



Application Package for Regional Recovery Residence Provider Organizations

Revised January 2012

The mission of the National Association of Recovery Residences (NARR) is to create, evaluate and improve standards and measures of quality for all levels of recovery residences. NARR provides a forum for exchanging ideas to include developing uniformity of nomenclature for our field, problem solving and advocacy. We assist existing regional associations in their growth, and foster the development of recovery residence associations where none exist. NARR is the national resource for recovery residence providers seeking standards, protocols for ethical practice, training, and state of the art information pertaining to all levels of residential recovery operations.

National Association of Recovery Residences

5456 Peachtree Blvd., Suite 431

Atlanta, GA 30341

www.narronline.com



Criteria for Affiliation: Recovery Residence Provider Organizations

Purpose of these affiliation criteria

The proposed criteria listed below address the requirement that affiliates be effective organizations, with defined membership and administrative policies, and are able to implement and enforce NARR standards with integrity. This document package contains NARR's affiliate criteria, the affiliate application, a description of the levels of service which define residences under the NARR standard, and finally a fee exhibit and worksheet.

Regional recovery residence provider organizations wishing to become NARR affiliates are expected to meet these criteria:

1. Organizational structure

- 1.1. The affiliate must have a defined membership, including a minimum number of two recovery residence providers.
- 1.2. The affiliate must have a formal organizational and leadership structure.
- 1.3. The affiliate must have and effectively administer a formal process for membership applications and renewals. Membership renewal reviews should be conducted at least biannually.
- 1.4. The affiliate must conduct regular officer or leadership meetings, and regular membership meetings. Leadership and membership meetings must take place quarterly at a minimum.
- 1.5. The affiliate must be a nonprofit organization or unincorporated association.

2. Existing affiliate standards for provider members and related processes

- 2.1. The affiliate must maintain a set of existing standards for its provider members. NARR reserves the right to review these standards as part of the application process, but will not require the degree of specificity embodied in our own standard for recovery residences.
- 2.2. The affiliate's existing standards must include a code of ethics or provisions in its standards which are equivalent to a code of ethics.
- 2.3. The affiliate must have and effectively administer a defined process for ensuring adherence to its standards.
- 2.4. The affiliate has an established and publicized process for resolving disputes and complaints from residents, former residents and from the general public. It must require members to notify it about deaths, serious injuries, abuse, serious misconduct or neglect at member residences. It must require its members which are licensed, registered or otherwise regulated by a governmental or officially recognized regulatory authority to report any disciplinary or equivalent actions taken against them.

- 2.5. Upon adoption of NARR standards for recovery residences, affiliated provider organizations will be expected to adopt these standards for their own members. NARR will develop a process by which affiliates may seek deviations and waivers from published NARR standards. An exception will not be required if the standard exceeds the NARR standard.
- 2.6. The affiliate must require of its members that it be notified in the event of material changes in ownership or management of member organizations.
- 2.7. The affiliate must be clear in its communication with the public that its members are independent organizations and that the affiliate does not manage the operations of its members or of their residences.

3. Records management

- 3.1. The affiliate must maintain adequate records of membership and standards compliance.
- 3.2. The affiliate must maintain clear, accurate and complete financial records and make them available to members upon request.

4. Contribution to NARR's vision and mission

- 4.1. The affiliate must be able to participate in NARR activities and initiatives, even though the extent of that participation will depend on the resources available to the affiliate to engage in such participation.
- 4.2. The affiliate must be willing and able to participate in NARR-sanctioned data collection and research efforts.
- 4.3. The affiliate agrees to financially support NARR through payment of affiliate fees. A fee schedule for residences eligible for NARR affiliation is attached as Exhibit 1.

Initial and renewal applications

Applicants should be prepared to submit two letters of support from organizations in its service area with which they have active organizational relationships.

Affiliation is valid for one year from the date of acceptance by the NARR Executive Committee. Renewal applications must be submitted annually in advance of the anniversary date of the affiliate relationship.

In addition to the criteria listed above, applicants are expected to provide information on the following (space for this information is provided in the application):

- Accomplishments during the preceding 12 months,
- Plans for activities and projects in the coming 12 months,
- Membership census information including:
 - Number of providers
 - Number of residences at each level of support defined in the residential standards

- Residential capacity by level of support

Terms and conditions

Affiliates agree to cooperate with NARR in efforts to resolve complaints received by NARR about the affiliate or about its individual members.

