



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 501(c)(3) status or operating under the umbrella of an existing non-profit organization 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 the 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 provide oversight and governance for the organization.</p>	
3. By-laws: Purpose	By-law “Purpose” description of the organization must reflect the three (3) Core Principles of an RCO: Recovery Vision, Authenticity of Voice, Accountability to the Recovery Community.	
4. By-laws: Board of Directors Number and Qualifications	By-law “Board of Directors Number and Qualifications” must include 51% of Board of Director membership consist of members who are in recovery from substance use disorder(s).	



5. Mission and Vision statement describing the future aspirations, achievements, and accomplishments of the organization.	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)	
6. Peer Code of Ethics	Organization may use the ICAADA Certified Addiction Peer Recovery Coach (CAPRC) Code of Ethics, MHANI Community Health Worker/Certified Recovery Specialist Code of Ethics or create their own (must incorporate all criteria from either the ICAADA or MHANI version). A signed copy is to be kept in the staff's and/or volunteer's personal files.	
7. Peer supervision	Organization peer supervision protocols follow recommendations by the Indiana Association of Peer Recovery Support Services in collaboration with Indiana Addictions Issues Coalition and 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 maintains accurate and complete financial records of all charges, payments, and deposits.	
2. Accounting System	Organization identifies the accounting system used and its capability to fully document all financial transactions and is able to produce receipts.	

Policy	Demonstration	Meets Criteria
Confidentiality/Records Storage		
1. Data collection policy and confidentiality procedures (42 CFR	Limited access to authorized staff only; files kept in a locked filing cabinet or locking drawer; files kept in a locked room, if	



Part 2) for security of records, disposal of records, recoveree access, confidentiality requirements, consent requirements, release of information where applicable and quality improvement procedures.	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's member orientation includes grievance P&P's.	

Policy	Description	Meets Criteria
Staff, Peer Mentors/Leaders, Volunteers		
4. Staff Structure/Staffing Plan and Training and Certification: Peers and Peer Supervisors.	Staff structure should correspond to all services offered; reflects the needs of participants. Staffing plan includes peer component and minimum qualifications, employee duties, and credentials. All peer and peer supervisors will be trained and certified. Staff will interact with each other and participate in mutually supportive and recovery-oriented relationships.	
5. Policies and Procedures in place that ensure background checks are conducted.	The employee or volunteer manual explains that background checks will be conducted on all staff, including volunteers, who have direct and regular interaction with participants. Organization will conduct staff and/or volunteer background checks as required by various funders (state and federal grants, community foundations, Recovery Works, etc...).	



6. Evidence staff and volunteers have read and understood policies and procedures.	Signed documents by staff or volunteers kept on file.	
7. Staffing or workforce development plan Staff/peer development trainings.	Written plan for staff development for ongoing skill development and training. Ongoing skill development must include but is not limited to cultural competency training, peer leadership, mentoring roles, policy regarding ethical concerns and/or violations, recruitment of staff from local recovery community, and supportive of reoccurrence-of-use policies.	
8. Policies, procedures, and/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.	
9. 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.	
10. 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		
11. Organization has established a Board of Governance which includes diverse representation from the recovery community.	<p>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.</p> <p>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.</p>	



12. Organization bylaws clearly state the selection process for board members.	Bylaws state board position descriptions, process for selection of board members, and board member terms.	
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Policy	Description	Meets Criteria
Community Engagement		
13. Community strengths and needs identified.	Organization has policy and procedure in place stating a community strength and/or needs assessment is conducted at minimum bi-annually. examples of community assessments can include but are not limited to (meetings, town halls, surveys, formal or informal, etc...).	
14. Organization implementation of three core principles of a recovery community organization (recovery vision, authenticity of voice, accountability to the recovery community).	Organizational manual includes documents supporting organizations implementation of three core principles of a recovery community organization (recovery vision, authenticity of voice, accountability to the recovery community).	
15. 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).	Organizational manual includes 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		
16. 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.	



<p>17. Orientation process for recovery community organization members/recoverees.</p>	<p>Process in place that ensures participants receive an orientation on policies, procedures and services provided, prior to receiving ongoing services in manual. If the organization does not have an orientation process, please state that this is not a requirement to engage in services provided by the organization.</p>	
<p>18. Participant recovery journey is self-directed.</p>	<p>Participants are educated on multiple pathways of recovery, recovery support services available throughout the community, and have autonomy in creating recovery plans if utilized by the organization.</p> <p>Organization offers support and programs regardless of an individual's pathway of recovery, including non-abstinence-based recovery. The organization does not implement policies and procedures which create a barrier to accessing recovery support services and programs.</p>	
<p>19. Recovery community organizations (RCO) provide free/no cost peer support services if the RCO provides peer support services.</p>	<p>RCOs will provide free individual and group peer support services except for in cases when the RCO is a Recovery Works provider (for example), in which case the RCO may bill Recovery Works for individual peer support services.</p>	
<p>20. Recovery community organizations (RCO) serve as a no barrier point of access to peer and other recovery support services.</p>	<p>RCOs provide services to all community members without requiring any commitments by community members that may be perceived as a barrier to accessing peer and other recovery support services.</p>	
<p>21. Recovery messaging.</p>	<p>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.</p>	