

**Recovery Housing  
Recommended Ethics Code  
Submitted to Pennsylvania Department of Drug and Alcohol Programs  
Provided by Certified Drug and Alcohol Recovery Housing Taskforce  
July 18, 2016**

Where applicable, all licensed or certified professionals must abide by the relevant Code of Ethics for their own profession (e.g., Licensed Clinical Social Worker, Certified Alcohol and Drug Counselor) in addition to the Certified Alcohol and Drug Free Recovery Houses (CADFRH) Ethics Code.

**Procedures**

1. CADFRH owners, employees, operators and house officers of each site shall receive an orientation to the CADFRH Ethical Code and document their willingness to abide by these principles, as well as the code of ethics that may apply to their individual profession as a condition of employment or house operation.
2. Where applicable, the owners, employees, operators or house officers at each site shall review all pertinent Codes of Ethics at the time of assuming responsibilities for operating the house and then annually, and attest in writing to their willingness to abide by the principles.
3. CADFRH owners, employees, operators and house officers should ensure that admitted residents will receive an orientation to their rights and responsibilities including their right to receive ethical care. This shall be documented in the resident record.
4. If a CADFRH has a website, the CADFRH Ethical Code shall be posted thereon; the CADFRH Ethical Code is to be prominently displayed in a main area of the house.
5. CADFRH owners, employees, operators and house officers shall ensure that all residents are provided information during their orientation session about the process and steps the resident may take to report any ethical or standards violations.
6. CADFRH owners, employees, operators and house officers shall ensure that no retribution, intimidation, or any negative consequences shall occur if a grievance or complaint has been filed.

**Confidential Information**

While operating or overseeing a CADFRH at any site and even thereafter if such operation or oversight ends, the use of client identifying information should never be disclosed to anyone outside the recovery house except with the resident's written authorization or as allowed under Federal or state law. No CADFRH employees, operators or house officer should use or permit others to use client identifying information for the purpose of furthering a private interest or as a means of making a profit.

## **Responsibility to residents**

1. CADFRH owners, employees, operators and house officers' primary obligation is to respect the integrity and promote the welfare of the resident. The CADFRH employee, operator or house officer is also responsible for taking reasonable precautions to protect individuals from physical or psychological trauma.
2. CADFRH owner, employees, operators and house officers shall ensure that site employees, operators, house officers, residents and officers must set a norm of confidentiality regarding all resident disclosures.
3. CADFRH owners, employees, operators and house officers should be aware of how to access licensed treatment resources in their community, including knowledge of the Single County Authority (SCA) and its assessment and referral protocol. House owner, employees, operators and house officers shall practice within the scope of their mission and level of expertise (i.e., the provision of "recovery" housing) by accepting only those individuals into residency who are appropriately stable for recovery housing (specifically excluding individuals in need of partial hospitalization and residential treatment, including detoxification). For persons who have used drugs and alcohol within the last six months (or the six months prior to incarceration), clinical assessment and placement recommendation from an SCA or licensed drug and alcohol provider determine whether they are appropriately stable. If treatment is recommended for the resident, participation in or completion of treatment shall be a condition of residency. The CADFRH owners, employees, operators or house officers, with properly signed consent, shall obtain the necessary and sufficient treatment progress and attendance information to determine that compliance for those conditions of residential funding or for living in the house are met. The information they access shall be limited only to that which is necessary to determine compliance. Receipt of such clinical information should be limited only to that which is necessary to monitor such conditions and should only be accessed by those recovery house staff with a need to know. If the appropriate treatment level of care is not available, this should be documented in the resident record.
4. CADFRH owners, employees, operators and house officers shall ensure that if a resident's condition indicates that there is a clear and imminent danger to the resident or others, they must inform responsible authorities of the situation as permissible under applicable federal and state laws.
5. CADFRH owners, employees, operators and house officers will refrain from any practice of intimidation, bullying or otherwise threatening behavior, relying instead upon the appropriate application of the residence rules and consequences in a respectful and supportive manner.
6. CADFRH owners, employees, operators and house officers shall ensure that the residence rules and consequences are posted in a common space accessible to all residents and that these rules and consequences are uniformly applied to all residents.
7. CADFRH owners, employees, operators and house officers shall ensure that no house owner, employee, house officer or person related to any of the aforementioned entities will directly or indirectly solicit or accept any commission, fee, or anything of monetary or material value from

residents, other related persons, third party entities or referral sources, beyond specified rent established in writing at time of residency.

