



**Recovery Residence Administrator
Role Delineation Study
Formal Report
February 2016**

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Introduction

A valid, reliable and legally-defensible professional credentialing program is based on a sound method to analyze and identify a profession’s core competencies. The Florida Certification Board (FCB) conducts a Role Delineation Study (RDS) to establish a clear definition of “what” people are expected to perform and link the resulting competencies to an examination instrument, allowing for pass or fail decisions to correlate to competent practice. This step is so critical that the American National Standards Institute (ANSI), the National Commission for Certifying Agencies (NCCA), and the American Educational Research Association/American Psychological Association/National Council on Measurement in Education (AERA/APA/NCME) all promote standards for this foundational step, which state:

- *The certification program must establish and document policies and procedures for retaining all information and data required to provide evidence of validity and reliability of the assessment instruments. (NCCA, 17)*
- *The certification body shall define the methods and mechanisms to be used to evaluate the competence of candidates, and shall establish appropriate policies and procedures for the initial development and continued maintenance of these methods and mechanisms (ANSI ISO 17024, 4.3.1)*
- *When the validation rests in part on the appropriateness of test content, the procedures followed in specifying and generating test content should be described and justified in reference to the construct the test is intended to measure or the domain it is intended to represent. If the definition of the content sampled incorporates criteria such as importance, frequency or criticality, these criteria should also be clearly explained and justified. (AERA/APA/NCME, 1.6)*

This report documents the methodology used by the Florida Certification Board to establish the core competencies and examination blueprint for the job classification of **Recovery Residence Administrator**.

The Role Delineation Study Process

The development of a professional credential is a complex process that begins with a Role Delineation Study (RDS). The RDS has three phases, resulting in a set of core competencies and a legally defensible certification examination blueprint. The FCB follows national standards when conducting an RDS.

The Recovery Residence Administrator Role Delineation Study (RDS) was conducted between October 2015 and February 2016, during which time the following key activities were conducted:

1. Identify the core competencies of the profession (e.g., “what” is done on the job).
2. Validate the core competencies through a structured survey process.
3. Develop the examination blueprint based on survey results.
4. Document the RDS process to support the link between the core competencies and examination instruments.



The FCB's RDS structure was established by Dr. Akihito Kamata, PhD, and was implemented by the FCB's Director of Certification, Amy Farrington.

In the first phase, a subject matter expert panel establishes the Draft Core Competencies for the identified profession. In Fall 2016, the FCB assembled a group of subject matter experts who established the first draft of the Certified Recovery Residence Administrator (CRRA) core competencies, which resulted in the *Certified Recovery Residence Administrator Scope of Service DRAFT Report*. The subject matter expert panel members identified 36 core competencies/job tasks, allocated across five (5) performance domains. Please see this document for detailed information regarding this phase of the RDS process.

This report provides a summary of the identification of the CRRA DRAFT Scope of Service (see the *Certified Recovery Residence Administrator Scope of Service DRAFT Report* for detailed information) and formally documents the Validation Study, statistical analysis and generation of the CRRA examination blueprint.

Target Audience Characteristics

The SME panel first identified the entry-level characteristics of the target audience, which are:

Profession:	Recovery Residence Administration
Sub-specialty:	Recovery Residence Administrator
Basic Parameters:	<p>The Recovery Residence Administrator credential is designed to certify an individual's competency in administering a Recovery Residence that holds a level 1 through level 4 certification of compliance issued pursuant to 397.487, Florida Statutes.</p> <p>The CRRA is the person responsible for the overall management of the Recovery Residence; supervision of residents and paid or volunteer staff; ensuring appropriate response to resident needs and maintenance of the residence. The CRRA accomplishes these goals being accountable for implementation of and compliance with the National Alliance of Recovery Residences (NARR) Quality Standards and Code of Ethics for Level 1 – 4 Recovery Residences, or equivalent nationally recognized standards and code of ethics pursuant to 397.487, Florida Statutes. The subject matter expert (SME) panel agreed that anyone holding a Recovery Residence administrator credential must be knowledgeable of the permissions and limitations of each certification level, regardless of the level of Recovery Residence the certified professional is currently administering.</p>



Core Competencies

Core competencies are the job tasks that certified individuals must be able to perform on-the-job, regardless of employer or service delivery model. Core competencies are grouped into Performance Domains, which are categories of like job tasks/responsibilities. While job tasks are grouped into discrete performance domains, it is understood that job tasks overlap and inform job tasks in other categories. Job tasks are grouped under the performance domain in which they are most frequently performed/directly aligned.

The subject matter expert panel used the National Recovery Residence Quality Standards and House Bill CS/CS/HB 21 Enrolled as reference documents. At the conclusion of the workshop, the SME panel identified **five performance domains and a total of 37 job tasks allocated across domains**. See Attachment A for the performance domains and core competencies/job tasks.

The foundational principles underlying these core competencies is one of compliance with nationally recognized Recovery Residence quality standards to ensure a focus on the resident's quality of life and while they seek to achieve and maintain recovery. All tasks are performed from the perspective of ensuring the Recovery Residence provides recovery oriented support systems to help people with substance use disorders to manage their conditions successfully. Please see the Substance Abuse and Mental Health Services Administration (SAMHSA) webpage <http://www.samhsa.gov/recovery> for more information on recovery oriented systems of care and recovery support. The best interests of the residents is promoted when the CRRA focuses on implementation and enforcement of NARR Quality Standards (or equivalent), recovery support standards, and best practices; these principles run through each of the performance domains.

