

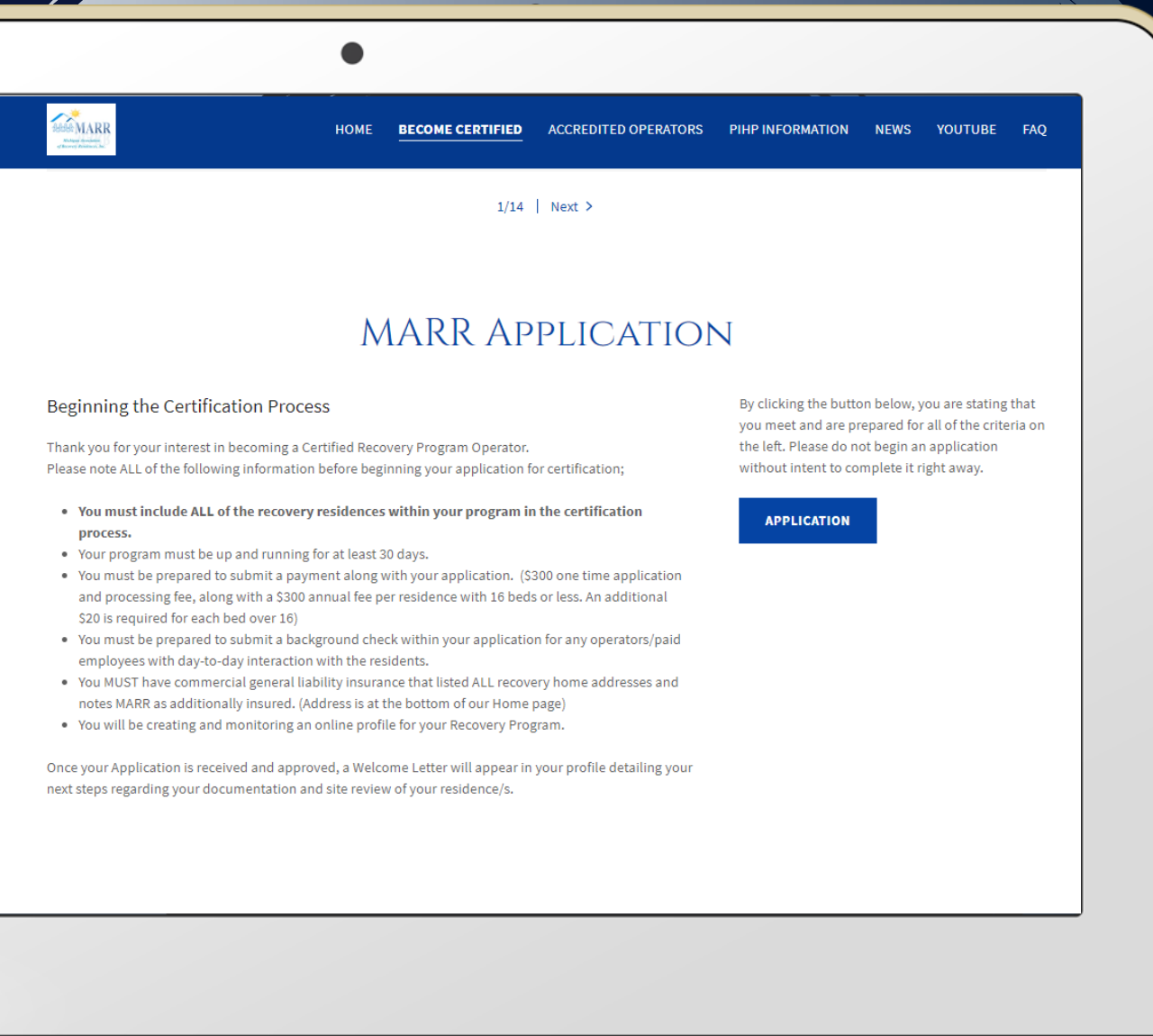
CERTIFICATION BREAKDOWN

STEP-BY-STEP GUIDELINES TO MASTERING
CERTIFY AND COMPLETING THE
CERTIFICATION PROCESS

07/14/2021

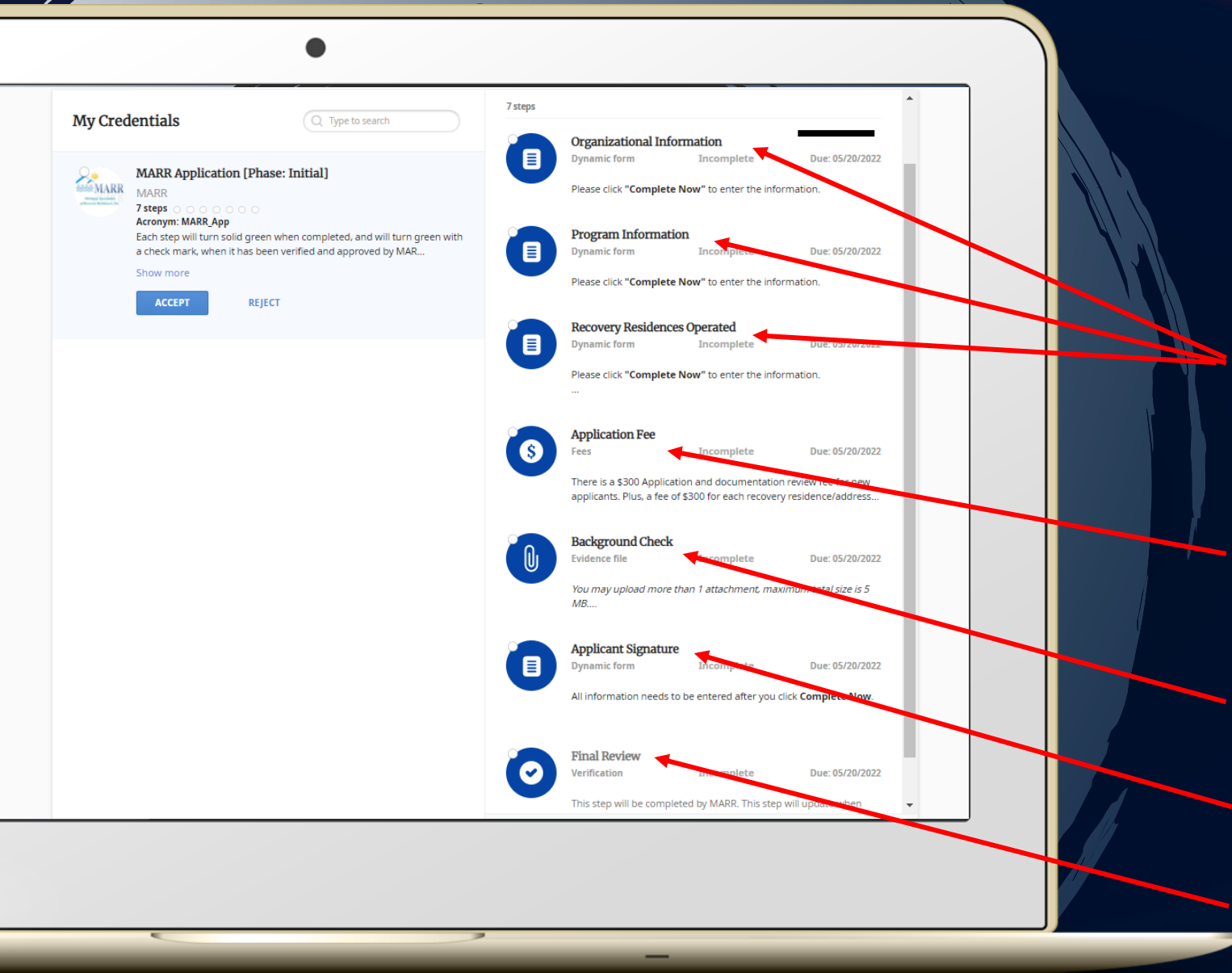


Starting Your Application



- Refer to our website michiganarr.com
- Click on the ‘Become Certified’ tab
- Requirements before beginning your application:
 1. Program must be up and running for at least 30 days.
 2. Application fee of \$300 along is due along with \$300 per residence with 16 beds or less and \$20 for each additional bed for residences with over 16.
 3. It is required that you certify all residence locations within your program.
 4. You must complete a background check to submit with your application. ICHAT is easy to use and costs \$10 per person.

