

## Agreements

Please indicate your understanding and agreement to the following conditions of applying for ORH certification or recertification.

- I understand that the review of my organization is a review concerning the National Quality Standards. It is not a legal review. It is the responsibility of my organization to ensure compliance with all local, state, and federal laws.
- I understand that I am agreeing to uphold the NARR Code of Ethics, I agree to either post a copy of the NARR Code of Ethics or include copies of the NARR Code of Ethics in a binder in the common area of each recovery housing property.
- I understand it is my responsibility to respond to communications from ORH. If I do not respond by application or certification may lapse.
- I understand that ORH will be communicating primarily with the person who is listed on this application using the e-mail address that is provided. It is my responsibility to ensure that ORH has current and accurate contact information for my organization. I understand that if ORH attempts to contact our organization and the contact is unable to confirm that the organization is still in operation or there is no response, ORH may assume the recovery home has closed and take action accordingly.
- I understand that I may be asked questions or be asked to make quality improvements, and that if I do not respond to these questions or requests for quality improvements, my application will lapse.
- I understand that if I, or anyone representing my organization, provides false information to ORH, that this is a violation of the NARR Code of Ethics and my organization will either not be able to become certified, or will lose ORH certification.
- I understand that my policies, procedures and protocols that have been submitted to ORH are expected to be implemented in practice. By signing this agreement I verify that all policies submitted are the policies that are currently in practice at the recovery housing properties listed. If it is discovered that the policies submitted are not, in fact, the policies being implemented, that situation will be considered a violation of the NARR Code of Ethics and my organization may not be able to become certified or may lose ORH certification.
- I understand that if my organization does not pass the first on-site review, I will be required to pay a second fee to have an additional review.
- I understand that ORH may share information about my certification status and information concerning any grievances filed with ORH about my residence with the Ohio Department of Mental Health and Addiction Services, local ADAMH boards, or other potential funding entities.
- I understand that it is my responsibility to inform ORH if any of the homes change ownership, executive leadership, close, or move locations. I understand that I will also inform ORH if I make significant changes to the program of the house, including changing the population served, gender(s) served, level of support, etc.
- I understand the ORH Grievance review process and that I will be asked to participate in this process if there is a grievance about my organization's recovery homes. I agree to participate and provide information to ORH in accordance with the grievance review

process in a timely manner. Failure to do so may result in the certification being terminated.

- I understand that all recovery housing properties that are operated by my organization must be certified if residents are living in the properties. Properties that do not meet quality standards must have a written and approved quality improvement plan demonstrating the organization is making a good faith effort to have the property certified.
- I understand that recovery housing residences are required to be separate from any treatment program services. I understand that appropriate separation between programs is to be maintained in programming and physical structure.
- If ORH discovers that our organization is operating recovery housing that is not certified AND also does not have an approved quality improvement plan, the organization will lose certification for all properties.
- I understand that if my organization opens a new recovery housing property, I will have three months from the date the first resident moved into the property to apply for ORH certification for that property.
- I understand that ORH may make visits to the property at anytime. I agree to allow ORH to visit the property with the permission of residents.
- I understand that if the organization or the executive leadership is convicted of a crime or found guilty of fraudulent activity, I must notify ORH. ORH will engage in an appropriate review process. Failure to notify ORH of such a conviction or similar situation will result in the loss of certification.
- I understand that I have the ability to appeal any decision or action by ORH in accordance with the [ORH Appeal process](#).
- I attest that I am authorized by my organization to represent the organization and agree to these statements on behalf of the organization.

Signature line: \_\_\_\_\_