Performance Domains

1. Residence Operations and Administration: 7 job tasks
2. Maintaining the Physical Residence: 8 job tasks
3. Resident Screening and Admission: 3 job tasks
4. Resident Recovery Support: 11 job tasks
5. Legal, Professional and Ethical Responsibilities: 7 job tasks

Validation Study

The purpose of a validation study is to allow current Recovery Residence Administrators to review and provide feedback on the core competencies identified by the subject matter expert panel. While the SMEs who identified the core competencies are considered experts in the field, they represent only a small group of practitioners and their expert status may result in a perception of the role of the Recovery Residence Administrator that is different than that held by other practitioners. As such, the validation study provides content validity to the final set of core competencies. This process is conducted via an on-line survey that enables respondents to evaluate and provide feedback on the five (5) performance domains and 37 job tasks.



Survey Development

The on-line *Recovery Residence Administrator Validation Study Survey Instrument* was developed by FCB psychometricians and includes the following sections:

1. Introduction and Survey Directions
2. Respondent Demographic Data
3. Domains and Task Statement Ratings for Importance and Frequency
4. Time Percentages for each Domain
5. Respondent Feedback/Missing Domains or Tasks

Survey Sample Methodology and Analysis

The FCB estimated the current incumbent population of individuals practicing in job roles that would qualify them for the Recovery Residence Administrator credential at approximately 400 persons statewide. The FCB published participation request letters which were distributed through the email contact lists of the Florida Alliance of Recovery Residences (FARR), the Florida Alcohol and Drug Abuse Association (FADAA) and the FCB's certified addiction professionals. The on-line survey was made available to respondents from October 25, 2012 until February 1, 2013. Respondents without ready access to the internet were offered a hard copy of the survey. At the end of the survey period, the FCB collected the data and analyzed the respondents' demographics, task ratings, and survey adequacy.

A total of 109 people responded to the survey, however, 12 responders did not provide full information, resulting in a valid sample of 97, which is a return rate of approximately 24%.

Demographic Characteristics of Survey Respondents

The demographic characteristics of the 97 valid responses are summarized below.

Gender

Of those responding to the survey, there were slightly more men (53.6%) responding than women (46.4%). 12 respondents did not indicate gender.

Options	N	Valid %
Female	45	46.4%
Male	52	53.6%
Missing	12	



Age

All age levels were represented in the survey data. The majority of the respondents are over 50 years of age (37.1%). There is almost an even split in responses from those who are 41 – 50 years old (23.7%) and those who are 31 – 40 (21.6%). The following table provides the detailed age breakdown of respondents. 12 respondents did not indicate age.

Options	N	Valid %
Under 30 years old	17	17.5%
31 – 40 years	21	21.6%
41 – 50 years	23	23.7%
Over 50 years old	36	37.1%
Missing	12	

Years of Related Experience

Respondents were asked to indicate the length of time they have worked in the field of Recovery Residence Administration. 12.4% of respondents have been in the field for less than 1 year and over 28% of respondents have been working in the field for over 10 years. All other respondents have been in the field from anywhere from 1 to 9 years, as illustrated below. 12 respondents did not answer this question.

Options	N	Valid %
Less than 1 year	12	12.4%
1 – 3 years	25	25.8%
4 – 6 years	22	22.7%
7 – 9 years	10	10.3%
More than 10 years	28	28.9%
Missing	12	

FARR Status of Current/Most Recent Employer (multiple responses allowed)

Almost 90% of respondents are currently FARR certified at some level or are currently seeking FARR certification. The remaining respondents are not currently affiliated with FARR/seeking FARR certification, or selected the “other” option. The following table provides the detailed FARR status of the facility where the respondent currently or most recently worked. 12 respondents did not answer this question.

Options	N	Valid %
FARR Level 1 Recovery Residence	14	14.4%
FARR Level 2 Recovery Residence	24	24.7%
FARR Level 3 Recovery Residence	24	24.7%
FARR Level 4 Recovery Residence	13	13.4%
Seeking FARR Recovery Residence Certification	12	12.4%
Not affiliated with or currently seeking FARR Recovery Residence Certification	21	21.6%
Other (please specify)	9	9.3%
Missing	12	



Current Job Function (multiple responses allowed)

It is not surprising that the vast majority of respondents align themselves with the role of Recovery Residence Administrator (23.7), Recovery Residence Owner (15.5%) or Recovery Residence Owner/Administrator (25.8%). 16.5% of respondents identify as a non-administrative staff member in a recovery residence, 6.2 are Florida Alliance of Recovery Residence (FARR) employees, and almost 25% identify with an “other” non-specified job function. 12 respondents did not answer this question.

Options	N	Valid %
Recovery Residence Administrator	23	23.7%
Recovery Residence Owner	15	15.5%
Recovery Residence Owner/Administrator	25	25.8%
Recovery Residence Staff (non-administrator)	16	16.5%
FARR Staff	6	6.2%
Other (please specify)	24	24.7%
Missing	12	

Work Hours (multiple responses allowed)

The majority of respondents (77.3%) are full-time, paid employees. Part-time paid employees represent slightly more than 10% of the survey data, closely followed by 8 full-time volunteers and 4 part-time volunteers. 12 respondents did not answer this question.

