



Indiana Recovery Network RCO Virtual Interview Form **Date:** _____
Virtual interview start time: _____ **Virtual interview end time:** _____
Recovery Organization Name: _____
Recovery Organization Staff Member Present: _____
IRN RCO Virtual Reviewers: _____
New Certification: __ Yes __ No
Recertification: __ Yes __ No

Policy	Description	Meets Criteria
Organizational Policies and Procedures		
1. Organization is a non-profit with a 501(c)(3) status or operating under the umbrella of an existing non-profit org. with 501(c)(3) status?	<p>Organization can provide agreement with fiscal agent if operating under the umbrella of an existing 501(c)(3) ensuring autonomy as a recovery community organization.</p> <p>If fiscal agent is a treatment provider a referral audit exists between the recovery organization and the fiscal agent.</p>	
2. By-laws: Non-profit bylaws act as the organizations code of rules for the regulation or management of its affairs	<p>Organization will provide copy of by-laws to virtual interview team during the virtual interview.</p> <p>If applicant operates under and existing 501(c)(3) the applicant has their own organizational by-laws that state, the organization has a separate Board of Directors who provides oversight and governance for the organization.</p>	
3. Mission and Vision statement describing the future aspirations, achievements, and accomplishments of the organization.	<p>Mission and Vision statements reflect RCO Core Principles as identified by Faces and Voices of Recovery (https://facesandvoicesofrecovery.org/wp-content/uploads/2019/06/RCO-Toolkit.pdf)</p>	
4. Peer Code of Ethics	<p>Organization may use the ICAADA Certified Addiction Peer Recovery Coach (CAPRC) Code of Ethics, MHANI Community Health</p>	



	Worker/Certified Recovery Specialist Code of Ethics or create their own (must incorporate all criteria from either the ICAADA or MHANI version) and submit a copy signed by the Director or Manager of the org. Staff and participant copies will be reviewed during virtual interview.	
5. Peer supervision	Peer supervision protocols follows peer supervision recommendations by the Indiana Association of Peer Recovery Support Services in collaboration with Indiana Addictions Issues Coalition, Overdose Lifeline, Inc. with support from the Division of Mental Health and Addictions (https://www.iaprss.org/docs/Supervision-Competencies-Publication.pdf).	

Policy	Demonstration	Meets Criteria
Fiscal Management and Accountability		
1. Fiscal management policies and procedures/fiscal management system.	Organization must maintain accurate and complete financial records of all charges, payments, and deposits.	
2. Accounting System	Identification of the accounting system used and its capability to fully document all financial transactions; able to produce receipts.	

Policy	Demonstration	Meets Criteria
Confidentiality/Records Storage		
1. Data collection policy and confidentiality procedures (42 CFR Part 2) for security of records, disposal of records, recoveree access, confidentiality requirements, consent requirements, release of information where applicable and quality improvement procedures.	Limited access to authorized staff only; files kept in a locked filing cabinet or locking drawer; files kept in a locked room, if files are electronic, all files are password protected. Employee manual includes confidentiality, policies, and procedures (P&P), staff and volunteer orientation; RCO member orientation includes confidentiality P&P.	



2. Social media policy for both staff and recoverees will ensure that everyone who is part of the RCO understands to obtain consent before posting or sharing anything to social media.	Employee manual includes social media confidentiality, policies, and procedures (P&P), staff and volunteer orientation include social media confidentiality P&P; RCO member orientation includes social media confidentiality P&P.	
3. Grievance policy/procedure for staff, volunteers, and organization participants, ensure anonymity and confidentiality.	Employee manual includes grievance policies and procedures (P&P), staff and volunteer orientation include grievance P&P's; RCO member orientation includes grievance P&P's.	

