



Department of Health and Human Services
Licensing and Regulatory Services
41 Anthony Avenue
11 State House Station
Augusta, Maine 04333-0011
Tel. (207) 287-9300; Fax (207) 287-9307
Toll Free (800) 791-4080; TTY (800) 606-0215

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 Mr. Jason White, Licensing Manager, at 287-9253.