Options	N	Valid %
Part Time, paid	10	10.3%
Part Time, volunteer	4	4.1%
Full Time, paid	75	77.3%
Full-Time, volunteer	8	8.2%
Missing	12	

Highest Education Level

A Bachelor’s degree or higher is held by slightly less than half of the respondents (49.5%) and more than 35% of respondents indicate completing some college. There were not any respondents who did not hold a High School Diploma/General Equivalency Diploma (GED), which is the minimum formal education requirement established for the Certified Recovery Residence Administrator (CRAA) credential. The distribution of respondents to highest education level is illustrated below. 12 respondents did not indicate their highest education level completed.

Options	N	Valid %
None	0	0.0%
High School Diploma/GED	8	8.2%
Some College	34	35.1%
Associates Degree	7	7.2%
Bachelor’s Degree	26	26.8%
Master’s Degree	18	18.6%
Doctoral Degree	4	4.1%



Race

Respondents were asked to answer an optional question identifying their race. Only 12 respondents declined to answer this question. All ethnicities were represented except for Native Hawaiian/Other Pacific Islander and Asian. 82.5% of respondents identify as Caucasian/White, 13.4% identify as Black/African American, 1% identifies as American Indian/Native American, and 3.1% identify as “other”. Note: The FCB captured “Ethnicity” information in a separate question.

Options	N	Valid %
American Indian/Native American	1	1.0%
Asian	0	0.0%
Black/African American	13	13.4%
Native Hawaiian/Other Pacific Islander	0	0.0%
Caucasian/White	80	82.5%
Other	3	3.1%
Missing	12	

Ethnicity

Respondents were asked to answer an optional question identifying their ethnicity. Eleven (11) respondents identify as Hispanic/Latino, 82 respondents identify as non-Hispanic/Latino and 16 respondents failed to answer this question.

Hispanic/Latino	11	11.8%
Non-Hispanic/Latino	82	88.2%
Missing	16	

Survey Adequacy and Reliability Measure

At the end of the survey, respondents were asked questions regarding how well performance domains and job tasks of a competent Recovery Residence Administrator were covered. Overall, the response to the survey demonstrated strong support for the validity of the performance domains and job tasks.

Respondents were positive that the survey covers the performance domains expected of a CRRA. Of the valid sample of 97 respondents, 94.9% chose “Adequate”, “Well” or “Very Well”. When asked if any performance domains were omitted, 86.5% of respondents answered “No”. Comments regarding performance domains that respondents indicated as “not covered” are provided in Attachment 2.

Respondents were also positive the survey correctly covers the job tasks expected of a CRRA, as 97.9% of the valid sample of 97 respondents chose “Adequate”, “Well” or “Very Well”. When asked if any job tasks were omitted, 80.1% of respondents answered “No”. Comments regarding job tasks that were not covered are provided in Attachment 3. The survey also allowed for “additional comments” which are provided in Attachment 4.

The survey results regarding the perceived percentage of time a CRRA spends performing the job tasks in each of the five domains indicated a variation from the derived exam proportions for the five



domains. Specifically, the derived exam proportion was considerably lower than the average percentage of time a CRRA spends for domain 1: Residence Operations and Administration and domain 3: Resident Screening and Admission. See the Derivation of Test Specifications section of this report for additional information.

Domain	Time Allocation	Derived Exam Proportion
Residence Operations and Administration	26.67%	18.78%
Maintaining the Physical Residence	17.72%	22.87%
Resident Screening and Admission	14.56%	8.38%
Resident Recovery Support	26.88%	29.78%
Legal, Professional and Ethical Responsibilities	14.18%	20.19%

Note: the FCB expects to see comments regarding omitted performance domains and job tasks during the development of a new credential in an emerging field. The FCB will consider the comments in Attachments 2 – 4, as well as consider the discrepancies between the perceived time allocation and derived exam proportions when a revision of the job tasks is considered.

As the mean task ratings for “importance” and “frequency” are directly used to determine the number of exam items across the job tasks, it is critical that the data be reliable. One of the most commonly used methods to determine the reliability of a measurement instrument is the Cronbach Coefficient Alpha. This statistic measures the internal consistency of responses made within a survey. When reliability estimates are greater than .70, it can be assumed that the respondents answered the survey in a consistent manner with thoughtful consideration to each rating provided and that the questions relating to these tasks were appropriately interpreted by respondents. For this survey, the reliability estimates were high for both “importance” and “frequency” (see below) and support the use of the survey respondents’ ratings to determine the examination blueprint.

Variable	Reliability Estimate
Importance	.975
Frequency	.972

Derivation of Test Specifications

Test specifications were derived with a sample of 109 respondents. Valid sample size was 98 to 101, depending on items. The weight of each task was determined in the following way. First, the average ratings for the Importance and the Frequency were obtained for each task. Then, the mean of the two ratings were computed (mean combined rating). Finally, the weight for each task (exam proportion) was computed by the following formula:

$$\text{Exam Proportion} = \frac{\text{Mean Combined Rating}}{\text{Total Rating Score}}$$



The total rating score is the sum of the mean combined rating for the 30 tasks, which is 134.45 in this case. The results are summarized in Attachment 5: Mean Ratings and Proportions of Items for 36 Tasks

The differences in exam proportions between tasks were up to 0.69%; the lowest was 2.41% (Tasks 1.5), and the highest was 3.10% (Task 2.2). This difference is equivalent to up to 1 item for all 100-item, 125-item and 150-item tests. Therefore, the difference in the number of allocated items between tasks should be only one for all 100-item, 125-item tests, and 150-item tests, if different numbers of items need to be allocated to some of the tasks.

