

GARR New Member Certification Application

The Georgia Association of Recovery Residences (GARR) is an Affiliate of the National Alliance for Recovery Residences (NARR).

NARR's mission is to support persons in recovery from addiction by improving their access to quality recovery residences through standards, support services, placement, education, research and advocacy.

NARR develops and promotes recovery residence standards and a code of ethics. Additionally NARR provides educational conferences and advocates for recovery residences on national and state levels.

NARR implements its mission on the state level through Affiliates that are independent recovery residence provider organizations who partner with NARR to implement and sustain adherence to the NARR Standard. NARR recognizes only one Affiliate in each state.

As the NARR Affiliate in Georgia, GARR has adopted the NARR Standards and Code of Ethics. Additionally, GARR has an approved addendum to the NARR Standards.

Membership and certification is voluntary and open to all recovery residences that subscribe to GARR's mission, vision, goals, ethics and standards and who meet all membership requirements included in this agreement.

GARR does not refer clients to programs - Utilizing the resources of member meetings, social media feeds, networking, having a profile on the GARR website and remaining in good standing and on the member list allows for visibility to those seeking services but GARR does not suggest or funnel clients to any programs. We are not a marketing company, we are a standards, ethics and best practices membership organization that provides training and resources to help our members stay on the cutting edge of services and professional development.

Please read the requirements and agreements carefully. You are attesting to and are accountable for the adherence to the requirements outlined in this document.

Program Membership Requirements

1. A fully completed application/certification fee is submitted to begin the membership and certification process. Please see attached Fee Schedule to determine fees specific to your program. Before certification and each recertification, the recovery residence must meet or

exceed ALL requirements of the GARR Standards for the designated NARR Level of Service.

- a. The application fee covers the review of documentation and the physical inspection of the residence as well as limited technical assistance. If there is more than one location and requires travel in excess of 15 miles, there will be an additional \$100 per location fee assessed. Certification/application fees are not the same as Member Dues which are payable at the beginning of each calendar year.
- 2. At certification and at each recertification, each owner-operator or designated facility director must submit
 - a. "Recovery Residence Director Statement" that attests to the following:
 - i. I am fully responsible for implementing the facilities policies and procedures and maintaining compliance with the GARR certification.
 - ii. I am fully responsible for upholding, promoting and ensuring compliance with the NARR Code of Ethics, both in letter and in spirit.
 - iii. I commit to adhering to the NARR principles of 1) Operate with Integrity, 2) Uphold Residents' Rights, 3) Be Recovery Oriented, 4) Use Peers to Staff and Govern, 5) Create a Healthy Recovery Environment, 6) Provide a Home-like Experience, 7) Inspire Purpose, 8) Cultivate Community, 9) Provide a Home-like Space, 10) Promote Health and Safety, 11) Be a Good Neighbor.
 - iv. As a GARR certified recovery residence, I commit to be **Ethical**, **Informed**, **Transparent** and **Passionate**.
- 3. Annually, before January 31st, each owner-operator or designated facility director must submit:
 - a. A GARR Drug Screen policy disclosure statement.
 - b. A GARR Dual Relationship disclosure statement.
 - c. A GARR MAT policy statement.
 - d. A GARR Program Member and Certification Agreement (this document).
 - e. An updated GARR Program Outcomes Form
 - f. Current CPR & First Aid Training Certification
 - g. Narcan On Site Confirmed & Training Video Confirmation For Staff members
 - h. Operator Recovery Affirmation Statement
- 4. Each owner-operator or designated facility director must obtain a minimum of 12 GARR CEUs per year. Other employees are welcome and encouraged to participate as well.
- 5. For new programs seeking certification, please refer to pages 13, 14 & 15 of this document for full explanation of precertification requirements, first year requirements and application fees and first year certification fees. Narcan training, First Aid and CPR training are required and verification submitted before site visit will be scheduled. If you are already CPR/First Aid trained and/or certified, please submit verification with your Member Agreement. The safety education hours may be obtained through any accredited provider.
- 6. Operators in recovery must have a minimum of 3 years in recovery from Substance Use Disorder and be active in their recovering community to be eligible for certification. Research suggests that individuals who reach this milestone have a greater probability of maintaining long term abstinence.
- 7. If Operators choose to employ former residents, there must be a period of separation of at least 6 months prior to employment. (The resident may volunteer for a period of 6 months prior to employment)

