



BECOMING A MEMBER

Basic Eligibility

The review process is designed for recovery housing operators who are currently operating recovery housing. In the event you do not have any clients yet we can certify you with a provision to return within 6 months to review the program with active clients participating in the daily processes.

Step 1: Determine What Level of Recovery Housing You Operate

The first step to becoming a member of The GARR Network is to determine what level of recovery housing you operate. Your recovery house level is mainly based on what level of support you offer, what type of staffing and/or oversight your house has, and if you offer formal programming at the recovery house.

Review the "Levels" document on the website to determine which level you think you might be.

Step 2: Review the National Quality Standards and Code of Ethics

The next step is to become familiar with the National Quality Standards as well as the Code of Ethics. The application process is designed to verify that your organization is meeting these standards. You are also expected to adhere to the Code of Ethics.

You are encouraged to contact The GARR Network with any questions about the quality standards prior to submitting your application.

Step 3: Review and Sign Member Agreement

You are required to sign the Membership Agreement. This document needs to be signed by the person in your organization who is authorized to sign agreements and documents.

This document clarifies that The GARR Network review is a review of your organization's recovery environment. It is your responsibility as an organization to ensure that you are in compliance with all local, state and federal laws and codes. It is also your responsibility to ensure that your organization carries appropriate insurance for your operation.

When you sign this documentation, you are attesting that you have contacted the appropriate entities, have completed all appropriate inspections, that you are registered appropriately, and that you are currently following all business, fiscal and reporting policies as required by the law and your organization.

Submitting the signed Membership Agreement prior to engaging in any of these activities will be considered submitting false information to The GARR Network and a violation of the NARR Code of Ethics.

You will be required to submit a signed copy of the Membership Agreement with your application. You must maintain a copy of the original signed copy in your records.

After you have become familiar with the Quality Standards and the Code of Ethics, your organization may submit an application. The organization responsible for the operations of the house is the organization that must apply for The GARR Network certification.

The application may be submitted via email to todd@thegarrnetwork.org. The GARR Network will communicate with you using the phone number and email address that you list on the application.

This application will require that you share with us copies of specific documentation. The documentation requested will vary depending on the level of housing that you operate, the target population you seek to serve, and what specific services you offer.

At minimum, you will be required to share the following documents with your application. Additional documents may be requested by The GARR Network.

- Resident Application
- Resident Agreement
- Resident Fees Agreement
- Statement of Resident Rights
- Grievance Policy
- Medication Policy
- Medicated Assisted Treatment Policy (MAT)
- Good Neighbor Policy
- Emergency Policy
- Communicable Disease Policy
- Written House Rules
- Policy on Paid Work Agreements
- Drug Testing Policy
- Other documents as appropriate for your level of housing, target population, and specific services provided.

The GARR Network is available to provide you with brief technical assistance and support as you develop policies and procedures. You may contact us at 470-296-3435 or membership@thegarrnetwork.org.

We request that you seek technical assistance and ask questions about documents prior to submitting your application.

If it is determined that your documents are incomplete or do not meet quality standards you will be allowed an opportunity to make quality improvements. However, you will be required to make these improvements within a strict timeline. If you are unable to make the improvements within the timeline, your application will lapse.

Step 4: Payment of Certification Fees

Payment of Certification Fees should be made at the time of application. Application Fee is a one time - non-refundable fee of \$350 (Please see Member Agreement for Certification Fees Outline)

The review includes a one-day (or part day) on-site review. If your properties are unable to be reviewed in a single day (organizations that have more than 5 properties or properties that are a significant driving distance apart) The GARR Network may charge an additional fee to cover the additional expense of a second day of reviews. You are welcome to contact The GARR Network for a quote prior to submission of your application.

The Certification fee is due when your certification has been approved but must be paid in full before Certification is Issued. This fee is detailed in the application documentation you will receive in the next phase of the certification process. (If your certification lapses you are required to go through the New Program Certification Process again).

Annual Member Dues are payable once per year in January. (See Member Agreement for Annual Member Dues Outline).