The affiliate relationship is severable by either party with a 30 day notice period. Affiliates may appeal NARR disaffiliation decisions to the Membership Committee.

Amendment of these criteria

These criteria apply to founding and initial applicants for affiliation. NARR may amend these criteria periodically according to a process similar to that adopted for amending its standard for recovery residences.

Submitting applications

Please complete the entire application form electronically and submit the form via email if at all possible. If submitting by email, please send a signed copy of the last page of the application either as a scanned document via email or by postal mail to the address below.

Applications should be sent to info@narronline.com. Please send checks and any hard copy applications to:

National Association of Recovery Residences
5456 Peachtree Blvd., Suite 431
Atlanta, GA 30341

The Executive Committee will review applications and notify applicants of its affiliation decisions as soon as possible after all information has been reviewed.

Recovery residences not affiliated with a local or regional provider organization

The affiliation criteria listed above, and this application form, apply ***only to regional and local provider organizations***, not to individual providers. Individual providers eligible for membership in a NARR-affiliated regional provider organization are encouraged to affiliate with such an organization. Membership in an affiliated regional organization will confer all the benefits of NARR affiliation.

Unaffiliated providers in areas not served by regional provider organizations are strongly encouraged to work with other quality providers to form qualifying regional provider organizations. NARR is available to assist in that process.

Individual providers unable to join an affiliated provider organization for geographic or other reasons will be able to obtain individual NARR affiliate status provided they meet criteria we will develop for that purpose.

Exhibit 1: Annual affiliate fees

This table applies to recovery provider associations requesting NARR affiliation according to the criteria described above.

Annual Fees for Recovery Residence Provider Associations

Annual association application fee \$ 150.00

Plus these amounts per unit of capacity

Per Level 1 bed \$ 0.50

Per Level 2 bed \$ 0.70

Per Level 3 bed \$ 1.00

Per Level 4 bed \$ 1.50

Until October 2012, first year affiliate fees will be capped at a maximum 1000 beds per association.

The total annual fee is the sum of the application fee and the capacity-based charge. Half of the annual fee is due upon application, with the balance due within 90 days of acceptance.

The capacity-based portion of the affiliate fee applies only to those association residences which are eligible for NARR affiliation. We understand that associations and providers may also support or operate residences which are not recovery residences as defined by our standards. Those unrelated residences need not be included in calculating the NARR affiliation fee.

Please contact NARR to discuss fee issues which may uniquely affect your association. We do not wish to deny affiliation to any quality organization if the only obstacle is an inability to meet the financial obligations outlined above.



Application for NARR Affiliation For regional associations of recovery residences

If you need more space for answers to application questions, please feel free to use a separate sheet. Application forms may be emailed to info@narronline.com. Application material sent by postal or express mail should be addressed to:

National Association of Recovery Residences
5456 Peachtree Boulevard, Suite 431
Atlanta, GA 30341

Section 1: Organizational Information

Name of organization:

Organization type:

State of organization or incorporation:

Year founded:

Service area:

Contact information:

- Principal business address:
- Mailing address (if different):
- Principal contact person, title:
- Contact phone:
- Contact email address:

Website address:

Provider organizations, residents and resident capacity

- Number of recovery residence provider organization members:
- Approximate total number of recovery residences operated by members:
- Approximate residences and capacity by level of service (see Attachment 1 for a description of levels of support):

Level of support	Residences	Capacity (beds)
Level 1		
Level 2		
Level 3		
Level 4		

- Approximate total resident capacity:

Number of association employees:

Approximate association expenditures, latest fiscal year:

Does this organization operate any recovery residence(s) or behavioral health program(s) in its own name?

If yes, please describe:

Please describe this organization's significant accomplishments during the past 12 months:

What are this organization's major planned activities and projects for the next 12 months?

Section 2: Organization management and governance

Describe this organization's governance and leadership structure:

Describe members' role in the organization's governance (election of officers, participation on committees, participation at meetings, rights to introduce and to vote on member initiatives, etc.):

Frequency of membership meetings:

Section 3: Standards, codes of ethics, dispute resolution

Does this organization maintain formal standards for the operation of recovery residences?

Does this organization maintain a code of ethics to which all members subscribe, or does it have equivalent ethics provisions in its existing standards?

Does this organization intend to adopt the NARR standards when approved by the NARR board?

Do formal processes exist for membership application and renewal?

Is provider/member status reviewed at least biannually?

