

Required Document Checklist

The accreditation process is not difficult, but it is very detailed. The listing below is the documents required for your application to be considered complete.

1. Completed Provider Application
2. Completed Self-Assessment Checklist
3. Mission Statement (Standard 1.01)
4. Vision Statement (Standard 1.02)
5. Non-Discriminatory Affidavit (Standard 2.01)
6. Code of Ethics (Standard 2.06)
7. Assurances Form (Standard 2.07)
8. Resident Fee Notification Documentation (Standard 3.02)
9. Legal business entity documentation (Standard 5.01 – Level II and III only)
10. Documentation of applicable insurance coverage (Standard 5.02)
11. Written permission from property owner(if applicable) (Standard 5.03)
12. Resident Notification and Agreement (Standard 6.01)
13. Resident Rights (Standard 6.02)
14. House Rules and Resident Agreement documentation (Standard 22.01 and 6.03)
15. Resident Notification on Abandoned Personal Property (Standard 6.04)
16. Grievance Policy and Procedure (Standard 7.01)
17. MCRSP Grievance Policy and Procedure with agency signature and dated
18. Confidentiality Policy and Procedure (Standard 9.01 and 9.02)
19. Job Descriptions or Contracts for Peer Staff and Leaders (Standard 13.03)
20. Personal Recovery Plan Documentation (Standard 17.01)
21. Over-the-Counter and Prescribed Medication Policy and Procedure (Standard 18.01)
22. Alcohol and Illicit Drug Policy and Procedure (Standard 18.02)
23. Resident Weekly Activities Schedule (Standard 23.01)
24. Resident Weekly Schedule of Recovery Support Services (Standard 27.01 – Level III only)
25. Resident Weekly Schedule of Recovery Oriented Activities (Standard 27.02 – Level III only)
26. Staffing Plan (Standard 27.03 – Level III only)
27. Life Skills weekly schedule (Standard 28.01- Level III only)
28. Naloxone Accessibility and Training Documentation (Standard 31.13 and 31.14)
29. Emergency Contact Information Form (Standard 32.03)