

# STATE OF KANSAS

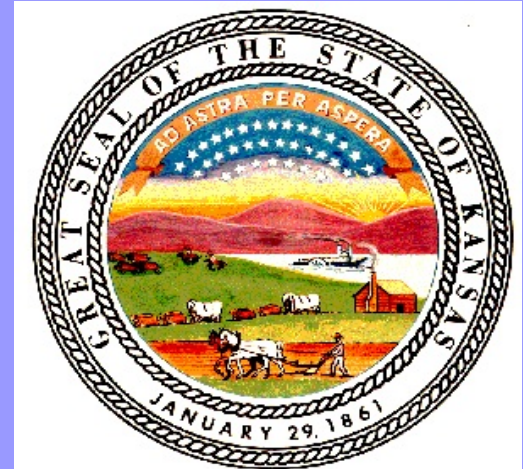
SOCIAL AND REHABILITATION SERVICES  
DIVISION OF HEALTH CARE POLICY  
COMMUNITY SUPPORTS AND SERVICES

## **Community Service Provider (CSP) Licensing Protocol Revised 1/15/07**

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## PERSON CENTERED SUPPORTS & SERVICES COMMUNITY INTEGRATED SERVICE PROVIDER LICENSING

QA'S DO NOT			QA'S DO		
<b>Inspect homes or work / training environments for compliance with Fire Marshal, zoning, OSHA, or any other ordinance outside KAR 30-63 et seq.</b>			<b>Monitor all living and working environments to ensure that the CSP has assured complete compliance with all city, county, state and federal life safety codes in accordance with the individual requirements of the persons that are being served.</b>		
<b>Teach people how to be a community service providers. All training and prerequisite requirements are the sole responsibility of the applicant or existing CSP.</b>			<b>Ensure that all staff have been provided training that would ensure that each staff person understands the individuals with whom they are working and can meet the desired outcomes and health / safety needs of each individual person.</b>		
<b>Make referral of eligible persons to any CSP.</b>			<b>Ensure that each CSP meets background check requirements</b>		
	<b>NEW "REGULAR" CSP LICENSE APPLICATION PROCESS</b>	<b>APPLIES TO LIMITED</b>		<b>CURRENT "REGULAR" CSP LICENSE RENEWAL PROCESS</b>	<b>APPLIES TO LIMITED</b>
<b>STEP 1.</b>	N/A		<b>STEP 1.</b>	An e-mail notice is sent to the license holder, by Central Office staff approximately 90 days prior to expiration date. Copies of the e-mail is sent to the QA and affiliating CDDO	YES
<b>2.</b>	Individual or entity wishing to become a license community service provider will submit an application to become a DD CSP received in central office	YES	<b>2.</b>	Renewal application to become a DD CSP received in central office	YES
<b>3.</b>	Applications are copied by CSS central office staff and mailed to the appropriate QA and CDDO	YES	<b>3.</b>	Applications are copied by CSS central office staff and mailed to the appropriate QA and CDDO	YES

4.	The QA will determine with each CDDO area the level of involvement that the CDDO wishes to have in the licensing process. QA will partner with the CDDO if that is the CDDO's desire. [ Note - it would be expected that the CDDO would be consistent in their level of participation.] [e.g. Total involvement with 'certain' applicants and no interest in be involved with others.] In order to provide a level playing field we must maintain consistent methodologies for all applicants]	YES	4.	The QA will determine with each CDDO area the level of involvement that the CDDO wishes to have in the licensing process. QA will partner with the CDDO if that is the CDDO's desire. [ Note - it would be expected that the CDDO would be consistent in their level of participation.] [e.g. Total involvement with 'certain' applicants and no interest in be involved with others.] In order to provide a level playing field we must maintain consistent methodologies for all applicants]	YES
5	QA makes contact with the applicant, explains process and the approximate timelines for completing the process. The primary time issue is the ability of the applicant to develop appropriate policies, procedures and implementation strategies.	YES	5.	Monitoring activity happens continuously. Under normal operation circumstances there should never be a "licensing visit".	YES
6.	It is encouraged that the licensing process be a joint venture with the QA and the CDDO.	YES	6.	It is encouraged that the licensing process be a joint venture with the QA and the CDDO. The QA will utilize KLO-II data, along with other file / document review, observation, and monitoring activity within the guidelines of K.A.R. 30-63. To make the licensure recommendation. It is expected that all licensed CSPs be in full compliance with this regulation.	YES
7.	N/A		7.	At times due to systemic issues, complaints, grievances etc, Central Office in consultation with the Region PI Director may make the decision to do a broader scope review. Central Offices staff will make a random draw of all persons served by the CSP.	YES
8.	N/A		8.	The assigned QA plus other Regional staff as determined appropriate by the Region and QA Program Manager will in cooperation with the CDDO conduct a Focused Review of services. These reviews are specific issue focused, and are conducted under the direct involvement of the HCP/CSS	YES