- 8. Operators who choose to employ anyone who is in recovery from a substance use disorder must require those employees to have a minimum of 1 year of recovery.
- 9. Annual membership fees are due by January 31 of each calendar year. A temporary exception based on hardship will be considered by the Board of Directors if received by February 1. Otherwise, annual dues delinquency results in suspension of certification. Upon notification of suspension, the recovery residence must immediately remove the display of its GARR certificate and remove the GARR and NARR logos from its website and all marketing materials. The Program will be removed from our Member List and Website as well.
- 10. A GARR recertification is due every two years before the date shown on the certificate. The Member must be in good standing prior to the re-certification site visit. Members that have had a proven ethical violation will need to be recertified annually for 3 years. Operators will need to meet the following requirements to qualify for bi-annual instead of annual recertification:
 - a. A member in good standing for 5 or more years.
 - b. No proven ethical violations or compliance issues in the past 2 years.
 - c. Actively mentoring new programs or active participation on the GARR board or a GARR committee.
- 11. New Member Certifications first year is a provisional certificate. Upon completion of first year CEU's (See pg. 14) second year certification will be awarded without recertification reviews.
- 12. GARR Operator's that are also certified by DCS (THOR) or have credentials through GACA or ADACBGA understand that GARR reserves the right to communicate regarding the ongoing operation of mutually certified programs and its Operators. This includes certification, general demographic information, any ethical inquiries and any other information deemed relevant to the safety and ethical operation of these organizations.

 Operators understand that The GARR Network reserves the right to informally drop in on programs to observe or monitor the operation of the program.

l,	(printed name of owner-operator or designated program
director) acting on behalf of	(name of recovery
residence) agree to comply v	all parts of this GARR Program Member and Certification
Application. I also acknowled in the suspension of the GAF	that failure to comply with any part of this agreement could resu certification.
Signatura	Doto
Signature	Date

The following forms that are referenced in the GARR Member and Certification Application are included in this document.

- GARR Program Member Information Sheet
- Facility Director Statement
- Drug Screen and Other Lab Tests Policy Disclosure
- Dual Relationship Disclosure Statement
- Dual Relationship Alternative Disclosure Statement
- Medication Assisted Treatment (MAT) Policy Statement
- Operator Recovery Affirmation Statement
- Fee Schedule Outline

NOT included in this addendum but still required as part of the GARR Member and Certification Agreement -

- GARR Program Outcomes Data form

GARR Program Member Information Sheet

MEMBER INFORMATION			
Recovery Residence (RR) Name			
Name of Corporation			
Owner(s)			
Designated Facility Director			
Owner or Facility Director Phone #			
Owner or Facility Director Email			
RR Physical Address			
RR Office Mailing Address			
RR Telephone			
RR Email Address			
RR Website Address			
	DATA		
	I =		
Total Bed Capacity by NARR Level	II =		
-DO NOT LEAVE THIS BLANK-			
Target Population (Men, Women, Women With Children, etc.)			
Specializations (MAT, LGBTQ, criminal/juvenile justice, homeless, unemployed, etc.)			
Current Resident Age Groups (Adolescents, Adults, Senior Adults, etc.)			
Total Full-time Staff			
Total Part-time Staff			
Total Volunteers			

Tell Us About Your Residences

now many locations do you hav	е:	_ (11 11101e u18	an 4, piease	e duplicate triis pa	ge)
Location 1: Address					
How many beds?				d per bedroom)	
How many full baths?	(min	imum 1 per	6 residents)	
How many bedrooms? _					
Size of Bedroom A	ft x	ft =	sq ft,	# of beds	
	ft x	ft =	sq ft,	# of beds	
Size of Bedroom C	ft x	ft =	sq ft,	# of beds	
Size of Bedroom D	ft x	ft =	sq ft,	# of beds	
Size of Bedroom E	ft x	ft =	sq ft,	# of beds	
Location 2: Address					
How many beds?	(mi	nimum 50+ s	sq ft per be	d per bedroom)	
How many full baths?	(min	imum 1 per	6 residents)	
How many bedrooms?	,				
Size of Bedroom A	ft x	ft =	sq ft,	# of beds	
Size of Bedroom B	ft x	ft =	sq ft,	# of beds	
Size of Bedroom C	ft x	ft =	sq ft,	# of beds	
Size of Bedroom D	ft x	ft =	sq ft,	# of beds	
Size of Bedroom E	ft x	ft =	sq ft,	# of beds	
Location 3: Address					
How many beds?	(mi	nimum 50+ s	sq ft per be	d per bedroom)	
How many full baths?	(min	imum 1 per	6 residents)	
How many bedrooms? _					
Size of Bedroom A				# of beds	
Size of Bedroom B	ft x	ft =	sq ft,	# of beds	
Size of Bedroom C	ft x	ft =	sq ft,	# of beds	
				# of beds	
Size of Bedroom E	ft x	ft =	sq ft,	# of beds	
Location 4: Address					
How many beds?				d per bedroom)	
How many full baths?		imum 1 per	6 residents)	
How many bedrooms? _					
Size of Bedroom A	ft x	ft =	sq ft,	# of beds	
Size of Bedroom B	ft x	ft =	sq ft,	# of beds	
Size of Bedroom C	ft x	ft =	sq ft,	# of beds	
Size of Bedroom D	tt x	tt =	sq ft,	# of beds	
Size of Bedroom E	ft x	ft =	sq ft,	# of beds	
	Facility	Director S	tatement		

