

Frequently Asked Questions from the Standards – Section 203

Section	Questions	Answer
R03-203 A-1	Executive Director must advise staff of all clinical recommendations that may differ from that of clinical staff and have that documented.	Develop and follow agency policy.
R03-203 B	On the Cash-In/Cash-Out form in the tool kit, it shows an example of Food Stamp Verification. Are we supposed to keep track of the client's food assistance balances?	Yes, if the program is a residential program. See KEESM policy 2541.1 for a detailed explanation. http://srsnet.srs.ks.gov/ Under manuals you'll find the KEESM. The policy is in section 2540.
R03-203 C	If the treatment program is within a correctional facility, do we need to identify emergency response (crisis intervention) post orders for the whole unit or crisis intervention for just CDRP?	The definition of crisis intervention in the standards is: "a therapeutic interaction between a client and a staff member designed to ensure client safety or assist the client in resolving urgent problems." The program may be able to use established facility policy if it is compliant with the Standard. A copy of this policy must be kept within the treatment program's policy and procedure manual.
R03-203 C	Can a waiver be requested every two years?	Your waiver and AAPS license expire at the same time. See AAPS Policy LICEN 304.
R03-203-C-2	Is e-mail 'ok' to be used as viable communication to provide policy changes provided a signed hard copy is placed in staff file?	Yes, staff needs to reply/ acknowledge receipt of the e-mail.
R03-203 E	If the treatment program is within a correctional facility, does documentation from the unit suffice?	No. The policy and material needs to be specific to the A/D treatment program.
R03-203 E-7	KDHE will not come to do an inspection. How do we meet this requirement?	This applies to residential programs only. Provider needs to document their request for an inspection.
R03-203 E-8	Is this liability insurance different than the liability insurance required in Section R03-201 B(5)? What is the liability insurance covering (buildings, cars, etc.)?	R03-201 B (5) states that the Governing Authority shall ensure that insurance is maintained. R03-203 E (8) asks for the documentation or proof of insurance.
R03-203 E-12	Do we need a list of definitions in our operations manual?	No. Programs do need to maintain a current copy of the Standards at their facility which includes the definitions.
R03-203 F	Does labor performed by clients pertain to residential facilities only? If not, how do we write such a policy when we cannot access PHI at the time a person has applied for a job and we don't know if the person is a current or former client?	All modalities are included. A policy will need to be written by the provider covering employment of current or former clients.

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R03-203 G	Appeal Process—is including this in client paperwork sufficient? Or does it need to be physically posted?	The agency's grievance procedure must be conspicuously posted.
R03-203 G	Does a form at intake (rights, confidentiality, etc.) with the address and phone number of SRS serve as conspicuously posted?	No. The form needs to be posted in clear and plain sight for clients to access at all time.
R03-203 G	If we're compliant with the CMHC grievance/appeals regulations will that be sufficient? This would be helpful to avoid confusing the client who wants to file an appeal as the D & A client will get two (2) different instructions on how to file a grievance.	No. AAPS grievance/appeal policy needs to be utilized with all AAPS clients, at all AAPS licensed facilities.