



RECOVERY RESIDENCE MANAGEMENT PLATFORM

A Turnkey Compliance and Operations Solution for Minnesota Certified Recovery Residences

Built to MN DHS 254B.211 Certification Standards | 2026

Digital Matrix Group

Executive Summary

Minnesota is undergoing a fundamental shift in how recovery residences are regulated. The Minnesota Association of Sober Homes (MASH), long the *de facto* certification body for sober living operators in the state, is being displaced by mandatory state certification under Minnesota Statute 254B.211. Operators who once paid \$750 per year or more for a MASH membership that provided credibility, a directory listing, and a set of standards now face a more rigorous DHS-administered process — and the operational infrastructure to meet it.

This platform was built to solve that problem from the ground up. It is a fully integrated, turnkey solution combining a public-facing custom WordPress website, a custom CiviCRM case management system, a complete DHS-aligned policy and procedure document suite, and managed AWS cloud hosting — delivered under a single engagement at a fraction of what comparable tools cost separately.

OneStep charges approximately \$185 per month for software alone — no website, no document suite, no server management, no domain, no DHS alignment. This platform delivers all of it.

The Regulatory Shift: Why MASH Is No Longer Enough

MASH was formed in 2007 as a voluntary membership organization to give sober home operators a unified voice. For nearly two decades it served that role — providing a directory, a set of ethical standards, and a certification process that gave operators a way to signal credibility to referral sources and the public.

That model is being superseded. Minnesota Statute 254B.211, enacted as part of the 2027 recovery residence certification framework, places certification authority with the Minnesota Department of Human Services. Operators seeking Housing Support funding — the primary revenue source for many recovery residences — must now meet a 21-point policy and procedure checklist administered directly by DHS, not by a trade association.

MASH's role is reduced, in practical terms, to a glorified directory. The \$750 annual membership fee purchases a listing and access to a peer network. It does not satisfy DHS certification requirements. Operators need a different infrastructure — one built to the statute, not to a voluntary trade standard.

The 2027 DHS certification framework renders MASH membership optional for compliance purposes. Operators who redirect that \$750 toward a platform built to actual statutory requirements are better positioned for certification and government payment eligibility.

What the Platform Delivers

Public-Facing Website

A professional WordPress website powered by Divi, fully branded to the client's specifications. Includes facility pages, FAQ content, program descriptions, and an online resident intake and payments form. No third-party website builder fees. No annual licensing costs. Built on open source software with no vendor lock-in.

Online Resident Intake

Prospective residents complete a structured intake form directly on the client's website. Data populates the CiviCRM contact record automatically — no manual re-entry by staff. The form covers demographics, income, substance use history, clinical history, housing goals, and emergency contacts. Staff receive an immediate email notification on submission. Generally speaking, these are generic line items that you have already defined previously.

Full Case Management Lifecycle

Every resident moves through a structured case from intake to discharge, tracked in CiviCRM. The case timeline captures the complete resident journey:

- **UA/BA:** Drug and alcohol screen logging — Screen Type, Result, Substance Flagged, Notes
- **Incidents:** Incident Report documentation — Incident Type, Outcome, Parties Involved, Notes
- **Compliance:** Compliance Review tracking — Review Type, Outcome, Notes
- **Exit:** Exit Interview capture — Exit Type, Destination, Notes
- **Audit Trail:** Full activity history retained permanently for audit and reporting

DHS 254B.211 Document Suite

A complete policy and procedure document suite built directly against the MN DHS Certified Recovery Residence Policy and Procedures Checklist (April 2026). All 21 required policy areas are covered by client-branded, editable documents ready for DHS submission. Resident signature forms, operator attestations, and required disclosures are included.

Managed Cloud Hosting

Deployed on Amazon Web Services EC2 with Apache, PHP, and a hardened security configuration including mod_security OWASP Core Rule Set. AWS provides \$200 in credits to new accounts — sufficient to cover approximately one full year of hosting for a small recovery residence deployment at no cost. Year two and beyond runs approximately \$10–17 per month depending on traffic.

Domain and DNS — Handled

Domain registration through Cloudflare at cost — \$10 per year with zero markup. Cloudflare charges no registrar fee. DNS configuration, migration from any prior registrar, and SSL certificate provisioning are all handled as part of the engagement. The client never touches a DNS record.

Ongoing Maintenance

WordPress core updates, plugin updates, CiviCRM updates, security monitoring, and server-level maintenance are included in the monthly retainer. The client's only job is running their program.

DHS Certification Coverage — All 21 Policy Areas

The following table maps each of the 21 required policy and procedure areas from the MN DHS Certified Recovery Residence checklist to the statutory citation. Every item is covered by the document suite delivered with this platform.