If you submit payment by check, please make checks payable to:

GARR
8343 Roswell Rd
#267
Atlanta 30350

You may also make a payment online at thegarrnetwork.org

****Membership fees are non-refundable.***

Step 5: Obtain New Member CEU's and/or provide verification of completion.

For new programs seeking certification. For the first year of certification we will issue a Probationary Certification contingent upon participating in training and member meetings throughout the first year. Initial 6 New Member CEU hours are required **before** certification can be obtained. We will discuss how to acquire those CEU's as you process through certification. Certification of CPR, First Aid & Narcan training is required and must be completed and documented.

Step 6: Submit Electronically Policy & Procedures Manual For Review

The review of your Policy and Procedures manual will occur prior to the physical inspection of the program. This will ensure documentation is complete and will expedite the physical inspection process.

Step 7: On-Site Interview and Dwelling Review

After your documentation is determined to be complete The GARR Network will schedule an on-site interview and dwelling review.

Your assigned Peer Reviewer will perform the review.

The GARR Network peer reviewer will be there to provide insight and share their opinion and recommendations to The GARR Network staff concerning what quality improvement recommendations are needed.

The review will begin with an interview. You will be asked about how your program operates and how your organization's policies and procedures are implemented in practice.

The reviewers will also examine the physical dwelling. **Reviewers are not fire inspectors or building code inspectors.** Reviewers will be examining the recovery environment and ensuring the property meets the national quality standards. It is ultimately the operators responsibility to ensure that they comply with ALL fire, safety and environment of care requirements as outlined by local, city, county and state regulations.

During this review you should be prepared:

- To tell the reviewers about your application process and have copies of any documents that you would share with potential residents available
- Walk the reviewers through your orientation process and have copies of any documents that you would share with residents available
- Show reviewers where required documents are kept in each of the houses
- Explain how you keep track of resident payments. Explain how residents may access a statement of account or get a receipt of their payments.
- Answer questions about your program, the services you provide, and how you connect residents to outside resources
- Show the reviewers the property. The GARR Network will look at all common areas of the house as well as resident rooms.
- To demonstrate that written policies and procedures are being implemented in practice
- To demonstrate that the house is clean, safe and home-like. Reviewers should be able to see that house chores are being completed and that maintenance requests are addressed.
- The bedrooms meet space requirements (60 square feet for the first person and 50 square feet for each additional person)
- To demonstrate that the house has required safety equipment
- To demonstrate how the physical environment of the house contributes to a family like environment in the home

Step 8: Implement Required Quality Improvements

After the on-site review The GARR Network will provide you with an official communication within 20 business days. This communication will list any required quality improvements that your organization needs to engage in prior to your application being considered by the board of directors.

You will be required to respond to these recommendations **within 30 business days**. You may either respond by engaging in the required quality improvement activity and providing appropriate documentation that quality improvement activities have been implemented or by providing The GARR Network with a written response detailing how your organization meets the national quality standards without engaging in the required quality improvement activity.

If you do not respond within the required timeline your application will lapse.

*In some cases, The GARR Network may require a second on-site review in order to verify quality improvement recommendations have been implemented. If a second review is required, The GARR Network will require your organization to pay a second inspection fee. The cost of a second on-site review is \$250.

Step 9: Approval by The GARR Network Executive Committee

Once The GARR Network has received a response from your organization concerning any required quality improvements, we will make a recommendation concerning your application to The GARR Network Executive Committee of The GARR Network Board of Directors.

The Executive Committee will take a vote to approve or deny your application. In rare cases, the board may also decide not to take an official vote on the application, and instead request more information from the applicant. The GARR Network will communicate with you the determination of the board of directors.

Step 10: Renewal

Membership fees are due annually by the end of the first quarter of the year. If you do not make your annual payment in full by March 1st your membership will lapse, late fees will be incurred and you may have to re-apply.

Organizations are required to have a review with The GARR Network every two years.

It is recommended that you apply for your recertification three months prior to your certification expiring. This will allow for enough time to complete the entire process.

If you do not complete the entire process prior to your certification expiring, your certification will lapse.