Completing Your Application



- There are 6 sections required for your application to be approved.
- ‘Organizational Info’, ‘Program Info’, and ‘Recovery Residences Operated’ gives us a detailed overview of your program and the homes to be certified.
- Your application fee can be a check or money order by mail, but an online payment with your credit or debit card is preferred.
- Background checks must include everyone who has day to day interaction with your residents.
- A written signature is required as the final step to application submission.
- The Final Review step will turn green when your application is approved.

Application Fees

Application Fee
Incomplete Fees 05/20/2022

There is a \$300 Application and documentation review fee for new applicants. Plus, a fee of \$300 for each recovery residence/address having 16 beds or less. *For each bed over 16 an additional fee of \$20 per bed will be charged.

- (Example: A 20 bed home/address fee would be \$380. (\$300 + \$20 per bed over 16 beds = \$380.))
- If payment has already been made, please click "Upload Evidence of Payment" to upload proof.
- If you plan on sending payment such as check or money order, please click "3rd Party Payment", once payment is received the step will be approved.

Fees \$300.00

Description	Price	Quantity	Subtotal
Enter Quantity of Recovery Residences	\$300.00	1	\$0.00
Total:			\$0.00

For each bed over 16, an additional fee of \$20 per bed will be charged.

Description	Price	Quantity	Subtotal
Example: For a Recovery Residence with 20 beds, you would enter (Quantity = 4), For 2 Recovery Residences with 20 beds each, you would enter (Quantity = 8)	\$20.00	0	\$0.00
Total:			\$0.00

Grand total: \$300.00

CLOSE 3RD PARTY PAYMENT UPLOAD EVIDENCE OF PAYMENT **PAY FEE**

- Entering the total number of residences to be certified in the 'quantity' box, will automatically calculate what you owe.
- Residences with over 16 beds, each bed over 16 will be calculated in the following quantity box.
- Those who submit a check or money order by mail must click 'upload evidence of payment' to provide proof of payment.
- Those who pay online can simply click 'pay fee' and enter their card information.
- All steps including payment must be completed before your application is approved.

Welcome Letter & NARR Standards Checklist



Welcome

Thank you for applying for MARR certification!

Now that you have submitted your application and payment you are ready to move forward in the certification process. Your next steps will be to attach and submit documentation that aligns with the NARR Standards for your level of housing. The form can be completed at your leisure as it automatically saves to your profile as you go along, but keep in mind that you only have 90 days to complete this process and will not be able to move forward with certification until this section is complete.

You will receive reminders about submission at 60 days, 30 days and a few days before your documentation is due. If you do not submit all documentation within this timeframe, your Application will be removed, and you will need to start over. Once your form is complete, it will be reviewed by our staff. Documents that are not approved will turn red with an explanation available for review, and documents that are approved will turn green with a checkmark. Once your documentation is completely approved, an inspector will be in touch to schedule your site review.

If at any time you have questions or need any assistance, please do not hesitate to reach out. We are here to make this process as simple as we can.

We are looking forward to getting you certified!

Kind Regards,
Kayla Hull

NARR Standard 3.0

Introduction

NARR was founded in 2011 by a group of organizations and individuals with vast experience in recovery housing from across the country. From the beginning, NARR has been committed to developing and maintaining a national standard for all levels of recovery housing. The term “recovery residence” denotes safe and healthy residential environments in which skills vital for sustaining recovery are learned and practiced in a home-like setting, based on Social Model principles. The Social Model is fundamental to all levels of recovery residences. Social Model philosophy promotes norms that reinforce healthy living skills and associated values, attitudes, and connection with self and community for sustaining recovery. NARR Standard 3.0 operationalizes the Social Model across four Domains, 10 Principles, 31 Standards and their individual rules. The Standard is tailored to each of NARR’s four levels. Version 3 of the NARR Standard does not introduce any operational rules that are not already included in Version 2. Rather, it restates them in a more logical way that improves clarity and eliminates some redundant language.

