

Step 2: Regional housing representative notified by the MCRSP Housing Director of application approval

- a. Using a list of trained housing reviewers, the assigned MCRSP Housing Director will select a lead and co-reviewer (one in the area of the applicant residence and one from outside of the applicant's geographic area)
- b. Assigned MCRSP Provider Relations Coordinator provides completed and approved application packet to lead and co-peer reviewers
- c. In the alternative, the MCRSP Housing Director may serve as the lead reviewer on the review team. In addition, a second trained MCRSP staff member may serve as the second co-reviewer as well to make up the review team. It is preferred that the co-reviewer be a trained housing provider from the area where the inspection is taking place, but this is not necessary if it will result in a delay in completing timely reviews. In such cases, MCRSP staff may serve in both reviewer positions.

Step 3: Assigned MCRSP Housing Director will schedule the on-site visit date and time, working with the lead and co-reviewer, as well as the applicant contact person.

- a. Ensure the on-site fee has been paid.

- On-Site Fee: Current Fee:... ..\$299.00
- Fee for each additional house on same day: Current Fee\$50.00

Current Fee for Required Second Day on Initial On-site visit, Provisional Required Re-inspection or for subsequent request to review additional houses within two-year accreditation period as described in section #7:

- Second Day On-Site Fee: Current Fee:... ..\$350.00

- b. Complete review within 30 days of receipt of approved application packet
- c. Applicants for MCRSP accreditation will be allowed a reasonable and agreed upon time frame to address identified deficiencies and areas to improve following the on-site visit, not to exceed 6 months.

Step 4: Submit the completed Board Approval form, and the Accreditation and Recommendation Report to MCRSP Executive Director who will within 2 working days of receipt submit to the Board Chair and Housing Task Force Chair.

Step 5: Provisional accreditation status: A provisional accreditation status may be recommended and approved if the criteria outlined in the MCRSP Recovery Housing Provisional Accreditation Criteria are met (see Provisional Accreditation policy). The key criteria are:

- a. A recovery house fails to demonstrate full compliance with a standard(s) in an area that upon correction may require a period of time to demonstrate and ensure compliance with the standard(s) area.
- b. The plans, policies, house structure and physical environment, if fully implemented as proposed, would appear to demonstrate the ability to meet the full standards for accreditation, but the house has not yet received residents or been operational for a reasonable period of time

to demonstrate such compliance.

Step 6: MCRSP Board Chair and Housing Task Force Chair determines accreditation status of applicant within two weeks of receipt

Step 7: Notification and accreditation certificate signed by MCRSP Board Chair and Housing Task Force Chair and returned to MCRSP Administrative Assistant for distribution to agency or residence, if approved, or return of application with justification for denial to provider

Step 8: Upon being accredited by MCRSP, a recovery housing agency may submit an application to accredit a subsequent house(s) upon completing an updated application, self-assessment checklist, assurances form and payment of the on-site fee, plus the charge per additional house(s), if more than one has been submitted.

Original Effective Date: July 1, 2019

First Revision Effective: November 1, 2019

Second Revision Effective Date: October 2, 2020

Third Revision Effective Date: August 1, 2022