First, the number of items for each domain was determined based on the sum of the exam proportions for items within each domain, such that the total number of items will be 100 for a 100-item test, 125 for a 125-item test, and 150 for a 150-item test.

The sums of allocated task proportions for the five domains are:

Domain	Exam Proportion
Residence Operations and Administration	18.78%
Maintaining the Physical Residence	22.87%
Resident Screening and Admission	8.38%
Resident Recovery Support	29.78%
Legal, Professional and Ethical Responsibilities	20.19%

For a 100-item test, the number of each task will be either 2 or 3. In order to decide for which items 2 items are assigned, rather than 3 items, it was determined for each domain. For each domain, $(\# \text{ of allocated items for the domain}) - (2 \times \# \text{ of tasks in the domain})$ is computed first. If this quantity is a positive number, it indicated the number of tasks for which 3 items would be assigned. On the other hand, if this quantity is a negative number, it indicated the number of tasks for which 1 item would be assigned, although such a case did not appear in this test blueprint. For example, there are 7 tasks in Domain 1, while 19 items should be assigned to the domain. Therefore, the quantity is computed as $19 - (2 \times 7) = 5$. Therefore, 5 tasks should be chosen to assign 3 items, rather than 2 items, in this domain. Among the 7 tasks in Domain 1, tasks 1.1, 1.2, 1.3, 1.6 and 1.7 have the five highest exam proportions. Therefore, 3 items were assigned for these five tasks, while 2 items were assigned for the remaining 2 tasks in this domain. The same procedure was applied for the other 4 domains.

The same procedure was applied to 125-item and 150-item tests, resulting in the following number of items per domain for each of the three potential test item number cases (100, 125, and 150 item tests).

Domain	100 Items	125 Items	150 items
Residence Operations and Administration	19	24	28
Maintaining the Physical Residence	23	29	34
Resident Screening and Admission	8	10	13
Resident Recovery Support	30	37	45
Legal, Professional and Ethical Responsibilities	20	25	30



The mean ratings and proportions of items, along with assigned number of items, are summarized in Attachment 5. The detailed test blueprint is presented in Attachment 6.

Conclusion

The Recovery Residence Administrator Role Delineation Study was conducted in keeping with national standards established by the American National Standards Institute (ANSI), the National Commission for Certifying Agencies (NCCA), and the American Educational Research Association/American Psychological Association/National Council on Measurement in Education (AERA/APA/NCME). Upon the publication of the Recovery Residence Administrator Role Delineation Study Report, the core competencies and examination blueprint are final and should not be changed until an updated Role Delineation Study is completed. In particular, the performance domains, job tasks and examination proportions cannot be modified.

The average life span of a role delineation study and corresponding examination blueprint is five (5) years. However, in the instance of an emerging field, the RDS should be considered for update in no more than 3 years, at which time a formal review and revision, as necessary, should be made to verify and/or update performance domains, job tasks and assess changes to “importance” and “frequency” ratings. The Certified Recovery Residence Administrator is an emerging position in the field of recovery support. As such, the FCB will closely monitor the performance of the credential and will initiate the CRRA RDS update process no later than 2019.



Attachment A: CRRA Performance Domains and Job Tasks/Core Competencies

Domain: Recovery Residence Operations and Administration

This domain identifies the operational and administrative job tasks that CRRA administrators must conduct to ensure continued compliance with rules, regulations, and the foundational philosophy of recovery residences.

Job tasks are not sequential. Certified Recovery Residence Administrators use professional knowledge and skills to determine when and how to conduct job tasks.

The primary goal of this domain is to assure that the Recovery Residence Administrator performs the administrative and operational duties necessary to run an effective and compliant Recovery Residence.

Job Tasks

1. Ensure compliance with applicable and non-discriminatory federal and state laws, to include:
 - a. Legal business entity documentation.
 - b. Current liability coverage/insurance appropriate to the level of recovery supports offered by the residence.
 - c. Written permission from the property owner of record to operate a recovery residence on the property, if applicable.
 - d. Compliance with criminal background screening requirements.
 - e. Resident compliance with legal obligations related to criminal history.
2. Implement and maintain resident financial policies that address sound accounting principles for documenting all resident financial transactions, including:
 - a. Resident fiscal records, to include fees, payments, deposits, and refunds.
 - b. Record retention policies.
 - c. Prohibition of financial relationships between staff and residents, except in regard to disclosed residence fees and/or formal work arrangements.
3. Implement and maintain a records retention policy and procedure to ensure the residence maintains accurate and complete records of all resident charges, payments, deposits and refunds.
4. Implement and maintain policies and procedures to ensure a separation between the employment of a resident by a recovery residence provider or staff and the employee's continued residence in the recovery home. Work agreements must be written and ensure that the resident agrees to work on a voluntary basis, the resident is paid a fair wage, consistent with the marketplace; and the resident's performance on the job does not impact his or her recovery and continued residence in the home.
5. Collect resident demographic information to inform continuous quality improvement.
6. Anticipate and respond appropriately to emergent issues, including employee issues, changes in rules and regulations, industry trends, and crisis/disaster events.
7. Participate in residence monitoring, review and/or audit actions by regulatory agencies.



Domain: Maintaining the Physical Residence

This domain identifies the job tasks that Certified Recovery Residence Administrators must conduct to provide a safe physical environment for residents and staff.

