



Indiana Recovery Community Organization (RCO) Standards for Certification

Indiana Recovery Network RCO Certification Interview Form	Date: _____
Certification interviews start time: _____	Certification interview end time: _____
Recovery Organization Name: _____	Recovery Organization Address: _____
Recovery Organization Primary Contact: _____	
IRN RCO Certification Reviewers: _____	
New Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Recertification: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Policy	Description	Meets Criteria
Organizational Policies and Procedures		
1. Organization is a non-profit with 501(c)(3) status.	<p>The address listed on the IRS determination letter MUST be an Indiana address.</p> <p>The Organization is not a treatment provider.</p>	
2. By-laws: Non-profit bylaws act as the organization's code of rules for the regulation or management of its affairs.	Organization will provide copy of by-laws to RCO certification interview team during the in-person interview.es	
3. By-laws: Purpose By-laws: Board of Directors Number and Qualifications	<p>By-law “Purpose” description of the organization must reflect the three Core Principles of an RCO (Recovery Vision, Authenticity of Voice, Accountability to the Recovery Community).</p> <p>By-law “Board of Directors Number and Qualifications” must include 51% of Board of Directors membership consist of members who are in recovery from substance use disorder(s) or cooccurring disorders.</p> <p>The Director of the organization must not be a voting member of the Board of Directors as this is a conflict of interest.</p> <p>The by-laws must include a “Conflict of Interest” section that addresses this situation where the Board of Directors are concerned.</p>	



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.	
4. 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.	
5. All pathways of recovery	Organization is accepting of all pathways of recovery and does not deny services to anyone practicing any of the following pathways of recovery, including but not limited to; harm reduction, moderation-based recovery, abstinence-based recovery (12-step programs, SMART, Celebrate Recovery, DHARMA Recovery, etc.), solo/natural, medication assisted recovery (MAT).	

Policy	Demonstration	Meets Criteria
Fiscal Management and Accountability		
6. Fiscal management policies and procedures/fiscal management and accounting system.	<p>Organization maintains accurate and complete financial records of all charges, payments, and deposits.</p> <p>Organization identifies the accounting system used and its capability to fully document all financial transactions and can produce receipts.</p>	

Policy	Demonstration	Meets Criteria
Confidentiality/Records Storage		
7. 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.	<p>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.</p> <p>Employee manual includes confidentiality, policies, and procedures (P&P), staff and volunteer orientation; RCO participants/recoverees orientation includes confidentiality P&P.</p>	



8. Social media policy for both staff and participant/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 participants/recoverees orientation includes social media confidentiality P&P.	
9. 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 Participants/recoverees orientation includes grievance P&P's.	

Policy	Description	Meets Criteria
Staff, Peer Mentors/Leaders, Volunteers		
10. Staff Structure/Staffing Plan, Training and Certification: Director, Peer Staff, Peer Supervisors.	<p>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. The Director, peer staff and peer supervisors will be trained and certified as a Peer Professional, either offered by DMHA or ICAADA.</p> <p>Staff will interact with each other and participate in mutually supportive and recovery-oriented relationships.</p> <p>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.</p>	
11. Policies and Procedures in place that ensure background checks are conducted.	<p>The employee and volunteer manual explains that background checks will be conducted on all staff, including volunteers, who have direct and regular interaction with participants/recoverees.</p> <p>Organization will conduct staff and/or volunteer background checks as required by various funders (state and federal grants, community</p>	



	foundations, Recovery Works, etc.,).	
12. Evidence staff and volunteers have read and understood policies and procedures.	Signed documents by staff or volunteers kept on file.	
13. Policies, procedures, and/or practices that foster mutually supportive and recovery-oriented relationships. Policies and procedures prohibiting staff from becoming involved in participants'/recoverees' personal financial affairs and having dual relationships. Evidence that staff models and teaches recovery skills and behaviors.	Traditions, policies, or procedures that foster mutually supportive and recovery-oriented relationships between participants/recoverees and/or staff through peer-based interactions. Staff should never become involved in participants'/recoverees' personal financial affairs, including lending, or borrowing money, or other transactions involving property or services. Staff will not have a dual relationship with participants. 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
Community Engagement		
14. Community strengths and needs identified.	Organizations have a mechanism in place that allows for feedback from the recovery community and stakeholders to aid in shaping programs and services while being accountable to the recovery community. Examples can include but are not limited to suggestions boxes, town halls, surveys, community conversations, etc. The organization will be able to demonstrate this element for recovery community organization certification during the in-person interview.	
15. Organization implementation of three core principles of a recovery community	The organizational manual includes documents and statements supporting organizations' implementation of three core principles of a recovery community organization (recovery vision, authenticity of voice,	



organization (recovery vision, authenticity of voice, accountability to the recovery community).	accountability to the recovery community).	
16. 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 and statements 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		
17. Participant/recoveree recovery journey is self-directed. Recovery community organization recoveree/participants' rights policy/statement.	<p>Participants/recoverees 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>Statement of understanding of recovery community organization recoverees/participants 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>	
18. Recovery community organizations (RCO) provide peer support services at no cost to individuals.	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.	
19. Recovery community organizations (RCO)	RCOs provide services to all community members without requiring any commitments by community members that may be perceived as a barrier	



<p>serve as a no barrier point of access to peer and other recovery support services.</p>	<p>(ex: membership requirements) to accessing peer and other recovery support services.</p>	
<p>20. Recovery messaging.</p>	<p>Organization promotes positive recovery messaging, non-stigmatizing language when engaging with participants/recoverees, community members, stakeholders, etc. Materials created by the organization do not contain images that can be triggering, language used is not stigmatizing.</p>	
<p>21. Diverse, Equitable, and Inclusive Policies, Practices, and Services</p>	<p>The organization is purposeful in their board and staff development activities, organizational practices, service offerings, and advocacy efforts to meet the diverse needs of underrepresented populations in the communities that they serve. The organization does not discriminate or deny services to individuals based on race, ethnicity, gender, faith, sexuality, or any other marginalized populations.</p>	