



Kansas Department of Social and Rehabilitation Services

Operational Policy and Procedure

Policy:	Denial, Suspension or Revocation of License and Corrective Action Policy	
Division:	Health Care Policy	Policy Number: LICEN 301
Contact:	Addiction and Prevention Services Director	
Status:	Approved	Date Approved: 12/22/07
Date Reviewed/Revised:		Effective Date: 01/01/08
Department:	Addiction and Prevention Services (AAPS)	Page: 1 of 3

POLICY: The Department of Social and Rehabilitation Services/Addiction and Prevention Services may deny, suspend or revoke the license of a Program, if found to not be in compliance with licensing standards (See K.S.A. 65-4015).

PURPOSE: To provide a consistent process for denying, suspending or revoking a program licensure thus ensuring quality of care for all consumers accessing and receiving alcohol and drug treatment services.

PROCEDURE:

- 1) The Department of Social and Rehabilitation Services/Addiction and Prevention Services shall approve or deny an application (initial application and/or application for an additional modality) within ninety (90) calendar days of receipt of a completed application (See *Standard R03-802 B*).
- 2) Following the receipt of a site visit report indicating deficiencies of a licensed Program, the licensee shall provide a written response to the Department of Social and Rehabilitation Services/Addiction and Prevention Services Central Office, within thirty (30) calendar days, addressing the deficiencies with a Corrective Action Plan (CAP) (LICEN 301-Attachment B)(See *Standard R03-804 B*).
 - a) Upon receipt of the CAP, AAPS shall review the CAP and respond to the licensee within 14 calendar days:
 - i. With technical assistance for correction of the CAP, or
 - ii. denial of the CAP, or
 - iii. approval of the CAP
 - b) If the CAP is not received within thirty (30) calendar days, the license of a Program will be suspended until the CAP is received by AAPS Central Office.
 - c) The facility shall be given ninety (90) calendar days, from the date of the site visit report to correct the deficiencies in accordance with the approved corrective action plan (See *Standard R03-804 B*).



Kansas Department of Social and Rehabilitation Services

Operational Policy and Procedure

Policy:	Denial, Suspension or Revocation of License and Corrective Action Policy	
Division:	Health Care Policy	Policy Number: LICEN 301
Contact:	Addiction and Prevention Services Director	
Status:	Approved	Date Approved: 12/22/07
Date Reviewed/Revised:		Effective Date: 01/01/08
Department:	Addiction and Prevention Services (AAPS)	Page: 2 of 3

d) If a licensee cannot completely implement the CAP within ninety (90) calendar days from receipt of the site visit report, the licensee shall request an extension by providing:

- Written documentation of rationale for extension,
- Written documentation of corrective steps in process, and
- A timeline in which Program will be in compliance.

i. Extensions may be granted in thirty (30) calendar day increments, and shall not exceed ninety (90) calendar days.

ii. AAPS Central Office may deny extensions if a CAP is not completed within the approved timeframe the Kansas Department of Social and Rehabilitation Services/Addiction and Prevention Services and AAPS shall commence proceedings to suspend or revoke the license pursuant to K.S.A 65-4015 and amendments thereto.

3) The Department of Social and Rehabilitation Services/Addiction and Prevention Services may deny an application (initial application and/or application for an additional modality) when all required documentation is not provided within the required timeframes. Programs will be allowed to reapply after the necessary requirements are produced.

4) The Department of Social and Rehabilitation Services/Addiction and Prevention Services may temporarily suspend a license or certification of a program due to uncorrected deficiencies with a Program. Should a Program's license be suspended, a Corrective Action Plan may be allowed, or the license/certification suspension may lead to revocation of a license or certification.

5) The Department of Social and Rehabilitation Services/Addiction and Prevention Services may revoke a license or certification of a Program when there has been substantial failure to comply with the requirements established under law. This action is subject to administrative hearings and appeals process.



Kansas Department of Social and Rehabilitation Services

Operational Policy and Procedure

Policy:	Denial, Suspension or Revocation of License and Corrective Action Policy	
Division:	Health Care Policy	Policy Number: LICEN 301
Contact:	Addiction and Prevention Services Director	
Status:	Approved	Date Approved: 12/22/07
Date Reviewed/Revised:		Effective Date: 01/01/08
Department:	Addiction and Prevention Services (AAPS)	Page: 3 of 3

Approved by: _____
Addictions and Prevention Services Director

12/22/2007
Date