Job tasks are not sequential. Certified Recovery Residence Administrators use professional knowledge and skills to determine when and how to conduct job tasks.

The primary goal of this domain is to assure that the Recovery Residence Administrator implements and maintains policies related to the physical residence and its place in the neighborhood.

Job Tasks

1. Maintain a physical environment that meets resident needs consistent with the recovery residence level of certification and/or licensure standards.
2. Maintain a recovery residence that provides an alcohol and illicit drug-free environment.
3. Maintain a recovery residence that reflects the principles of a home-like environment that promotes community.
4. Implement and maintain “good neighbor” policies to ensure that the residence is courteous and compatible with the neighborhood and responsive to neighbor concerns, including but not limited to smoking, loitering, parking, noise, lewd or offensive language, cleanliness and interaction with neighbors/concerned parties.
5. Implement a property maintenance plan to proactively maintain both physical safety and a clean/orderly appearance of all physical properties.
6. Promote home and resident safety by implementing and maintaining safety and emergency policies and procedures to address resident health, smoking/fires, natural disasters, and crisis intervention.
7. Implement and promote peer governance of the residence in meaningful ways, such as resident established and implemented house rules, a residence council, leadership activities and/or peer mentoring/role modeling.
8. Maintain a “functionally equivalent family” within the residence as evidenced by policies and procedures regarding resident involvement with food preparation, household chores, use of common areas, expenses, and planned house meetings.



Domain: Resident Screening and Admission

This domain identifies the job tasks that Certified Recovery Residence Administrators must conduct to provide for the residents' quality of life within the capabilities of services offered by the Recovery Residence.

Job tasks are not sequential. Certified Recovery Residence Administrators use professional knowledge and skills to determine when and how to conduct job tasks.

The primary goal of this domain is to assure that the Recovery Residence Administrator oversees the consistent implementation of policies and procedures that are directly related to resident services and care. All services must be implemented under the guiding philosophies of Quality of Care and Administrative Enforcement.

Job Tasks

1. Implement and maintain policies and procedures that identify the residence's priority population and screening criteria to ensure appropriateness of the applicant to the residence's level of credentialing or licensure and offered recovery supports.
2. Ensure resident admission and orientation provides both oral and written explanations of agreements, policies, procedures, rights and requirements before the applicant is admitted/agrees to move-in to the recovery residence, including but not limited to:
 - a. Residence specific recovery support standards, including supervision, house rules and governance, social and leisure activities, arrangements for healthcare, and activities of daily living.
 - b. Grievance policy and resident rights.
 - c. Initial and on-going screening for communicable disease and/or parasite control.
 - d. Policy regarding alcohol and illicit drug free living environment and response to resident reoccurrence of use.
 - e. Food service standards, including dietary standards, food hygiene, and catered food service.
 - f. Medication practice and standards, including self-administered medications; pill organizers, assistance with self-administration; medication administration, records, storage and disposal, labeling and orders; and other the counter products.
3. Implement and maintain financial management policy and procedures that fully disclose all anticipated residence and third-party service provider fees, including deposits and/or refund policies for which the resident or responsible payer is/may be accountable.



Domain: Resident Recovery Support

This domain identifies the job tasks that Certified Recovery Residence Administrators must conduct to provide for the residents quality of life within the capabilities of services offered by the Recovery Residence.

Job tasks are not sequential. Certified Recovery Residence Administrators use professional knowledge and skills to determine when and how to conduct job tasks.

The primary goal of this domain is to assure that the Recovery Residence Administrator oversees the consistent implementation of policies and procedures that are directly related to resident services and care. All services must be implemented under the guiding philosophies of Quality of Care and Administrative Enforcement.

Job Tasks

1. Ensure that resident care plans are informed by the needs and wants of the resident and are continually updated to reflect the resident's current physical and mental needs and limitations.
2. Plan, implement, and maintain principles of client-centered care within the Recovery Residence environment.
3. Implement and maintain principles of self-directed, holistic, and recovery-oriented practices within the recovery residence.
4. Assist residents to develop and implement a self-directed recovery plan.
5. Assist and motivate residents to access and successfully navigate the array of community resources and recovery support services available to achieve and maintain recovery.
6. Offer recovery support services in formal and informal settings, as appropriate to residence level of certification.
7. Ensure that clinical services, if licensed and offered, are provided in accordance with state laws and administrative rules.
8. Implement and maintain residence policies that promote meaningful daily activities for all residents.
9. Assist residents to develop, implement and maintain skills and abilities to build desired life and/or wellness skills.
10. Connect residents to the local, greater recovery community.
11. Foster ethical, peer-based mutually supportive relationships between residents and staff as evidenced by: policies and procedures that encourage residents to engage one another in formal and informal activities and conversations and that coordinate community gatherings; and, recreational events or other social activities.



Domain: Legal, Professional and Ethical Responsibilities

This domain identifies the job tasks that Certified Recovery Residence Administrators must conduct to provide for the residents quality of life within the capabilities of services offered by the Recovery Residence.

Job tasks are not sequential. Certified Recovery Residence Administrators use professional knowledge and skills to determine when and how to conduct job tasks.

The primary goal of this domain is to assure that the Recovery Residence Administrator oversees the consistent implementation of policies and procedures that are directly related to professional and ethical conduct and service delivery.

