



Kansas Department of Social and Rehabilitation Services

Operational Policy and Procedure

Policy:	Program Site Visits for Initial License	
Division:	Health Care Policy	Policy Number: LICEN 306
Contact:	Addiction and Prevention Services Director	
Status:	Approved	Date Approved: 01/02/08
Date Reviewed/Revised:		Effective Date: 01/01/08
Department:	Addiction and Prevention Services (AAPS)	Page: 1 of 4

POLICY: The Kansas Department of Social and Rehabilitation Services/Addiction and Prevention Services will conduct site visits to Programs as part of the licensure process (See *Standard R03-809*).

PURPOSE: To provide a consistent process for performing Program site visits thus ensuring that the regulatory agency for Kansas has oversight of all treatment programs providing alcohol and drug counseling.

PROCEDURE:

A. License Applicant

1) A person seeking an initial license for alcohol and other drug treatment for one or more categories of services as described under Licensing Standards Section 7, R03-702 through R03-714 shall submit the following application materials to the Department of Social and Rehabilitation Services/Addiction and Prevention Services Central Office:

- a) Completed application form identifying each modality of treatment to be provided. (LICEN 300-Attachment A)
- b) A policy and procedure manual.
- c) An organizational chart which includes the agency board, and
- d) A list of all clinical staff and documentation of their Kansas SRS Alcohol and other Drug Abuse Counselor credentials.
- e) Submit an application fee of \$100, per location, with the application materials, at least ninety (90) calendar days prior to the anticipated date of initiation of operation (See *Standard R03-802 A*).

A licensing site visit will not be conducted if all required documentation is not received by Department of Social and Rehabilitation Services/Addiction and Prevention Services Central Office.

2) The program licensing process may consist of a review of:

- a) Program policies and procedures,
- b) Governing authority documents,
- c) Verification of sufficient qualified personnel for care of clients, and



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d) Other documentation, as the Department of Social and Rehabilitation Services/Addiction and Prevention Services requires, to determine compliance (See *Standard R03-809 A*).

3) An on-site compliance review may consist of:

- a) Client clinical records,
- b) Personnel files, policies, and procedures,
- c) Other documents, as the Department of Social and Rehabilitation Services/Addiction and Prevention Services requires to determine compliance,
- d) Conducting individual interviews with clients and staff members, and
- e) Evaluation of the physical environment (See *Standard R03-809 B*).

4) Each potential licensee shall be available to the Department of Social and Rehabilitation Services/Addiction and Prevention Services at the time of scheduled site visit.

a) If an applicant is not available or cannot be located at the scheduled time and location by the QAPC, the license of that Program may be denied.

b) Should the applicant need to re-schedule they are responsible for making such arrangements with the QAPC prior to the site visit.

5) Each potential licensee shall cooperate with the Department of Social and Rehabilitation Services/Addiction and Prevention Services staff efforts and with that staff's review of the licensee's ongoing compliance with the requirements of the licensing standards (See *Standard R03-809 C*).

6) If, as a result of a routine or unscheduled site visit, a facility is found not in compliance with applicable standards, the Department of Social and Rehabilitation Services/Addiction and Prevention Services may issue a site visit report identifying the deficiencies of the applicable Standards (See *Standard R03-804 A*). (See *Policy Number LICEN 301*)



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7) The Department of Social and Rehabilitation Services/Addiction and Prevention Services shall approve or deny an application within ninety (90) calendar days of receipt of a completed application (*See Standard R03-802 B*).

B. AAPS Central Office and Program Consultants:

1) When AAPS Central Office has received the completed initial application and all required application material, AAPS Central Office will enter the potential licensee in the AAPS system. Applicable application materials will be forwarded to the QAPC.

2) If the initial application includes a modality of treatment requiring an onsite visit, the QAPC will schedule a site visit and send the site visit scheduling form to AAPS Central Office.

3) AAPS Central Office will document the scheduled site visit in the AAPS Report System and provide official notification to the Programs of the scheduled site visit.

4) QAPCs will notify AAPS Central Office of a re-scheduled site visit. AAPS Central Office will update the AAPS Reports System and re-send an official notification to the Program of the re-scheduled site visit.

5) The QAPC will conduct a site visit, completing a licensing tool.

6) At the beginning of the site visit, the QAPC will conduct an overview of the site visit process with the applicant. QAPCs will complete a "Routine Notice of Confidentiality" prior to beginning the site review.

7) The QAPC will conduct an exit interview and note the deficiencies, if applicable, found during the site visit with the licensee.

8) If the initial application includes modalities of treatment other than residential, the QAPC will complete a licensing tool.

9) The QAPC shall submit a completed site visit/licensing report to AAPS Central Office within one week of completing the site visit/licensing report and no later than three weeks prior to the end of the 90 calendar days from receipt of the completed



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application. The site visit report must include a narrative for any Section from the Standard's licensing tool which was unmet. An unmet Standard will result in a Corrective Action Plan.

10) AAPS Central Office will process and approve the official site visit report.

- a) Prior to approval, AAPS Central Office may send the site visit report back to the QAPC for revisions.
- b) Once finalized, AAPS Central Office staff shall forward the official site visit report to the AAPS Clinical Services Coordinator and the QAPC for signatures.
- c) AAPS Central Office staff shall generate a license and send it to the Secretary of SRS for signature.
- d) Once the license is signed by the Secretary of SRS, the official site visit report and the signed license will be sent to the applicant.

Approved by: _____
Addiction and Prevention Services Director

01/02/2008
Date