



Certification File Checklist

-Organizational Documents-

- _____ **1. Review the NARR 3.0 Standards and Code of Ethics. (Can be found at narronline.org)** *(NARR Domain 1 Principle A.2.i)*
- _____ **2. Vision Statement** *(NARR Domain 1 Principle A.2.a)*
- _____ **3. Mission Statement** *(NARR Domain 1 Principle A.1.b)*
- _____ **4. Complete N.A.R.R. Standards Self-Assessment**– found on pgs. 7-8 *(NARR Domain 1 Principle A.2e,2g,4a)*
- _____ **5. Codes Compliance** *(NARR Domain 2 Principle F.17.b)*
- _____ **6. Fire Safety Compliance - *New construction homes will need proof of Fire Marshall Inspection.** *(NARR Domain 2 Principle F.17.a.)*
- _____ **7. Letter from HOA (if applicable)** *(NARR Domain 4 Principle J.30.a)*
- _____ **8. Letter from Landlord (if applicable)** *(NARR Domain 1 Principle A.2.c)*
- _____ **9. COI (Certificate of Insurance)** *(NARR Domain 1 Principle A.2.b)*

_____ **10. Organization Origination Document such as LLC, S-Corp, or 501-C3 documents** (*NARR Domain 1 Principle A.2.a*)

_____ **11. MAR (Medically Assisted Recovery) Policy & Procedure. Examples can be found at narronline.org.** (*NARR Domain 2 Principle F.16.d*)

_____ **12. Nondiscrimination Affidavit** (*NARR Domain 1 Principle A.2.d*)

-Paperwork Residents See & Sign-

All paperwork (i.e., entrance paperwork, house guidelines, etc.) that residents will see during their stay needs to be submitted using **Social Model Language**. This is all paperwork that impacts the resident from the time of their first contact to their transition out of the environment. (**Social Model Language** is **client-friendly**, **non-authoritarian**, and **self-voluntary**. Examples: “I agree”, “I commit to”, “I am willing to”, etc.)

_____ **13. Criteria to be a Resident** (*NARR Domain 1 Principle A.2.c*)

_____ **14. Pre-screen/Application (Entrance)** (*NARR Domain 1 Principle B.5*)

_____ **15. Resident Rights** (*NARR Domain 1 Principle B.5.a*)

_____ **16. Resident Living Agreement** (*NARR Domain 1 Principle B.5.a*)

_____ **17. Guidelines** (*NARR Domain 1 Principle B.5.a*)

_____ **18. Grievance Policy** (*NARR Domain 1 Principle C.7.b*)

_____ **19. Recurrence/Relapse Policy** (*NARR Domain 2 Principle F. 19.c*)

_____ **20. Financial Transparency Agreement: Paperwork that includes the financial responsibility of the resident or guarantor.** *(NARR Domain 1 Principle A.3.a)*

_____ **21. Drug Screen Policy: Document explaining substance testing procedures.** *(NARR Domain 2 Principle F.16.c)*

_____ **22. Medication Management Policy: Document explaining medication procedures.** *(NARR Domain 2 Principle F.16.d)*

_____ **23. CDC Infectious Disease Compliant** *(NARR Domain 2 Principle F.18.b)*

_____ **24. Making a Change/Referral (Exit)** *(NARR Domain 1 Principle B. 5. a)*