



Application Preparation Guide

Group Home House Rules

House Rules provide the backbone and structure for successful operation of a group home that addresses the unique needs of its residents while ensuring that the home is operated in a manner that is compatible with the residential setting desired by its residents. The City of Costa Mesa Municipal Code (CMMC) Section 13-311(a)(1)(3) requires that a copy of the group home rules and regulation be included in the permit application.

The House Rules and Regulations should reflect that the Group Home is in full compliance with CMMC Section 13-311. Sober Living Homes must specially address the following items:

Residents Must Actively Participate in a Legitimate Recovery Program – House rules shall include the expectation and requirements for regular meeting attendance and documentation of participation in regular daily or weekly meetings, such as AA/NA/CA or another program that has been deemed effective by the sober living home operator. Minimum attendance rates at these meetings should be established based on a resident's stage of recovery. Refusal to participate or document regular meeting attendance shall be cause for consequences up to and including eviction. (CMMC Section 13-311(a)(10)(ii))

Alcohol and Drug Use – House rules must prohibit the use of any alcohol or any non-prescription drugs at the sober living home or by any individual in recovery, including the house manager if applicable, on or off site. **Prescription and Over the Counter Medication** – House rules must include a written policy regarding the possession, use, and storage of prescription and over the counter medications, that includes monitoring and oversight by qualified staff. The possession or use of prescription medications shall be prohibited except for the person to whom they are prescribed, and in the amount prescribed. Any violation of this rule must be cause for eviction under the sober living home's rules for residency and the violator cannot be re-admitted for at least 90 days. Any second violation of this rule shall result in permanent eviction. Alternatively, the sober living home must have provisions in place to remove the violator from contact with the other residents until the violation is resolved. (CMMC Section 13-311(a)(10)(iio))

Visitation Policy – Sober living homes shall have a policy that precludes any visitors who are under the influence of drugs or alcohol. (CMMC Section 13-311(a)(10)(v))

Relapse Policy

The CMMC Section 13-311(a)(1)(5) requires that a copy of the group home's Relapse Policy be included in the permit application. The Relapse Policy should include any policies, programs, procedures or standard practices that are specific to the operation of the individual sober living home and reflect compliance with CMMC 13-311. Operators are encouraged to be detailed and comprehensive in the description of their Relapse Policy.

Written Intake Procedures

The CMMC Section 13-311(a)(1)(4) requires that a copy of the group home's written Intake Procedures be included in the permit application. Operators should include blank copies of all intake paperwork and list all of the individual Group Home's intake procedures. Operators are encouraged to be detailed and comprehensive in the description of their Intake Procedures.