois)

Define your operating category

Illinois recognizes:

- Recovery Residences—Unlicensed, sober living, peer-run transitional housing
- Recovery Homes—Licensed, requires IDHS Division of Substance Use Prevention & Recovery (SUPR) license
- Oxford House—Separate model, democratically and self-run, self=supported recovery house program

If you want to provide ANY clinical services, you must be licensed under Administrative Rule 2060.

Operating as an Unlicensed Recovery Residence

- ☐ Register with Illinois Helpline Provider Portal (voluntary but recommended)
- ☐ Follow NARR/IAEC standards for operations
- ☐ Maintain compliance with Fair Housing Act and ADA
- ☐ No clinical services allowed (no therapy, no treatment billing)

Operating as a Licensed Recovery Home

You must comply with:

- ☐ Administrative Rule 2060
    - Require documentation showing diagnosis of substance use disorder
    - Community gatherings and peer recovery education groups at least five days per week
    - Individualized recovery plans
    - Full-time recovery home operator and recovery home manager
    - Permanent stable housing upon discharge
- ☐ IDHS SUPR licensing requirements
- ☐ Staff training and credentialing requirements
- ☐ Program documentation standards

This includes:

- Written policies
- Resident records
- Incident reporting
- Staff qualifications
- Facility inspections

2. Zoning & Local Compliance

- ☐ Contact local county and city planning & zoning
- ☐ Confirm zoning district (R-1, R-2, R-3, etc.)
- ☐ Determine whether your home qualifies as by-right group living, or requires a special-use permit, variance, or conditional approval
- ☐ Schedule a fire safety inspection
- ☐ Confirm occupancy limits
    - Based on square footage and local code

Fair Housing Act Protections

Recovery residences are protected as housing for people with disabilities. You may request a reasonable accommodation if zoning barriers arise.

If you believe that fair housing rights are being violated, review guidance from Illinois Department of Human Rights.

3. Safety and Facility Standards

Fire & Building Safety

- ☐ Smoke detectors in every bedroom and hallway
- ☐ Carbon monoxide detectors
- ☐ Fire extinguishers on each floor
- ☐ Posted evacuation routes
- ☐ Annual fire marshal inspection (recommended)

Health & Sanitation

- ☐ Clean, safe, sober environment
- ☐ Adequate bathrooms
    - 1 per 6 residents is a common standard
- ☐ Pest-free, mold-free, and structurally sound
- ☐ Secure storage for medications

Emegency Preparedness

- ☐ First aid kits
- ☐ Naloxone on-site
    - Offer staff training
- ☐ Overdose response plan
- ☐ Emergency contact list posted

4. Required Policies & Resident Documentation

Resident Documentation

- ☐ Intake Form
- ☐ Emergency contacts form
- ☐ Signed resident agreement
- ☐ Confidentiality agreement
- ☐ Release of information

House Policies

- ☐ Resident handbook
- ☐ Drug and alcohol testing policy
- ☐ Medication management policy
- ☐ Curfew and visitor rules
- ☐ Chore expectations
- ☐ Quiet Hours
- ☐ Technology and phone policy

Grievance & Discharge

- ☐ Written grievance procedure
- ☐ Non-retaliation policy
- ☐ Discharge/eviction policy that complies with Illinois landlord-tenant law

5. Staffing & Training Requirements

For licensed recovery homes

Required under Rule 2060:

- Staff background checks
- CPR and First Aid
- Crisis intervention
- Documentation training
- Confidentiality and HIPAA Training

For Unlicensed Recovery Residences:

Best Practice (NARR/IAEC)

- Background checks
- CPR and First Aid
- Traumd-informed care
- De-escalation training
- Naloxone training

6. Operational Standards (Illinois)

Daily Operations

- ☐ Weekly house meetings
- ☐ Chore schedule
- ☐ Curfew enforcement
- ☐ Random drug and alcohol testing
- ☐ Tranportation plan (Bus routes, ride-share, etc)

Financial Policies

- ☐ Rent and fees clearly stated
- ☐ Payment schedule
- ☐ Refund policy
- ☐ Late payment rules

7. Privacy, Ethics, & Resident Rights

- ☐ Confidentiality policy
- ☐ Secure storage of resident files
- ☐ Resident rights statement
- ☐ Non-discrimination policy
- ☐ Reasonable accommodation policy

8. Quality Assurance & Continuous Improvement

- ☐ Annual program review
- ☐ Resident satisfaction surveys
- ☐ Staff performance evaluations
- ☐ Incident reporting system
- ☐ Internal compliance audits (NARR/IAEC standards)

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