As the owner-operator or designated facility director, I attest to the following:

- 1. I am fully responsible for implementing the policies and procedures and maintaining compliance with the GARR/NARR certification.
- 2. I am fully responsible for upholding, promoting and ensuring compliance with the NARR Code of Ethics, both in letter and in spirit.
- 3. As a GARR certified facility, I commit to be **Ethical**, **Informed**, **Transparent** and **Passionate**.
- 4. I commit to adhering to the NARR principles of 1) Operate with Integrity, 2) Uphold Residents' Rights, 3) Be Recovery Oriented, 4) Use Peers to Staff and Govern, 5) Create a Healthy Recovery Environment, 6) Provide a Home-like Experience, 7) Inspire Purpose, 8) Cultivate Community, 9) Provide a Home-like Space, 10) Promote Health and Safety, 11) Be a Good Neighbor.
- 5. If Operator is in recovery from a Substance Use Disorder and any other clinical recognized disorder, Operator attests that he/she has a period of not less than 3 years in Recovery.
- 6. If there is a dual relationship (as outlined in our Dual Relationship Statement), this information must be disclosed to residents and all interested parties as well as posted in a conspicuous location of all locations involved.

The GARR Certificate is issued to the Recovery Residence with the Owner-Operator or designated facility director at the time of certification. **The GARR certificate is not transferable to new owners or new management.**

Printed Name	
Title (owner, operator or director) _	
Date	
Signature	
Best contact phone number	
Email address	

Drug Screen and Other Lab Tests Policy Disclosure

Recovery Residence Name	
We () do () do not provide onsite urine collection for testing.	
We () do () do not provide onsite urine drug testing via "point of care" or "screening" test.	
If you answered "do" to either of these questions, please describe the frequency.	
We () do () do not use a third party service for onsite sample collection and/or testing.	
We () do () do not send samples to a lab for confirmation drug testing.	
If you answered "do" to either of these questions, please answer the following questions. What is the name of the third party service and/or lab that you utilize?	
Who is responsible for payment of these additional services?	
Does the third party and/or lab bill this cost to your resident's insurance company?	
Does your recovery residence bill this cost to your resident's insurance company?	
We () do () do not collect saliva or other bodily fluids for other lab tests such as DNA testing.	
Print Name of owner-operator	
Signature owner-operator	
Date	

Dual Relationship Disclosure Statement-Read Carefully

Recov	ery Residence Name
A.	This recovery residence has NO financial relationship with or ownership in an outpatient or intensive outpatient program (IOP), partial hospitalization program (PHP) or medical lab. Initial:
B.	Other than the fee charged to all residents that is paid directly to the recovery residence, NO ONE connected with this recovery residence, the owner, employees, volunteers, or their family member receives any type of financial remuneration, either directly or indirectly, for services provided to any of the residents of this recovery residence. Initial:
C.	This recovery residence does NOT reduce rates, offer payments or kickbacks to any resident for any reason including but not limited to agreeing to attend an IOP or PHP. Initial:
D.	This recovery residence does NOT offer or pay any commission, bonus, rebate, kickback or bribe, directly or indirectly, in cash or in kind, or engage in any split-fee arrangement, in any form whatsoever, to induce the referral of patients/clients/residents or patronage to or from a physical or behavioral health care provider or facility. Initial:
E.	This recovery residence does NOT solicit or receive any commission, bonus, rebate or kickback directly or indirectly, in cash or in kind, or engage in any split-fee arrangement, in any form whatsoever, in return for referring patients/clients/residents or patronage to or from a physical or behavioral health care provider or facility. Initial:
F.	This recovery residence does NOT solicit or receive any commission, bonus, rebate or kickback, directly or indirectly, in cash or in kind, or engage in any split-fee arrangement, in any form whatsoever, in return for the acceptance or acknowledgement of treatment from a physical or behavioral health care provider or facility. Initial:
I,	(printed name of owner-operator) attest that all of the
would Presid	statements are true. Further, if any situation should change or come to my attention that make any of the above statements false, I will immediately notify the current GARR ent or Executive Director of that change in writing by submitting a Dual Relationship ative Disclosure Statement.
_	ure-Owner Operator Date
If you	cannot attest that all of the above statements (A-F) are true for your recovery

residence, please complete the Dual Relationships Alternative Disclosure Statement.

