

## LOTUS RECOVERY HOUSE MOVE OUT POLICY

**Purpose:** To assist the Lotus Recovery House in its move out process to assist residents who move out of the home and discontinue the Lotus Recovery House (LRH) program.

### 1. Policy Guidelines

- A. A resident will be discharged from the Lotus Recovery House upon her request and/or upon termination of the lease by either party.
- B. During the discharge process, LRH Staff complete the Lotus Recovery House Resident Discharge Form and the Lotus Recovery House Resident Discharge Checklist Form with the resident. If the resident is no longer available to assist, LRH Staff should indicate it on both forms.

Approved By: 

Date Approved: April 16, 2020

Date Revised: N/A