Job Tasks

1. Uphold resident's rights at all times.
2. Maintain resident's confidentiality in accordance with state and federal laws (42 CFR and HIPAA).
3. Follow established professional codes of ethics and standards of practice in order to promote the best interests of the residents and the profession.
4. Ensure the recovery residence is culturally responsive and competent as evidenced by written staffing plans that identify the residence's priority population and their needs, and requires cultural responsiveness/cultural competence trainings relevant to the priority populations needs.
5. Ensure marketing materials, claims and advertising are honest, ethical, and substantiated.
6. Implement and maintain staffing and leadership policies and procedures that address:
 - a. Staffing requirements, including volunteers and current/former resident peer leadership and mentoring opportunities.
 - b. Training and certification requirements appropriate to the recovery residence level of credentialing/recovery supports offered.
 - c. Staff supervision, including performance expectations and discipline.
 - d. Employee records.
7. Seek supervision, legal advice or other expert input as necessary and appropriate to competently perform as a CRRRA.



Attachment 2: Omitted Performance Domains

(unedited free text response)

- The percentage part was hard to complete since I have a limited staff and do most of the criteria listed myself.
- Clients and their personal vehicles i.e. car, bike, scooter, in some cases.
- More specific recovery tasks.
- Working on his/her own personal development.
- Handling discharge of a client.
- What did you do TODAY for your recovery?
- Transition of clients to levels of care.
- The survey made no mention of administrators/owners who are responsible for several homes and have house managers who perform some of the tasks.
- Advocacy and Discharge Planning.
- Recovery Environment.
- How important is local or state funding/financial supports for a resident who cannot afford to continue recover in a recovery residence?
- The survey appears to be a carbon copy of DCF regs and community housing or sober houses don't serve the same purpose. Clients should be much more independent at this stage.
- Specifically standard compliance.



Attachment 3: Omitted Job Tasks

(unedited free text response)

- My suggestion is that we define by consensus the specific recovery support services that will be expected/required to be provided by the CRRA in the form of a check list. I can send a list if you need one.
- Preventive measures and optional /mandatory clinical.
- I didn't see anything relating to drug screening and reporting to Drug Courts, Marchman courts etc.
- Advocacy and Discharge Planning.
- Credentials for person overseeing the Recovery Residence is in compliance of certification.
- Addressing the interfacing with the behavioral health community to provide the optimal transition from the clinical model to the social model.



Attachment 4: Other Comments

(unedited free text response)

- The percentage criteria is hard when you have limited staff and running a program with limited staff and having to maintain all the laws of state and federal and client safety and evaluations, admission screening yourself.
- Should include visitation rights, outside pass if any and the number of group requirements, while participating in the program.
- I am very pleased to see the recovery field authenticating what many recovering people have been doing on their own as part of their recovery.
- I do not have any experience in this specific position, but I have worked in a management capacity. I found this survey very difficult to answer. If the same individual is expected to be competent in all the areas identified in this survey, it will have to be a very well-paid job. Some of these areas of expertise are quite specialized and require a good deal of experience to handle competently. The same person who is assisting in the design of recovery plans and providing peer support is supposed to be knowledgeable and an active participant in fiscal and legal responsibilities? In my view, the owner of the recovery residence is responsible for a number of the duties that, if I understand this survey correctly, are being expected of the CRRA.
- Thank you for setting a standard and platform.
- Having worked in the field for over 20 years in all types of treatment centers with different levels of care I am very happy to see that the FCB is involved with this initiative. In my opinion the lack of training and structure in recovery residences creates a huge risk for relapse. Instead of client's living in drug free peer supportive environments they are living with peers who are in active addiction. I am interested to assist with this initiative especially in the areas of training. Thank you Dr. Barry M. Gregory
- Great Survey, Guys.
- Overall an excellent overview.
- Some tasks, though described as applicable "regardless of employer or recovery residence" just DID NOT apply to my scenario (Level II House) at all, OR could not be answered "generically," i.e., I would have answered differently depending on the recovery residence "support level." Some tasks broken down into "sub-tasks" (a, b, c, etc.) could not be answered/prioritized, etc., as accurately as a generalized group as I would have preferred, (had to compromise) though perhaps could have if listed separately. To take the same "set" of Domains/Tasks from section 1, and rate for importance was fine, but to then take the EXACT same "set" and expect to rate for frequency, in many cases/for many tasks, just did not make sense, and just defied any kind of logical answer. Given that, I've responded the best I could, though with a lot of "compromise."
- Your survey focused heavily on "written policy and procedure" which in my opinion is less important than client care.



- If these were all followed to the letter we would be highly regarded as ethical and professional administrators.
- Some of the tasks described would be performed by an owner of a recovery residence and an administrator may be involved, at times, but there is a clear hierarchy that needs to be distinguished (e.g., the overall management of the Recovery Residence is done by two people: the administrator would interview residents, monitor clients, collect fees, and report maintenance issues to the owner. The owner would ensure compliance with applicable and non-discriminatory federal and state laws, implement several different policies and procedures that the administrator will follow, advertise, and perform property maintenance to proactively maintain both physical safety and a clean/orderly appearance of all physical properties.) These two descriptions are independent of each other.
- How important is the local law enforcement, code compliance and other local bodies in supporting the goals and mission of Recovery Residence?