#	Policy / Procedure Area	MN Statute Reference
1	Safety Inspections	254B.211 Subd. 2(2)(i)
2	Exposure to Bodily Fluids / Contagious Disease	254B.211 Subd. 2(2)(ii)
3	Medications Policy	254B.211 Subd. 2(4), 2(11)
4	Residency Termination / Transfer	254B.211 Subd. 2(5), 2(6)
5	Code of Conduct	254B.211 Subd. 2(7), 2(10), 2(20)
6	Individual Emergency / Safety Plan	254B.211 Subd. 2(8)
7	Emergency Procedures	254B.211 Subd. 2(9), 2(3)
8	Staff Training, Qualifications & Responsibilities	254B.211 Subd. 2(10), 2(3)
9	Description of Services	254B.216(3)
10	Fee Schedule	254B.211 Subd. 2(12)
11	Resident Rules	254B.211 Subd. 2(13)–(15), (17)
12	Grievance Procedure	254B.211 Subd. 2(16)
13	Code of Ethics	254B.211 Subd. 2(18)
14	Resident Roles and Governance	254B.211 Subd. 2(19)
15	Resident Bill of Rights	254B.211 Subd. 3
16	Complaints Policy	254B.212
17	Premises Ownership / Permission Verification	254B.213 Subd. 2(1)
18	Proof of Insurance	254B.213 Subd. 2(4)
19	Background Checks	254B.213 Subd. 2(5)
20	Resident Attestation	254B.213 Subd. 2(3), 254B.216
21	Operator Attestation	254B.211–254B.215 (multiple)

Documents requiring resident signature are delivered as fillable forms. Documents requiring operator signature are delivered as formatted policy statements ready for execution. The complete suite is delivered in editable Word/PDF format, branded to the client's organization. These are generally contained in the Resident Onboarding jacket, a paper version, that is required to be stored on site. They also are entered digitally into the system.

Cost Comparison

Platform vs. Competitors

The table below compares this platform against OneStep, the most commonly referenced purpose-built sober living management software in the Minnesota market.

Feature	OneStep (~\$185/mo)	This Platform
Monthly Cost	\$185+	Flat setup + low retainer
Domain Name	Not included	\$10/yr via Cloudflare
AWS Hosting	Not included	~Free year 1 (\$200 credits)
Public Website	No	Yes — WordPress/Divi/CiviCRM

Online Intake Form	Limited	Full CiviCRM profile form
Case Management	Basic	Full lifecycle — intake to exit
UA/BA Logging	Basic	Yes — per-activity with notes
Incident Reports	Basic	Yes — CiviCRM activity
Document Suite	Basic – Manual Construction	21-point DHS checklist coverage
Resident Payments	Yes – Fee Based	PayPal, Stripe, or Manual Entry
DHS CRR Alignment	No	Built to 254B.211 spec
DNS/Domain Migration	No	Handled turnkey
Ongoing Maintenance	Only OneStep itself	Included
Vendor Lock-in	Yes — proprietary	None — open source stack
MASH Membership Needed	No	No — DHS cert replaces it

Year 1 Cost Avoidance

When the full cost of assembling comparable capabilities independently is calculated — software, website build, document drafting, hosting, domain, and DNS work — the savings are substantial.

Item	Without Platform	With Platform
OneStep Software (annual)	\$2,220	\$0
MASH Membership (annual)	\$750	\$0
AWS Hosting — Year 1	N/A	~\$0 (credits)
AWS Hosting — Year 2+	N/A	~\$120–200/yr
Domain Name (annual)	\$15–20 typical	\$10 via Cloudflare
Website Build	\$3,000–8,000+ typical	Included
Document Suite (DHS 21-pt)	\$2,000–5,000+ typical	Included
DNS/Migration	\$200–500 typical	Included
Total Year 1 Cost Avoidance	\$8,000–16,000+	Setup fee + retainer only

Year 1 total cost avoidance versus building independently: \$8,000 to \$16,000 or more depending on market rates for legal and web development services.

White Label Delivery

Every client receives a fully branded instance of the platform. The website carries their name, logo, and color scheme. The document suite carries their organization name, address, and contact information. CiviCRM field labels and terminology are configured to match the client's operational language.

The underlying technology stack — WordPress, CiviCRM, AWS, Apache — is open source. No licensing fees. No vendor dependency. The client owns their data and their domain. If they ever choose to transition away, their data exports cleanly and their domain goes with them.

The platform architecture, build methodology, configuration approach, and integration design remain proprietary intellectual property of the developer. The client receives a fully functional, fully documented instance — not the recipe. The platform is additionally hardwired for payment plans from the resident to the client via PayPal, Stripe, or manual entry.

What Is Not Included

This platform does not provide legal advice, clinical services, or DHS application submission services — we do prepare the submission if so desired. The document suite is built to the statutory checklist and is ready for operator review and execution — operators are responsible for ensuring their specific program details are accurately reflected before submission to DHS.

The platform does not include payroll, accounting, or electronic health records integration. It is purpose-built for the operational and compliance functions of a Minnesota certified recovery residence.

Engagement Structure

Engagements are structured as a flat setup fee covering the initial build, configuration, document suite delivery, and launch — followed by a monthly retainer covering ongoing maintenance, updates, and support.

Pricing is provided on a per-engagement basis following a brief intake call to scope the client's specific program size, current technology state, and timeline. There is no standardized price list because no two programs are identical.

To begin a conversation, contact:

Digital Matrix Group

dev@foreclosurepedia.org

digitalmatrixgroup.com

This document is proprietary and confidential. All platform architecture, methodology, and custom configuration design are the intellectual property of the developer. WordPress and CiviCRM are open source software distributed under their respective licenses. Amazon Web Services, Cloudflare, and all third-party product names are trademarks of their respective owners.