Dual Relationship Alternative Disclosure Statement

Recovery Residence Name	
l,	_ (printed name of owner-operator or designated program
director) do attest that all of the statemen	nts on the Dual Relationship are true except the
following statements. Exceptions	I have included an explanation that
describes fully the situation of each exce	eption in the space provided below. Further, if any
situation should change or come to my a	attention that would make any of the other statements
false, I will immediately notify GARR lead	dership of that change in writing by submitting a new Dual
Relationship Alternative Disclosure State	ement. Any Operator that has a Dual Relationship
must disclose this information to resi	dents, their families and any other interested party as
well as post in a conspicuous area of	all locations involved.
Please describe here:	
2	
Printed Name	
Signature-Owner Operator	
Data	
Date	

Medication Assisted Treatment (MAT) Policy Statement

Recovery Residence Name
Definitions (as used in the NARR publication MAT Capable Recovery Residences):
MAT - For the purpose of this statement medication assisted treatment (MAT) refers to three FDA approved and evidence-based pharmacological approaches to treating Opioid Use Disorders: full agonist (e.g., methadone), partial agonist (e.g., buprenorphine), and antagonist (e.g., naltrexone).
MAT-capable recovery residences - recovery residences that are capable of adequately supporting one or more residents undergoing all forms of MAT while supporting the safety and recovery of other residents and peer staff who may not be undergoing MAT and/or who have had negative experiences on MAT. The distinction is in contrast to a recovery residence that may begrudgingly accept an applicant on MAT under legal guidance or due to economic incentives. MAT-capable recovery residences can use a mixed population approach, meaning both individuals on MAT and those not on MAT are living in the same household, or a MAT-specific approach.
Please check below the description that best applies to your recovery residence.
☐ As defined above, this program is a MAT-capable recovery residence.
☐ As defined above, this program is not a MAT-capable recovery residence. Furthermore, it is not equipped to adequately provide services to any resident that is on any of the MAT medications described above.
☐ As defined above, this program is not fully a MAT-capable recovery residence. However, i is capable of providing some more limited services to residents that are accessing MAT. MAT-recovery support services are provided in the following situations:
Print Name of owner-operator
Signature
Date

Operator Recovery Affirmation Statement

Recovery Residence Name:
I, (the operator) do affirm and attest that I have a minimum of three (3) years of continuous recovery from mood and mind altering substances and am actively involved in my preferred pathway of recovery. I affirm that I understand the importance of self care and accountability to myself, this organization and the residents I serve. Initial:
I further understand that in the event of a recurrence, I am to notify The GARR Network staff within 3 days. This is not meant to be punitive but in an effort to offer support and strategies to ensure both the safety of the Operator as well as the residents. Initial:
I understand that if I do not notify The GARR Network within the designated time frame, an ethical inquiry will begin and a recommendation will be made to the board regarding suspension of the certificate or other measures deemed to be in the best interest of the program, staff and residents. Initial:
I understand and affirm that I will ensure that self care plans are in place for self and program staff. In the event, a staff member has a recurrence, I affirm that I will remove staff from direct resident contact for a period of not less than 1 year. Initial:
I understand and affirm that it is my responsibility to notify The GARR Network in the event that there is a fatality or overdose of a resident or staff within 48 hours. Initial:
In the absence of State or legal oversight, I the Operator understand I am tasked with significant responsibility to provide best practices and ensure the safety of residents to the very best of my ability. I agree to continue pursuing continuing education and training for as long as I am a Member of The GARR Network. Initials:
Signed:
Printed:
Date:
GARR Representative:

Application and Certification Fee Includes:

- The Quality Review Process This includes the review of your application, the review of your organization's documentation, (including your Policy and Procedures manual) as well as the on-site review of the recovery environment and dwelling review. The review includes a maximum of 6 hours for the on-site and dwelling review. A majority of reviews can be performed within this time frame. If your organization has more than five sites, has sites that are more than 15 miles apart, and/or operates housing at multiple levels, GARR may not be able to complete the review in one day. In that case, GARR will charge an additional fee for a second day of on-site and dwelling review.
- Technical Assistance and Support GARR will be available to you to provide brief technical assistance and support as your organization engages in the review process. GARR will answer questions, provide advice, and help connect you with other organizations and experts.
- Listing on the GARR Recovery Residence Website After your organization is certified, we will list your organization on the GARR Recovery Residence Downloadable List as well as assist you in building a profile, both will appear on our website.
- Access to your GARR Member Folder After your organization is certified, this is where you will find your data outcomes survey tool, your most recent GARR Certification and your CEU certificates for your convenience.