Attachment 5: Mean Ratings and Proportions of Items for 36 Tasks

	Mean Importance Rating	Mean Frequency Rating	Mean Combined Rating	Exam Proportion	Test Length		
					100-item	125-item	150-item
All Domains					100	125	150
Domain 1: Recovery Residence Operations and Administration				18.78%	19	24	28
Task							
1.1	4.24	4.30	4.27	2.73%	3	3	4
1.2	4.29	4.30	4.30	2.75%	3	4	4
1.3	4.28	4.39	4.34	2.78%	3	4	4
1.4	4.02	4.21	4.12	2.63%	2	3	4
1.5	3.57	3.95	3.76	2.41%	2	3	4
1.6	4.24	4.46	4.35	2.78%	3	4	4
1.7	4.17	4.27	4.22	2.70%	3	3	4
Domain 2: Maintaining the Physical Residence				22.87%	23	29	34
Task							
2.1	4.46	4.58	4.52	2.89%	3	4	4
2.2	4.84	4.86	4.85	3.10%	3	4	5
2.3	4.23	4.55	4.39	2.81%	3	3	4
2.4	4.50	4.62	4.56	2.91%	3	4	5
2.5	4.35	4.60	4.47	2.86%	3	4	4
2.6	4.50	4.57	4.53	2.90%	3	4	4
2.7	4.04	4.35	4.20	2.68%	2	3	4
2.8	4.09	4.38	4.23	2.71%	3	3	4
Domain 3: Residence Screening and Admissions				8.38%	8	10	13
Task							
3.1	4.13	4.35	4.24	2.71%	2	3	4
3.2	4.48	4.57	4.52	2.89%	3	4	5
3.3	4.25	4.42	4.34	2.77%	3	3	4
Domain 4: Residence Recovery Support				29.78%	30	37	45
Task							
4.1	4.07	4.17	4.12	2.64%	3	3	4
4.2	3.98	4.20	4.09	2.62%	2	3	4
4.3	4.03	4.17	4.10	2.62%	2	3	4
4.4	3.98	4.20	4.09	2.62%	2	3	4
4.5	4.31	4.42	4.37	2.79%	3	4	4
4.6	4.12	4.40	4.26	2.72%	3	3	4
4.7	4.52	4.46	4.49	2.87%	3	4	5
4.8	4.10	4.27	4.18	2.68%	3	3	4



	Mean Importance Rating	Mean Frequency Rating	Mean Combined Rating	Exam Proportion	Test Length		
					100-item	125-item	150-item
4.9	4.16	4.34	4.25	2.72%	3	3	4
4.10	4.24	4.32	4.28	2.74%	3	4	4
4.11	4.18	4.45	4.31	2.76%	3	4	4
Domain 5: Legal, Professional and Ethical Responsibilities				20.19%	20	25	30
Task							
5.1	4.59	4.72	4.66	2.98%	3	4	4
5.2	4.63	4.82	4.72	3.02%	3	4	5
5.3	4.65	4.77	4.71	3.01%	3	4	5
5.4	4.06	4.34	4.20	2.69%	2	3	4
5.5	4.45	4.46	4.45	2.85%	3	4	4
5.6	4.29	4.51	4.40	2.81%	3	3	4
5.7	4.37	4.46	4.41	2.82%	3	3	4



Attachment 6: Detailed Test Blueprint

Domain / Tasks	Items per Domain/Task		
	100- item test	125- item test	150- item test
Domain 1: Recovery Residence Operations and Administration	19	24	28
Task			
1.1	3	3	4
<p>Ensure compliance with applicable and non-discriminatory federal and state laws, to include:</p> <ul style="list-style-type: none"> a. Legal business entity documentation. b. Current liability coverage/insurance appropriate to the level of recovery supports offered by the residence. c. Written permission from the property owner of record to operate a recovery residence on the property, if applicable. d. Compliance with criminal background screening requirements. e. Resident compliance with legal obligations related to their criminal history, if applicable. f. All Florida Statutes applicable to provider service offerings and/or support level. 			
1.2	3	4	4
<p>Implement and maintain resident financial policies that address sound accounting principles for documenting all resident financial transactions, including:</p> <ul style="list-style-type: none"> a. Resident fiscal records, to include fees, payments, deposits and refunds. b. Record retention policies. c. Prohibition of financial relationships between staff and residents, except in regard to disclosed resident fees and/or formal work arrangements. 			
1.3	3	4	4
<p>Implement and maintain a records retention policy and procedure to ensure the residence maintains accurate and complete records of all resident charges, payments, deposits and refunds.</p>			



Domain / Tasks	Items per Domain/Task			
	100- item test	125- item test	150- item test	
1.4	Implement and maintain policies and procedures to ensure a separation between the employment of a resident by a recovery resident provider or staff and the employee's continued residence in the recovery home. Work agreements must be written and ensure that the resident agrees to work on a voluntary basis; the resident is paid a fair wage, consistent with the marketplace; and the resident's performance on the job does not impact his or her recovery and continued residence in the home.	2	3	4
1.5	Collect resident demographic information to inform continuous quality improvement.	2	3	4
1.6	Anticipate and respond appropriately to emergent issues, including employee issues, changes in rules and regulations, industry trends, and crisis/disaster events.	3	4	4
1.7	Participate in residence monitoring, review and/or audit actions by regulatory agencies.	3	3	4
Domain 2: Maintaining the Physical Residence		23	29	34
Task				
2.1	Maintain a physical environment that meets resident needs consistent with the recovery residence level of certification and/or license standards.	3	4	4
2.2	Maintain a recovery residence that provides an alcohol and illicit drug-free environment.	3	4	5
2.3	Maintain a recovery residence that reflects the principles of a home-like environment that promotes community.	3	3	4



