Department of Health and Human Services
Maine People Living
Safe, Healthy and Productive Lives
Paul R. LePage, Governor
Mary C. Mayhew, Commissioner

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Substance Abuse

Licensing Review Checklist

Listed below are requirements for the Substance Abuse Licensing review:

- Governing Body Board Minutes
- Client Grievances (if applicable)
- Affiliated Service Agreement (if applicable)
- Policies and Procedures on each program
- Client Records for each program (to be selected by licensor)
- Staff and Client interviews for each program
- Fire Drill Log
- Personnel Records for staffing these programs (to be selected by licensor)
- Supervision Logs
- Annual Evaluation/Quality Assurance Plan
- Staff Development Plan
- Financial Audit
- Professional & Commercial Insurance
- ADA Plans of Correction (if applicable)
- Fee Schedule
- Fire Inspection/Health Inspector file
- Written Agreement with Medical Director

Questions may be addressed to Marietta D'Agostino, 287-5810.