NEW PROGRAM * Application & Certification Policy & Procedure

All New Certified Programs are Issued a Provisional Certification for the First Year

PRIOR TO CERTIFICATION

There is a New Program & Recertification Program Zoom Workshop Every 3rd Tuesday at 10 am. for 1 hour.

New programs must attend 1 of these Zoom workshops & 1 IN PERSON membership meetings **before** certification can be awarded.

The IN PERSON meetings MUST be IN PERSON. Not via Zoom.

REQUIREMENTS TO GAIN FULL CERTIFICATION

There Must Be No Unresolved Ethics Complaints

If ANY Ethics Complaints Are Submitted During Provisional Status - The Program Will Be Placed Into Suspension Immediately Until Issue Is Resolved

· After certification is awarded a New Program, during their first year, **MUST** attend at least 6 Zoom Workshops held on the 3rd Tuesday of every month & at least 6 IN PERSON MEETINGS held on the 1st Tuesday of every month & either the Safety Summit in June or The Summit Meeting in October.

- · New members must be CPR & First Aid certified before they become GARR Certified. They can do this online at The Red Cross for \$35. They also must have a Narcan Training completed and documented
- · If certification is granted for a program that **does not** have clients then they are put on a list to be inspected within 6 months to assess the program with active clients going through daily processes. There is an additional charge for this inspection at a \$250 charge.
- Fees for new programs are a flat fee of \$350 to begin the certification process. This is paid in full when the application is completed and submitted with the policies and procedures.

This is a one time, non-refundable fee. If the program is denied certification there are no refunds.

- If a new program is granted certification, BEFORE their certificate is awarded they must pay a fee calculated as follows. Counting from the month they are certified, IE if you are certified on June 30 we count June, July, August, September, October, November, December. That is 7 months. Multiply the number of months till the end of the year by \$75. So in the example. 7 x \$75 = \$525. That amount must be paid in full before the certificate is issued.
- · Beginning the following year in January the program will be invoiced the regular membership fees based on bed count.
- · For programs being certified that do not have clients prior to the site visit and and are in need of the certification prior to opening their programs those programs will be revisited within 6 months of certification, when they have clients, and charged a \$250 fee for the additional site visit.
- · If the new program satisfies all provisional elements during their first year they will be awarded a full 2 year certification contingent on their adherence to the yearly CEU and attendance requirements.

Summary of Application & Certification Fees

To begin the application process a \$350 fee must be paid in full when the application is submitted with the policies and procedures.

IF THE PROGRAM DOES NOT HAVE ANY CLIENTS DURING CERTIFICATION - A RETURN SITE VISIT IS MANDATORY WITHIN 6 MONTHS TO ASSESS DAILY PROGRAMMING PROCESS

THIS ADDITIONAL SITE VISIT IS A \$250 FEE

The application fee covers the review of documentation and the physical inspection of the facility as well as limited technical assistance. If there is more than one location and requires travel in excess of 15 miles, there will be an additional \$100 per location fee assessed.

Certification/application fees are not the same as Member Dues which are payable at the beginning of each calendar year.

Before final certification a membership fee will be required to be paid in full.

That fee will be calculated at \$75 per month through December of the current year.

Regular Membership fees will start January of the following year.

SEE BELOW FOR THE MEMBERSHIP ANNUAL PAYMENT SCHEDULE

Annual Member Fees Include:

- Continued Technical Assistance
- Monthly Newsletter
- Monthly In-Person & Zoom Member Meeting Training
- Business Training
- Ongoing training and education opportunities that are approved by both ADACBGA and GACA
- Ongoing listing on GARR website and member lists
- Opportunities to host Member Luncheons at your facility
- Increased visibility at multiple conferences
- Opportunities to become involved with special events or subcommittees
- Eligibility to become THOR approved
- Advocacy at city, county and state level

ANNUAL MEMBER FEES ARE INVOICED IN JANUARY OF EACH YEAR

YOU MUST SUBMIT YOUR OUTCOMES FOR THE PREVIOUS YEAR BY JANUARY 31