Domain / Tasks	Items per Domain/Task		
	100- item test	125- item test	150- item test
2.4 Implement and maintain "good neighbor" policies to ensure that the residence/residents is courteous and compatible with the neighborhood and responsive to neighbor concerns, including but not limited to smoking, loitering, parking, noise, lewd or offensive language, cleanliness, and interaction with neighbors/concerned parties.	3	4	5
2.5 Implement a property maintenance plan to proactively maintain both physical safety and a clean/orderly appearance of all physical properties.	3	4	4
2.6 Promote home and resident safety by implementing and maintaining safety and emergency policies and procedures to address resident health, smoking/fires, natural disasters, and crisis intervention.	3	4	4
2.7 Implement and promote peer governance of the residence in meaningful ways, such as resident established and implemented house rules, a residence council, leadership activities, and/or peer mentoring/role modeling.	2	3	4
2.8 Maintain a "functionally equivalent family" within the residence as evidenced by policies and procedures regarding resident involvement with food preparation, household chores, use of common areas, expenses, and planned house meetings.	3	3	4
Domain 3: Residence Screening and Admissions	8	10	13
Task			
3.1 Implement and maintain policies and procedures that identify the residence's priority population and screening criteria to ensure appropriateness of the applicant to the residence's level of credentialing or license and offered recovery supports.	2	3	4



Domain / Tasks	Items per Domain/Task			
	100- item test	125- item test	150- item test	
3.2	Ensure resident admission and orientation provides both oral and written explanations of agreements, policies, procedures, rights and requirements before the applicant is admitted/agrees to move into the recovery residence, including but not limited to:	3	4	5
	<ul style="list-style-type: none"> a. Residence specific recovery support standards, including supervision, house rules and governance, social and leisure activities, procedures for appropriate healthcare arrangements, and activities of daily living. b. Grievance policy and residence rights. c. Initial and on-going screening for communicable disease and/or parasite control. d. Policy regarding alcohol and illicit drug-free living environment responsive to resident re-occurrence of use, including any drug-screening and/or toxicology policies and procedures. e. Food service standards, including dietary standards, food hygiene, and catered food service. f. Medication practice and standards, including self-administered medicines; pill organizers; assistance with self-administration; medication administration; records, storage and disposal; labeling and orders; and other over the counter products pursuant to 65D-30, FAC. 			
3.3	Implement and maintain a financial management policy and procedures that fully disclose all anticipated residence and third-party service providers fees, including deposits and/or refund policies for which the resident or responsible payer is/may be accountable.	3	3	4
Domain 4: Residence Recovery Support		30	37	45
Task				
4.1	Ensure that resident recovery plans are developed based upon the needs and wants of the resident and are continually updated to reflect the resident's current physical and mental needs and limitations.	3	3	4



Domain / Tasks	Items per Domain/Task		
	100- item test	125- item test	150- item test
4.2 Plan, implement and maintain principles of resident-driven length of stay, participation and recovery planning within the recovery residence environment.	2	3	4
4.3 Implement and maintain principles of self-directed, holistic, and recovery-oriented practices within the recovery residence.	2	3	4
4.4 Assist residents to develop and implement self-directed recovery plans.	2	3	4
4.5 Assist and motivate residents to access and successfully navigate the array of community resources and recovery support services available to achieve and maintain recovery.	3	4	4
4.6 Offer recovery support services in formal and informal settings, as appropriate to the residence level of certification or license.	3	3	4
4.7 Ensure that clinical services, if licensed and offered, are provided in accordance with state laws and administrative rules.	3	4	5
4.8 Implement and maintain residence policies that promote meaningful daily activities for all residents.	3	3	4
4.9 Assist residents to develop, implement and maintain skills and abilities to build desired life and/or wellness skills.	3	3	4
4.10 Connect residents to the local, greater recovery community.	3	4	4



Domain / Tasks	Items per Domain/Task		
	100- item test	125- item test	150- item test
4.11 Foster ethical, peer-based mutually supportive relationships between residents and staff as evidenced by policies and procedures that encourage residents to engage one another in formal and informal activities and conversations; and that coordinate community gatherings, recreational events or other social activities.	3	4	4
Domain 5: Legal, Professional and Ethical Responsibilities	20	25	30
5.1 Uphold resident's rights at all times.	3	4	4
5.2 Maintain resident's confidentiality in accordance with state and federal laws, specifically 42 CFR and HIPAA.	3	4	5
5.3 Follow established professional codes of ethics and standards of practice in order to promote the best interests of the residents and of the profession.	3	4	5
5.4 Ensure the recovery residence is culturally responsive and competent as evidenced by written staffing plans that identify the residence's priority population and their needs, and requires cultural responsiveness/competence training relevant to the priority populations needs.	2	3	4
5.5 Ensure marketing materials, claims, and advertising are honest, ethical, and substantiated.	3	4	4
5.6 Implement and maintain staffing and leadership policies and procedures that address: <ul style="list-style-type: none"> a. Staffing requirements, including volunteers and current/former resident peer leadership and mentoring opportunities. b. Training and certification requirements appropriate to the recovery residence level of credentialing/recovery supports offered. c. Staff supervision, including performance expectations and discipline. d. Employee records. 	3	3	4



Domain / Tasks	Items per Domain/Task		
	100- item test	125- item test	150- item test
5.7 Seek supervision, legal advice or other expert input as necessary and appropriate to competently perform as a recovery residence administrator.	3	3	4





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