Outline of the Standard

Domain 1 Administrative Operations

Principle A. Operate with integrity: Standards 1-4

Principle B. Uphold residents’ rights: Standards 5 and 6

Principle C. Create a culture of empowerment where residents engage in governance and leadership: Standards 7 and 8

Principle D. Develop staff abilities to apply the Social Model: Standards 9-13

Domain 2 Physical Environment

Principle E. Provide a home-like environment: Standards 14 and 15

Principle F. Promote a safe and healthy environment: Standards 16-19

Domain 3 Recovery Support

Principle G. Facilitate active recovery and recovery community engagement: Standards 20-25

Principle H. Model prosocial behaviors and relationship enhancement skills: Standard 26

Principle I. Cultivate the resident’s sense of belonging and responsibility for community: Standards 27-29

Domain 4 Good Neighbor

Principle J. Be a good neighbor: Standards 30 and 31

Submitting Documentation

The screenshot shows a user interface for a MARR application. A modal dialog box titled "Step was rejected" is open, displaying the following text:

Comments:

This document must list MARR as additional insured and list all of your recovery residence addresses

MARR must be listed as additional insured. Our name and address needs to be listed in the certificate holder section of this document. 370 Country Club Rd Suite 20 Holland, MI 49423

A "CLOSE" button is visible at the bottom right of the dialog.

In the background, a list of evidence files is shown:

- (A) Core Principle: Operate with Integrity 1a)1b) - Completed - Due: 03/06/2021
- (A) Core Principle: Operate with Integrity 2a) - Completed - Due: 03/06/2021
- (A) Core Principle: Operate with Integrity 2b) - Incomplete - Due: 03/06/2021 - REJECTED BY VERIFIER - You may upload more than 1 attachment, maximum total size is 5 MB...
- (A) Core Principle: Operate with Integrity 2c) - Completed - Due: 03/06/2021
- (A) Core Principle: Operate with Integrity 2d) - Completed - Due: 03/06/2021

- To review why a document was not approved, click the red 'Rejected by Viewer' icon.
- A note will appear detailing what needs to be addressed.
- You may then resubmit the appropriate document.
- If your document is not approved once again, an additional note with more detailed direction will appear under the previous comment.

- Once your documentation has been completely approved, an inspector will be in touch to schedule a site review of your recovery residences (RR).
- You will be given 2 available dates and times to choose from.
- Your site review will cover Section 2 of your NARR Standards Checklist.
- Once your site review is completed it will be considered one of the following;



- **Approved-** RR meets all the NARR standards, no health or safety violations, no corrections need to be made.
- **Conditionally Approved-** RR met majority of the NARR standards, there are some corrections that need to be made, 30 days are allotted to correct and submit evidence of corrections.
- **Not Approved-** RR met some of the standards, too many health/safety concerns, 30 days to correct, and a revisit is required. \$100 is due for every location that needs to be revisited.

Site Reviews

Site Review Cont.

The screenshot shows a web application interface with three main sections:

- Site Review Corrections 2020**:
 - Site Review Proof of Corrections**: A section for uploading proof of corrections. It includes a file upload area with a cloud icon and the text "Drop files to attach, or [Browse](#)".
 - Operator Notes on Corrections**: A section for adding operator notes. It currently shows "No data".
- Certification Completion 2020**:
 - Certificates**: A section for uploading certificates. It includes a file upload area and a list of uploaded certificates. One certificate is listed: "BMFL Certs.pdf" (17.6 MB, 09/10/2020 03:02 PM) with a "Delete" link.
 - Certification Letter**: A section for uploading a certification letter. It includes a file upload area and a list of uploaded letters. One letter is listed: "8.31.20 BMFL Certification Letter.pdf" (147.7 KB, 08/31/2020 04:32 PM) with a "Delete" link.
- 1. Recovery Residence**:
 - 1. Recovery Residence Priority Population**: A dropdown menu currently showing "Men".
 - 1. Recovery Residence Name**: A text input field currently showing "Serenity Shores".

