



Tennessee Alliance of Recovery Residences

Action Steps to Become Certified

The certification process is detailed. The application, check list, other related material on the TN-ARR website. www.tnarr.org

To mail with a cover letter and pertinent information, please send them to the below address:

TENNESSEE ALLIANCE OF RECOVERY RESIDENCES
PO Box 120114
Nashville, TN 37212

Steps Procedures

1. Submit Applications and Payment

Submit the application by email to tnarrtennessee@gmail.com or by mail to the address above. Please send \$125 dollars per application

Recovery Residence Provider – (one per provider) The online application captures general policies and procedures across the entire organization, whether the provider has one recovery home or operates multiple homes across multiple levels of support.

2. When the application is submitted what will happen?

When the application is submitted you will be contacted by phone or e-mail. Requests will be made for all documentation that impacts the client for peer-team review.

This paperwork needs to include the following documentation:

admission, guidelines, exit, and a medication and drug policy.

Please be sure the language fits with the social model.

Your paperwork will be reviewed by a team of peers. Trained in the NARR standards and Ethics.

You will be notified of suggestions the team recommends if needed. In many cases you will have another provider that has completed certification as a mentor.

Follow-up emails or phone calls may be needed to get clarification on specific information.

Once the review process has been completed, TN-ARR will email the provider with the results, including any standard deficits, concerns or recommendations as well as the level of support determination.

The sooner papers get resubmitted the sooner we can prepare for the next steps.

Do not hesitate to reach out for support

3. Checklist and Paperwork Completion

When check list and in- house documentation is approved by the team the physical accessors will be contacted.

The accessors will contact the applicant and schedule a time to visit.

Physical assessments are conducted by trained TN-ARR peers designated by TN-ARR to conduct the on-site assessments.

Please remember our accessors are not State or Codes trained. They are peers and willing to help.

Scheduling an assessment will be based on availability and minimizing cost.

Please do not ask the physical accessors to come out. They are working on a team and have specific tasks.

4. Onsite Visit

Please be sure you and the accessor have signed the form at the time of the visit.

During the visit any deficits, concerns and recommendations will be discussed, and solutions presented.

When completed and approved a copy of the form will be put in your folder. Follow up needs will be discussed by the team with the applicant.

5. Invoice and Payment

When the previous steps are completed. You will be notified that you have been approved to be certified.

An invoice will be sent to you by the Treasurer.

A certification will be presented or emailed to the provider and they will be listed on TN-ARR website and the NARR website

6. How much certification cost?

Certification is based on bed capacity.

Current price range:

Recovery Residence with 1-8 beds	\$200 per year
Recovery Residence with 9-20 beds	\$275 per year
Recovery Residence with 21-30 beds	\$325 per year
Recovery Residence with 31-40 beds	\$475 per year
Recovery Residence with 41-50 beds	\$525 per year
Recovery Residence with 60 + beds	\$800 per year

This base price includes: \$125.00 application
Reviewing a Section 1 application (one per provider)
Review of check list- requirements
Review of client documentation- standards and ethics
Physical Assessment- onsite visit
Certification and frameable certificate provided

Potential added cost: If you have not completed the paperwork and passed the Standards and on-site assessment within 6 months you will need to resubmit an application and a \$125.00-dollar fee.

Pending Classification- If you receive a pending classification on your site assessment you will be given ninety (90) days to complete the Assessor's suggestions. In most cases, a photograph is acceptable. If it is necessary for an Assessor to revisit your site, you will be charged under the current State and Federal Guidelines travel time, mileage and per diem rates.

Not Passed/Failed Classification-If you are given a Not Passed and or Fail classification on your site assessment, it will be one (1) year before you become eligible to submit a new Application with current fees.

If you are located more than one hundred (100) miles from the Assessor's place of origin, travel time, mileage and per dem rates will be billed at current State and Federal Guidelines.

TN-ARR's long range goal is to have assessors Statewide.

NOTE: Certification is all or none. A provider must certify all eligible recovery residences, meaning a provider cannot certify a "flagship" property while operating their remaining recovery homes below the national standard. If a provider operates other types of properties, such as Treatment or IOP the "all or none" rule does not apply to the houses that are not recovery residences. If a provider operates an intensive residential treatment

program, the licensed treatment center would not have to be certified as a recovery residence if it does not advertise itself.

7. Annual Recertification

All providers must recertify annually. TN-ARR will send out a reminder prior to recertification being due.