Missouri Coalition of Recovery Support Providers
Missouri's Recovery Lifeline

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MCRSP Recovery Residence Accreditation & Reaccreditation Procedure

Purpose:
The purpose of is to outline the requirements and procedures of the MCRSP recovery residence accreditation process, via National Alliance of Recovery Residences (NARR) guidelines. MCRSP is the sole designated NARR Accrediting entity for Missouri.

Eligibility:
A new recovery residence organization must be operational for at least three (3) months. This requirement can be waived for organizations with established accredited houses as outlined in the initial accreditation procedure.

Initial Accreditation Procedure:
Organizations completing the initial accreditation process will need to complete and submit the following documents:

• Provider Application	• Self-Assessment Check-List
• Mission Statement	• Vision Statement
• Legal Business Entity Documentation	• Certificate of Liability Insurance
• Written permission from property owner	• Non-Discriminatory Affidavit
• Housing Compliance Agreement	• Background Check on all staff
• Policy on Paid Work Agreements	• Policy for staff never involved in residents finance
• MCRSP Code of Ethics	• Assurances Form
• Resident informed of all Fees and Charges	• Resident informed of refund policy
• Policy and Practice on Payments from third party payers	• Collection of Resident Data
• Resident Rights	• Resident Notification on Abandoned Personal Property
• Confidentiality Policy and Procedure	• Grievance Policy and Procedure
• MCRSP Grievance Policy and Procedure with agency signature and dated.	• Written Responsibilities, Role Description, Guidelines, and/or Feedback for Residence Leaders.

• Culturally Responsive and Competent	• Job Descriptions or Contracts for Peer Staff and Leaders
• Provide Social Model-Oriented Supervision of Staff	• Alcohol and Illicit Drug Policy and Procedure
• List of Prohibited items and Procedure for Associated Searches by Staff	• Policy for Drug Screening and/or Toxicology Protocols
• Over-the-Counter and Prescribed Medication Policy and Procedure	• Policy to Encourage Residents responsible for own Health and Safety
• Policy regarding Smoke-Free Living Environment	• Policy Regarding Exposure to Bodily Fluids and Contagious Disease
• Naloxone Accessibility and Training Documentation	• Emergency Contact Information Form
• Documentation Promoting Meaningful Activities	• Personal Recovery Plan Documentation
• Written Criteria and Guidelines for Peer Leadership and Mentoring	• Resident Weekly Activities Schedule
• Good Neighbor Policy	• Courtesy Rules

Initial Accreditation Process:
An application must be completed and submitted via the MCRSP website portal (mcrsp.org). Upon receipt of the application, the MCRSP Housing Director will:

- Review the application.
- Provide notification of receipt of application and, if needed, request missing information, or need for clarification on application

A detailed review of the self-assessment checklist must be completed with the applicant contact. The purpose of this review is to ensure the applicant is prepared for the on-site visit.

Upon the application approval:

A. MCRSP will select a Lead Reviewer and a Co-Reviewer and schedule an onsite visit.
B. The review team will complete a review within 30 days of receipt of the application packet.

The reviewers will be an individual that is trained as a Peer Reviewer. In where a delay in completing a timely review may occur, MCRSP staff may serve in both reviewer positions.

Upon completion of the onsite, the applicant for MCRSP accreditation will be allowed up to Ninety (90) days to address identified deficiencies and areas to improve.

Upon completion of the initial application and the onsite visit processes, the MCRSP Housing Director will submit the completed Board Approval form and the Accreditation and Recommendation Report with a recommendation of accreditation or provisional accreditation (see below) to the MCRSP Board Chair and

Housing Task Force Chair. At that time, the MCRSP Board Chair and Housing Task Force Chair will determine the organization's accreditation status within two weeks of receipt.

Upon accreditation approval the organization will receive notification and an accreditation certificate signed by the MCRSP Board Chair and Housing Task Force Chair.

Provisional Accreditation:
Provisional accreditation status may be recommended and approved if the criteria outlined below are met. A MCRSP recovery residence provisional accreditation is temporary, and a conditional status based on one of the following conditions:

A. A recovery residence 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).
B. A recovery house that has not accepted residents but the plans, policies, house structure and physical environment, if fully implemented as proposed, would demonstrate the ability to meet the full standards for accreditation.

All provisional accreditations will have a follow-up on-site visit within six (6) months to determine if full compliance in the area(s) identified has been remedied and warrant full accreditation.

An onsite visit report will be prepared by MCRSP Reviewers and submitted to the MCRSP Board Chair, Housing Task Force Chair, and the MCRSP Executive Director. Based on the recommendation of this report, the MCRSP Board Chair and Housing Task Force Chair will make a final determination which may include the removal of the provisional status to full accreditation, or suspension, cancellation, or revocation of the accreditation.

The organization can appeal the decision from the MCRSP Board Chair and Housing Task Force Chair. The organization must outline their reasons for the appeal in writing to the MCRSP Executive Director within 14 days. The MCRSP Executive Director will present the appeal to the MCRSP Executive Committee of the Board. The MCRSP Executive Committee of the Board is final.

Renewal Accreditation Procedure:
MCRSP accredited recovery residences will renew their accreditation every two years by completing the following items, prior to the expiration date.

- 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 a 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. If any policies have changed since initial accreditation, those policies must be submitted.

Onsite Visit:
The onsite visit will be a key component of the initial application, provisional accreditation and renewal accreditation conducted by the MCRSP reviewers. The onsite visit will include a full property inspection and a review of resident files to ensure compliance with the NARR Standards.

The process for renewals is the same as the initial accreditation process as outlined above.

Vacant Accredited Houses:

MCRSP supports NARR'S Community Orientation for recovery housing to provide access to the broader recovery community for reciprocal and *sustained* support. The heart of all recovery residences is the Social Model, an operational framework that distinguishes these environments from other shared living spaces. This model emphasizes the importance of personal and collective responsibility for the safety and progressive health of oneself and others in the community. Strengths-based lived experience, peer leadership, participative governance, and community-based support networks are the foundational elements for *lasting and sustained recovery*. Encourage residents/clients to sustain relationships with professionals, recovery support service providers and allies. We value the assistance provided by the larger community and leverage all of their resources to achieve long-*term success*. Recovery support providers understand the responsibility to sustain transparency in operational and financial decisions.

Based on the above information, if a Recovery Housing Provider shuts down on the sole basis on lack of DMH funding, the accreditation for said recovery house will be suspended for six months. In order to be reaccredited, an onsite visit must be completed, and appropriate documentation must be submitted as well as board approval. A reaccreditation onsite fee will be accessed. A second incident will result in the provider losing their accreditation for all recovery residences. Providers are encouraged to allow self-pay by residents instead of relying on state funding for the house to maintain accreditation.

Accreditation Fee Structure:

Initial Application Fee

An initial non-refundable Application Fee will be assessed to an organization on all new residence applications and reaccreditations applications which is valid for one calendar year.

MCRSP Members	$400.00
NON-MCRSP Members	$700.00

Renewal Application Fee

A non-refundable Renewal Application Fee, this fee shall cover all renewals for up to one year.

MCRSP Members	$200.00
NON-MCRSP Members	$450.00

Onsite Visit Fee

Onsite fees are required for all onsite visits including new accreditation, provisional re-inspection, and renewal accreditation.

	MCRSP Members	NON-MCRSP Members
Onsite (one day)	$300.00	$325.00
Onsite (second day)	$400.00	$425.00
Onsite (any additional residences)	$100.00	$125.00