- If your site review was conditionally approved, you may submit evidence of any corrections on your profile or directly to your inspector via email.
- Once your corrections are reviewed and approved, you will be emailed copies of your certificates and certification letter.
- Both will be available on your profile.

Certification Renewal

The screenshot shows the Certemy user interface for Kayla Hull, logged in as Professional. The navigation bar includes 'My Credentials', 'Digital Wallet', and 'Transcripts'. The main content area displays a list of credentials on the left and a detailed view of the 'MARR Level 4 [Phase: Renewal]' credential on the right. The detailed view shows a progress bar with 8 steps, a notification about switching from an old version, and four incomplete sections: Organizational Information, Program Information, Recovery Residences Operated, and Insurance, each with a 'Due: 09/16/2021' date.

- Once you complete your certification process, the process for renewal will automatically appear in your Certemy account upon login.
- Certifications are renewed annually.
- Please note that the renewal process DOES NOT need to be completed until you approach your renewal date.
- Emails will automatically generate about renewal once your renewal date approaches
- **In the meantime, we ask that you keep your profile as up to date as possible with your program information such as vacancies, contact information, the opening and closing of any RR etc. Some PIHP's will require prompt postings of vacancies within your RR.**

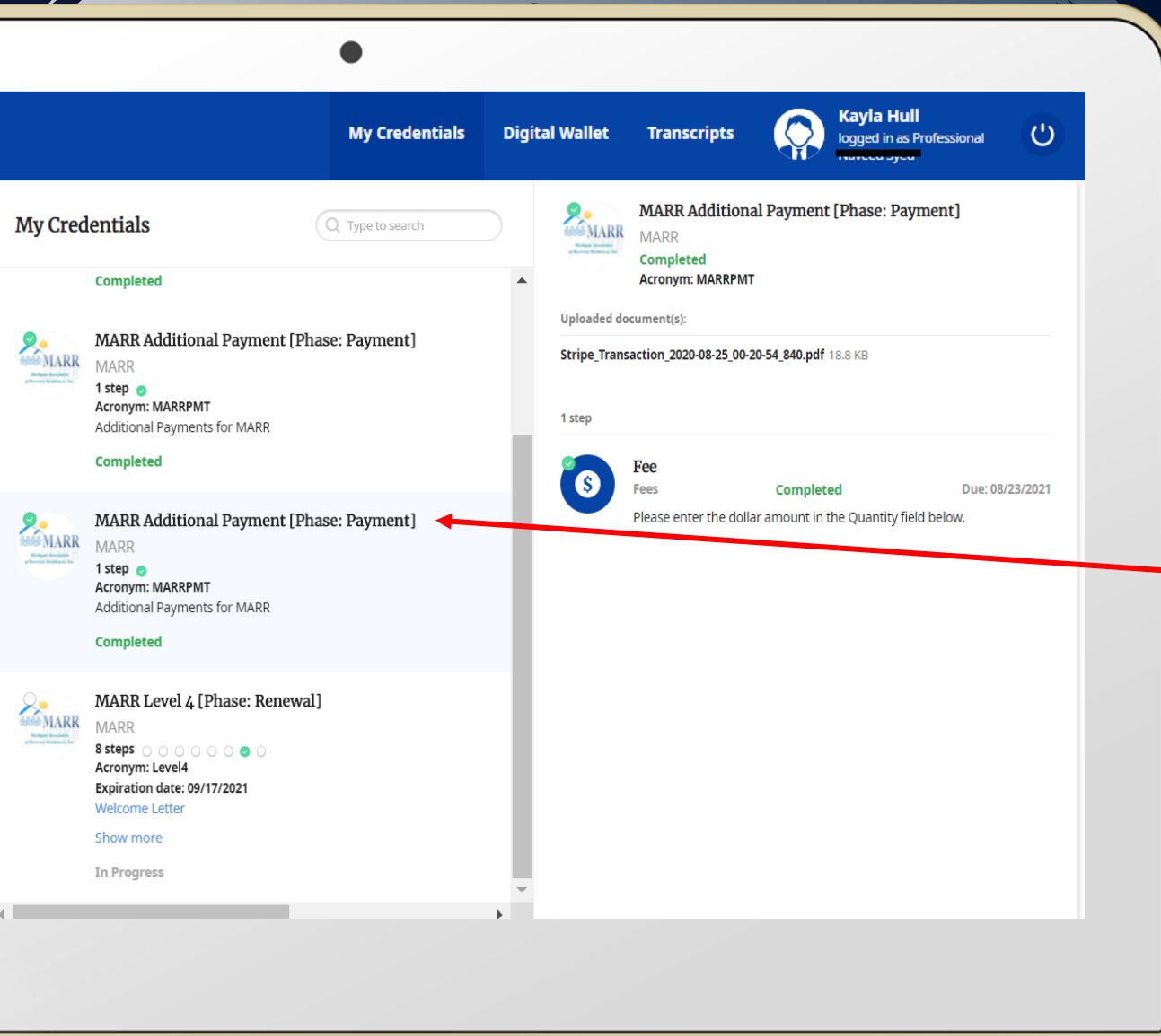
The screenshot shows the top navigation bar with 'My Credentials', 'Digital Wallet', and 'Transcripts'. The user's name 'Kayla Hull' and title 'Professional at MARR' are displayed in the top right. A dropdown menu is open, showing the user's profile picture, name, title, and email 'khull@micharr.com'. A link for 'Profile details' is visible. Below the dropdown, there is a notification: 'Erich Kaiser from MARR has accepted this credential'.