8. CADFRH owners, employees, operators and house officers shall act to prevent discrimination of any kind against residents.
9. CADFRH owners, employees, operators and house officers shall ensure that if a resident's condition deteriorates (e.g., relapse, psychological deterioration), a referral and linkage to appropriate interventions will be attempted and documented in the resident record.
10. CADFRH owners, employees, operators and house officers shall at all times ensure transparent, fair and equitable financial policies and procedures pertaining to house operation and resident fees, rents or expenses.
11. CADFRH owners, employees, operators and house officers shall promote and maintain an alcohol and illicit drug free environment.
12. CADFRH owners, employees, operators and house officers shall promote and maintain quality housing that is consistent with the nature of the immediate neighborhood to address the concerns of the community.
13. CADFRH owners, employees, operators and house officers shall (if in recovery) maintain their recovery and will only employ other recovering persons who have been in recovery for at least one year and remain totally abstinent. If not in recovery, all such persons must be alcohol and drug free during performance of work or oversight hours.
14. CADFRH owners, employees, operators and house officers shall submit to alcohol and drug testing at the request of the Pennsylvania Department of Drug and Alcohol (DDAP) designated person or entity in accordance with any rules of procedures that they have.
15. CADFRH owners, employees, operators and house officers will never become romantically or sexually involved with any residents or anyone the CADFRH is assisting either during or after involvement with the house.
16. CADFRH owners, employees, operators and house officers will never become personally involved with a resident's financial affairs. This covers borrowing or lending money, buying or selling property or any other financial transactions.

### **Ethical conflicts**

1. CADFRH owners, employees, operators and house officers shall excuse themselves from taking an active part in the care of relatives, close friends, and/or business acquaintances.
2. CADFRH owners, employees, operators and house officers shall not offer, pay, solicit, or receive any commission, bonus, rebate, directly or indirectly, in cash or in-kind, or engage in any split fee arrangement, in any form whatsoever, for any of the following:
  - To induce the referral of patients or patronage to or from a health care provider or health care facility or other third party entity;
  - In return for the acceptance or acknowledgement of services from a health care provider, health care facility or third party entity.
3. CADFRH owners, employees, operators and house officers shall ensure that any former resident will not be hired as an employee of the house they reside in unless a significant period of time (18 to 24 months) has elapsed. A period of 18 to 24 months of sustained recovery is the ethical

standard for new hires and should be clearly stated in the site's policy and procedures regarding employment of persons identifying themselves as in recovery.

4. CADFRH owners, employees, operators and house officers shall refrain from engaging in any non-therapeutic dual relationships with residents during residency and for a minimum of two years post-residency. If a more restrictive time frame is listed in any house owners, employees, operators or house officers professional ethics code, then that time frame shall apply.
5. CADFRH owners, employees, operators and house officers shall not provide clinical or therapeutic interventions unless licensed to do so by the DDAP Division of Program Licensure.

### **Responsibility of colleagues**

1. CADFRH owners, employees, operators and house officers having knowledge of unethical practices on the part of another colleague shall report such practices to the entity or persons designated by DDAP, and, as required, to the colleague's professional ethics board.

### **Marketing ethics**

1. CADFRH owners, employees, operators and house officers shall not knowingly make marketing claims or create any advertising that contains:
  - a. False or misleading statements or exaggerations;
  - b. Testimonials that do not really reflect the real opinion of the involved individual;
  - c. Price claims that are misleading; and
  - d. Therapeutic strategies for which licensure or counseling certifications are required but not applicable at the site.