Does this organization have a defined process for resolving complaints from residents and the public about member residences? If yes, briefly describe:

Section 4: Membership and financial records

How are membership records maintained?

Describe your financial record keeping and reporting practices:

How is financial information disseminated to the membership?

Do members have the right to inspect your organization's financial records?

Section 5: Support for NARR activities and mission

Is this organization willing to participate in NARR activities and programs?

Is this organization willing and able to support NARR-sponsored research initiatives?

Is this organization willing and able to contribute financially to the operation of NARR by payment of applicable annual affiliate fees?

Does this organization intend to conform to affiliate requirements which are enacted by NARR for adoption by its affiliates?

Does this organization agree to cooperate with NARR in efforts to resolve complaints received by NARR about the affiliate or about its individual members?

Section 6: Affiliate fees

Total annual affiliate fees (from Attachment 2 worksheet):

Fee payment included with this application:

(At least half of the annual fee is due upon application. The balance is due 90 days from date of application approval.)

Certification

I certify that this application is supported by the applicant organization named above, and that it has delegated to me the authority to submit this application on its behalf.

Signature

Name:

Title:

Date:



Attachment 1

RECOVERY RESIDENCE LEVELS OF SUPPORT

		LEVEL I	LEVEL II	LEVEL III	LEVEL IV
		Peer-Run	Monitored	Supervised	Service Provider
STANDARDS CRITERIA	ADMINISTRATION	<ul style="list-style-type: none"> • Democratically run • Manual or P&P 	<ul style="list-style-type: none"> • House manager or senior resident • Policy and Procedures 	<ul style="list-style-type: none"> • Organizational hierarchy • Administrative oversight for service providers • Policy and Procedures • Licensing varies from state to state 	<ul style="list-style-type: none"> • Overseen organizational hierarchy • Clinical and administrative supervision • Policy and Procedures • Licensing varies from state to state
	SERVICES	<ul style="list-style-type: none"> • Drug Screening • House meetings • Self help meetings encouraged 	<ul style="list-style-type: none"> • House rules provide structure • Peer run groups • Drug Screening • House meetings • Involvement in self help and/or treatment services 	<ul style="list-style-type: none"> • Life skill development emphasis • Clinical services utilized in outside community • Service hours provided in house 	<ul style="list-style-type: none"> • Clinical services and programming are provided in house • Life skill development
	RESIDENCE	<ul style="list-style-type: none"> • Generally single family residences 	<ul style="list-style-type: none"> • Primarily single family residences • Possibly apartments or other dwelling types 	<ul style="list-style-type: none"> • Varies – all types of residential settings 	<ul style="list-style-type: none"> • All types – often a step down phase within care continuum of a treatment center • May be a more institutional in environment
	STAFF	<ul style="list-style-type: none"> • No paid positions within the residence • Perhaps an overseeing officer 	<ul style="list-style-type: none"> • At least 1 compensated position 	<ul style="list-style-type: none"> • Facility manager • Certified staff or case managers 	<ul style="list-style-type: none"> • Credentialed staff



Attachment 2: Fee calculation for your organization

Affiliate fees for recovery residence provider associations are based on residential capacity provided by your members at each level of service. For a description of service levels please see Attachment 1. NARR established this fee approach to ensure an equitable distribution of financial support across organizations of different sizes, average resident capacities and service levels.

Please note that, until October 2012, fees for new affiliates are capped at a capacity of 1000 beds.

This table will help you calculate the affiliate fee for your organization based on your membership capacity in each level of service. Enter the total member capacity for each service level in column (a). If you're completing this form on your computer, the calculations should be done automatically in the form. The total fee is the sum of the \$150 application fee and the capacity-based charge based on your organization's capacity and service level characteristics.

Fee estimation table

Line		
1	Annual application fee	\$ 150.00
Association capacity by level of recovery support		
	(a)	(b)
	(c)	
	Total capacity (beds)	Total for level (beds x per-bed fee)
2	Level 1	\$ 0.50
3	Level 2	\$ 0.70
4	Level 3	\$ 1.00
5	Level 4	\$ 1.50
6	Total capacity-based charge (sum of lines 2 - 5)	
7	Total affiliate fee (line 1 + line 6)	

Copy the total in line 7 to the total affiliate fee line in Section 6 of the application above. At least half of this amount is due upon application, and the remainder is due within 90 days.

If you have any questions about this worksheet, please email NARR at info@narronline.com.