Policy	Description	Meets Criteria
Staff, Peer Mentors/Leaders, Volunteers		
4. Staff Structure/Staffing Plan	Staff structure should correspond to all services offered; reflects the needs of participants. Staffing plan includes peer component	
5. Policies and Procedures in place that ensure background checks are conducted	Employee or volunteer manual explains that background checks will be conducted on all staff, including volunteers, which have direct and regular interaction with participants	
6. Staff and Peer Leader Job Descriptions	Includes minimum qualifications, credentials, duties of employee; staff should interact with each other and participate in mutually supportive and recovery-oriented relationships.	
7. Training and Certification: Peers and Peer Supervisors	If the RCO is delivering direct peer support services peers must be trained and certified. Trained and certified peers must receive supervision from a staff member or volunteer who is trained and certified in peer supervision.	
8. Evidence staff have read and understood policies and procedures	Signed document from staff kept on file	
9. Staffing or workforce development plan	Written plan for staff development for ongoing skill development.	
10. Policies and procedures of staff supervision and oversight	Staffing plan indicates supervision protocols in place.	



11. Staff/peer development trainings	Plans/trainings for staff development (Ex: Ongoing skill development and cultural competency training, peer leadership, mentoring roles, policy regarding ethical concerns and/or violations, recruitment of staff from local recovery community, reoccurrence-of-use policies).	
12. Policies and procedures or practices that foster mutually supportive and recovery-oriented relationships	Traditions, policies, or procedures that foster mutually supportive and recovery-oriented relationships between participants and/or staff through peer-based interactions.	
13. Policies and procedures prohibiting staff from becoming involved in participants personal financial affairs	Staff should never become involved in participants' personal financial affairs, including lending, or borrowing money, or other transactions involving property or services.	
14. Evidence that staff models and teaches recovery skills and behaviors	Evidence that organization leadership supports staff members in maintaining self-care; staff are supported in maintaining appropriate boundaries; staff are encouraged to have a network of support; staff are expected to model genuineness, empathy, respect, support, and unconditional positive regard with participants.	

Policy	Description	Meets Criteria
Board		
15. Has established a Board of Governance which includes diverse representation from the recovery community.	A majority of board members, at least 51%, identify as being in recovery from substance use concerns. The board chair or co-chair is an individual in recovery from substance use concerns. If the IRN is unable to verify this information or applicant submits a notarized affidavit which is determined to be inaccurate the IRN reserves the right to revoke certification.	
16. Organization bylaws clearly state selection process for board members.	Bylaws state board position descriptions, process for selection of board members, and board member terms.	

Policy	Description	Meets Criteria
Community Engagement		



17. Community strengths and needs identified	Completed community strengths and needs assessment (meetings, townhalls, surveys, formal or informal, etc.).	
18. Organization implementation of three core principles of a recovery community organization (recovery vision, authenticity of voice, accountability to the recovery community)	Organization able to provide documents supporting organization implementation of three core principles of a recovery community organization (recovery vision, authenticity of voice, accountability to the recovery community).	
19. Organization engages in one or more of the three core strategies of a recovery community organization (public education and awareness, policy advocacy, peer based and other recovery support services and activities)	Organization able to provide documents supporting organizations engagement in one or more of the three core strategies of a recovery community organization (public education and awareness, policy advocacy, peer based and other recovery support services and activities).	

Policy	Description	Meets Criteria
Participants and Peer Recovery Support Services		
20. Recovery community organization members/recoverees rights	Statement of understanding of recovery community organization members/recoverees rights - should include but not be limited to behavior expectations while in the recovery community organization, recovery goals, reoccurrence of use policies, protocol regarding recoveree discharge.	
21. Recovery community organizations (RCO) provide free/no cost peer support services if the RCO provides peer support services.	Recovery community organizations (RCO) serve as a no barrier point of access to peer and other recovery support services. RCOs will provide free individual and group peer support services except for in cases when the RCO is a Recovery Works provider, in which case the RCO may bill Recovery Works for individual peer support services.	
22. Orientation process for recovery community organization members/recoverees.	Process in place that ensures participants receive an orientation on services provided, policies and procedures prior to receiving ongoing	



	services.	
23. Participant recovery journey is self-directed	Participants are educated on multiple pathways of recovery, recovery support services available throughout the community, have autonomy in creating recovery plans if utilized by the organization.	
24. Recovery messaging	Organization promotes positive recovery messaging, non-stigmatizing language when engaging with participants, community members, stakeholders, etc. Materials created by the organization do not contain images that can be triggering, language used is not stigmatizing.	