



## Welcome to the KYARR Certification Process

### Introduction

As of July 1, 2024, Kentucky requires most recovery residences to become certified per KRS 222.502 through a Cabinet for Health and Family Services approved certifying organization. The Kentucky Alliance of Recovery Residences (KYARR) is an approved certifying organization and operates as the Kentucky state affiliate of the National Alliance for Recovery Residences (NARR).

[Kentucky Statutes Overseeing Recovery Residences](#)

[Kentucky Revised Statutes Chapter 222 Sections 500-510](#)

[Kentucky Administrative Regulations](#)

[Title 908 Chapter 1 Regulation 410 • Kentucky Administrative Regulations](#)

### **The National Alliance for Recovery Residences (NARR)**

The National Alliance for Recovery Residences is a nonprofit organization dedicated to promoting quality standards and best practices for recovery residences across the United States. Founded in 2011, NARR's mission is to support individuals in recovery by ensuring that recovery residences provide safe, supportive, and effective environments for those seeking to overcome substance use disorders.

The NARR 3.0 standard is a comprehensive set of guidelines developed by NARR to establish and maintain high-quality recovery residences. This standard encompasses various aspects of residential recovery programs, including the physical environment, administrative and operational procedures, and the quality of support services provided. NARR 3.0 aims to create a consistent and effective framework for recovery residences to help residents achieve and sustain long-term

recovery. It includes specific criteria for certification, ensuring that recovery residences meet the necessary requirements to provide safe, healthy, and supportive living conditions.

### **The Kentucky Alliance of Recovery Residences**

The Kentucky Alliance of Recovery Residences is the certifying organization approved by the Cabinet for Health and Family Services to oversee recovery residence certification in Kentucky. As the state affiliate of the National Alliance for Recovery Residences, KYARR promotes access to high-quality recovery housing through certification, education, and advocacy. KYARR is the primary resource for providers seeking to meet state and national standards, offering guidance on ethical practices, operational protocols, and best practices across all levels of residential recovery support.

## **General Overview of Certification Process**

The certification process is divided into three phases, each accompanied by an informative guide: *Phase One: Verification Documents*, *Phase Two: Organization Policies and Procedures*, and *Phase Three: Site Inspection Guide* to simplify certification. Reading and comprehending the guideline documents for certification is crucial to achieving certification. Organizations will have six months from the date of application to complete the certification process.

This document, *Welcome to KY Certification*, provides a general overview of the certification process. All certification guides along with other certification resources can be found on our website [www.kyarr.org](http://www.kyarr.org).

Certification is based on the NARR 3.0 Standards, KYARR requirements, and Kentucky specific statutory and regulatory requirements. The NARR standards are based around the social model of recovery.

The "social model of recovery" for substance use disorders emphasizes the importance of social and environmental factors in the recovery process. It focuses on peer support, community involvement, and the development of social networks to help individuals achieve and maintain recovery. This model contrasts with purely medical approaches by highlighting the role of social connections, mutual support, and a supportive community in overcoming addiction.

### **Initiating the Certification Process**

Organizations will use the "[Apply for Certification](#)" link at [www.kyarr.org](http://www.kyarr.org) to initiate the certification process.

Once this form has been completed, KYARR staff will request specific sets of documents from the organization to be provided via email. For applicants, it's important to thoroughly review the writing guides before submitting policies and procedures to ensure that what is submitted meets the requirements necessary to comply with the standard. Any missing documents, policies, and required information could delay your certification.

## Certification Phase Process

### \*\*\*NOTE\*\*\*

Requested documentation must be submitted within 14 calendar days. Failure to provide requested documentation within 14 days will result in your application being denied. An applicant who was denied due to failure to provide requested documentation may reapply for certification 30 days after the date of denial.

### Phase One - Verification Documents

All of these documents must be received before KYARR will move an applicant into Phase Two. If an applicant cannot provide all of these required documents then they do not meet the standards for certification.

- *Signed NARR Code of Ethics & Attestations* - Once your application has been submitted, your organization must provide two signed documents: the NARR Code of Ethics and the Recovery Housing Attestations. All owners, operators, staff, and formal volunteers involved in the operation of the residence must read and sign the Code of Ethics, affirming their commitment to ethical conduct throughout the certification process. The Recovery Housing Attestations must be signed and notarized, confirming that the residence complies with safety, structural, and health standards as required by NARR and Kentucky regulations.
- *Articles of Incorporation* - Applicant must provide verification of legal business entity status that is in good standing.
- *Proof of insurance* - Organization must verify commercial general liability insurance for all recovery residences operated by the organization. Accepted form of verification is the Certificate of Insurance (also known as an ACORD Statement).
- *Permission from homeowner* - If renting the residence, a notarized letter from the property owner of record acknowledging their property is being utilized for a recovery residence by the named operator must be provided. If an organization owns the residence(s) then a signed and notarized letter attesting that they own the property must be provided.
- *KYARR Grievance Policy* – As part of the certification process, each organization must agree to the KYARR Grievance Policy. This policy will be emailed to the operator and must be signed and returned.

