

Clean Acres Recovery Housing

New Resident Checklist

Name: _____

Date of Intake: _____

- _____ 1. Interview completed/Resident eligible for admission:
 - _____ Resident has had previous treatment.
 - _____ Resident has read House Rules/Policies/Guidelines.
 - _____ Resident has read Resident Contract.
 - _____ Resident has an honest desire to improve all areas of his/her life.
 - _____ Resident is committed to maintain abstinence from all drugs/alcohol.
 - _____ Resident agrees to follow all the above information.
 - _____ Resident agrees to follow Continued Care Agreement.
- _____ 2. Go over all admission papers with resident.
- _____ 3. Enter resident on Admission Matrix and explain and collect rent.
- _____ 4. Have resident fill out Family Program Addresses.
- _____ 5. Go over all papers resident needs to fill out on a weekly basis.
- _____ 6. Make arrangements to mutually agree on focused are of needs.
- _____ 7. Give resident AA & NA meeting schedules for this area.
- _____ 8. Give resident option to receive NA Basic Text/AA Big Book if needed.
- _____ 9. Give resident list of addresses and phone numbers of temp job services.
- _____ 10. Give resident list of addresses and phones numbers of local providers.
- _____ 11. Give resident information on GED program if applicable.
- _____ 12. Give resident Daily Journal and explain.
- _____ 13. Explain list of ten things to do instead of using.
- _____ 14. Explain recycling procedure including pop can crusher.
- _____ 15. Explain list of chores and chore duties.

Ask resident if there are any other community services or personal issues that need to be addressed.

Items:

Car: Yes/No License Plate: _____ Make: _____ Model: _____ Color: _____

Cell Phone: Yes/No Type: _____

Laptop: Yes/No Type: _____

Check Book: Yes/No Bank Cards/ATM: Yes/No