

## Missouri Coalition of Recovery Support Providers

### Temporary Operating Procedure: MCRSP Recovery Housing Renewal Accreditation Process

**Effective: August 1, 2022**

**Purpose:** The purpose of this temporary operating procedure is to establish the process for a MCRSP accredited recovery housing organizations to renew their MCRSP-NARR accreditation(s).

MCRSP accredited recovery houses that wish to renew their accreditation must complete the following process, prior to expiration of their current accreditation time period:

The following documents need to be submitted:

- Completed application
- Assurances form completed and signed
- Legal Business entity documentation
- Commercial liability insurance document (preference is a Certificate of Liability Insurance with the property address shown as covered and MCRSP is shown as also insured or holder
- The MCRSP Accreditation and Compliance Agreement must be signed at each renewal.
- The MCRSP Code of Ethics must be signed by all staff members and significant volunteers at the time of renewal.
- The MCRSP Grievance Policy must be signed by the housing operator at the time of renewal.
- Self-assessment checklist (Documents submitted with the original application for accreditation that have not changed **do not** need to be resubmitted.)

#### **Please respond:**

1. Have any of the policies, procedures and operational aspects of this recovery house changed that are related to the standards? Yes or No
2. If there are changes, please describe what the changes are with the house since its original accreditation?

On-site Visit: The on-site visit will be a key component of a renewal. The on-site visit will include a full property inspection to ensure compliance with the standards; a review of resident files to ensure compliance with standards; and a conversation with house manager and, if possible, residents.

Fees:

- The application fee of \$200 is to be paid upon submission of the renewal application. The \$200 renewal fee (\$350 for non-MCRSP members) shall include the renewal of all of the organization's houses. All of the organization's houses located in the same geographic area will be renewed at the same time, even if they are not due for renewal for another year. This is to ensure that each organization will only have one renewal date every two years.
- The on-site inspection fee of \$299 (plus \$50 for each additional house and \$350 for second inspection day, if applicable) is to be paid prior to the renewal on-site visit.
- The renewal cost would then be:

Renewal Application Fee: \$200 for

MCRSP Members, \$350 for non-members.

Renewal On-site Fee: \$299

Total... \$499

Plus, \$50.00 for the inspection of each additional house, and \$350 if the inspection requires a second day.

MCRSP Board Approval: June 2, 2022