The screenshot shows the main profile page. On the left, there is a profile card for 'Kayla Hull' with her photo, name, and contact information (MARR, khull@micharr.com). Below the card is a navigation menu with 'Personal Information', 'Profile Fields', and 'Email Notifications Settings'. The 'Profile Fields' section is active, displaying a table of organizational information.

Organizational Information	
Name of Organization Michigan Association of Recovery Residences	Legal Name of Organization No data
Doing Business As/Assumed Name No data	Organization Type No data
State of Incorporation or Organization No data	Year Founded No data
Service Location (County) No data	\$ Per Site No data
Status No data	Internal Notes No data

Accessing Your Main Profile

- To access your main profile, upon login click your name in the top righthand corner of your Certemy profile
- Click 'Profile Details'
- Click 'Profile Fields'
- From there you can edit/update all program information and access all documentation such as your certificates and certification letter



My Credentials

Digital Wallet

Transcripts



Kayla Hull

logged in as Professional



My Credentials

Type to search

Completed

MARR Additional Payment [Phase: Payment]

MARR

1 step

Acronym: MARRPMT

Additional Payments for MARR

Completed

MARR Additional Payment [Phase: Payment]

MARR

1 step

Acronym: MARRPMT

Additional Payments for MARR

Completed

MARR Level 4 [Phase: Renewal]

MARR

8 steps

Acronym: Level4

Expiration date: 09/17/2021

[Welcome Letter](#)

[Show more](#)

In Progress



MARR Additional Payment [Phase: Payment]

MARR

Completed

Acronym: MARRPMT

Uploaded document(s):

Stripe_Transaction_2020-08-25_00-20-54_840.pdf 18.8 KB

1 step



Fee

Fees

Completed

Due: 08/23/2021

Please enter the dollar amount in the Quantity field below.

Additional Fees


- Whenever an additional payment outside of your renewal fee is due, such as with the opening of a new RR, it will appear here.
- Online payments are preferred but check or money order by mail is welcome.

Certification Completion

- All NARR standards documentation/renewal information is submitted and approved.
- Site review: Passed
- Certificate and certification letter will be available on your Certemy profile.
- Original certificate is mailed to you.



QUESTIONS COMMENTS CONCERNS

Kayla Hull 

616.312.2100 

khull@micharr.com 

www.michiganarr.com 