### Phase Two - Organization Policies and Procedures

During this phase of certification the organization's policy and procedure will be submitted for review. Listed below are the mandatory policies needed to achieve certification. It is common that organizations will have additional policies not listed. The Phase Two Guide goes over each policy and required elements in detail.

- Mission Statement & Vision Statement
- Resident Evaluation
- Resident Agreement
- House Rules and Resident Expectations
- Social Model of Recovery
- Recovery Planning
- Code of Ethics
- Resident Rights
- Non-Discrimination Policy
- Confidentiality Policy
- Social Media Policy
- Data Collection Policy
- Good Neighbor Policy
- Grievance Policy
- Medication Policy
- Drug Testing Policy
- Contested Drug Screen Policy
- Recurrence of Use/Relapse Policy
- Personal Property Policy
- Search Policy
- Resident Work Policy
- Dual Relationships Policy
- Emergency Policy
- Contagious Disease Policy
- Staff Directory
- Community Resources
- Background Check Policy
- Continuous Staff Development Policies
- Critical Incident Report Policy
- Walk-Through Policy
- Staff Wellness/Self-Care Policy
- Staff Roles & Responsibilities
- Emergency Relocation Plan and Continuity of Operations Plan

### Phase Three - On Site Inspection

In this phase of certification, KYARR will conduct an on-site inspection of the residence. Inspections are scheduled only after both Phase One and Phase Two have been completed, and the residence must be fully operational with active residents at the time of the visit. During the inspection, KYARR staff will assess the overall condition and maintenance of the property, review safety and emergency preparedness measures, and conduct interviews with residents.

- General upkeep and maintenance of residence
- Bedroom(s)
  - Measurement of bedroom. 50 sq ft. per resident
  - Smoke detectors in every bedroom
  - Personal storage space for each resident to include nightstand, dresser (or equivalent), and place to hang clothes

- Bathroom(s)
  - 6 residents maximum per full bathroom (sink, toilet, and shower)
- Living room
  - Appropriate area for community recreation and furnished to create a home-like environment
- Dining room
  - Enough space for residents to share meals together
- Kitchen
  - Working appliances
  - Food storage space for all residents
  - Carbon Monoxide Detector (if natural gas appliances/heating)
- Laundry services
  - Accessible washer & dryer
- Posted signage & forms
  - Code of Ethics
  - Naloxone Administration Procedure
  - Emergency contacts phone numbers of staff and resources
  - Residents Rights
  - House Rules
  - Grievance policy (internal and KYARR policies)
    - Blank grievance forms
  - Good Neighbor Policy
  - Emergency related information
- Emergency evacuation map (on each floor)
- Community resources (printed copies available)
- On-site inspection log (documents monthly fire drills and verification that smoke detectors, carbon monoxide detectors and fire extinguishers are all up to date and in working order)
- Pressurized Fire extinguishers are readily available on every floor
- Unexpired Naloxone is readily available on each floor

### **Certification Phase Process Conclusion**

Once all three phases have been completed successfully and Certification Compliance Agreement signed, the organization will be certified. At this time, an approval letter and Certificate will be issued to be hung at the recovery residence.

## **Review and Resubmission of Incomplete Materials**

Organizations that submit incomplete information will be required to update their information and resubmit. Reading and comprehending the guideline documents provided for certification is crucial to achieving certification. KYARR staff is here to assist you and provide feedback on incomplete policies or policies that do not meet the standard.

Policies and procedures will be reviewed for compliance with the NARR Standards. Applicants will be notified of which policies do not meet the standards, what needs to occur to meet the standards and allowed to resubmit the policies. Applicants who are asked to resubmit any materials, will need to do so within 14 calendar days. Failure to provide requested documentation within 14 days will result in your

application being denied. An applicant who was denied due to failure to provide requested documentation may reapply for certification 30 days after the date of denial.

Any missing documents, policies, and required information could delay your certification.

## Denial of Certification

Certification may be denied if an organization fails to meet KYARR standards, violates the NARR Code of Ethics, or breaches the terms of the signed Attestations.

A denial of certification will last a minimum of 30 days. The length of the denial period may be extended based on the severity of the issues identified. Once the designated period has passed, the organization may reapply for certification.