9.	Applicant provides copies of proposed policies and procedures for evaluation and approval. [There may be several exchanges of polices / procedures etc. depending on the ability of the proposed applicant to develop policies / procedures and to understand the components of the DD service system]	YES	9.	QA will review agencies policies and procedures in the light of the reality of provided services	YES
10.	When the QA determines that the policies / procedures are substantially in full compliance with Article 63 and that the applicant has an understanding as to the requirements of providing person centered services in a manner that respects the dignity of choice and yet provides for effective risk management the QA will at that time determine the applicants compliance with items 11 through 18.	YES	10.	N/A	
11.	It is the license applicants / licensed entities responsibility to: Ensure that all physical structures / building meet fire safety standards for the local community and in accordance with the State Fire Marshal's office, and provide verification if requested.	YES	11.	It is the renewal licensed CSPs responsibility to : Ensure that all physical structures / building meet fire safety standards for the local community and in accordance with the State Fire Marshal's office, and provide verification if requested.	YES
12.	It is the license applicants / licensed entities responsibility to: Ensure that applicable OSHA requirements are met if appropriate, and provide verification if requested.	YES	12.	It is the renewal licensed CSPs responsibility to : Ensure that applicable OSHA requirements are met if appropriate, and provide verification if requested.	YES
13.	It is the license applicants / licensed entities responsibility to: Ensure that all zoning regulations are respected. And to provide verification if requested.	YES	13.	It is the renewal licensed CSPs responsibility to : Ensure that all zoning regulations are respected. And to provide verification if requested.	YES
14.	It is the license applicants / licensed entities responsibility to: Ensure that all occupancy codes are met. And to provide verification if requested.	YES	14.	It is the renewal licensed CSPs responsibility to : Ensure that all occupancy codes are met. And to provide verification if requested.	YES
15.	It is the license applicants / licensed entities responsibility to: Ensure that all staff have all training required that would meet the needs of the persons served.	YES	15.	It is the renewal licensed CSPs responsibility to : Ensure that all staff have been provided training required that would meet the needs of the persons served.	YES
16.	It is the license applicants / licensed entities responsibility to : Ensure that background checks are done for all staff.	YES	16.	It is the renewal licensed CSPs responsibility to : Ensure that background checks are done for all staff.	YES

17.	It is the license applicants / licensed entities responsibility to: contact the CDDO for affiliation / contract	YES	17.	It is the renewal licensed CSPs responsibility to : contact the CDDO for affiliation / contract	YES
18.	It is the license applicants / licensed entities responsibility to contact the State Medicaid Fiscal Agent (provider enrollment) to establish initial provider enrollment.	YES	18.	It is the renewal licensed CSPs responsibility to ensure that they maintain a current provider enrollment agreement, and that all services are documented and billed according to Provider Bulletin requirements.	YES
19.	QA will formally notify the CDDO of the licensing recommendation prior to finalization. The QA will take into account the input, and findings of the CDDO when making their recommendation. This process is probably an on-going regular communication activity in which both the QA and the CDDO exchange information and develop operating strategies.	YES	19.	QA will formally notify the CDDO of the licensing recommendation prior to finalization. The QA will take into account the input, and findings of the CDDO when making their recommendation. This process is probably an on-going regular communication activity in which both the QA and the CDDO exchange information and develop operating strategies.	YES
20.	If the QA is not able to make a positive recommendation, they are required to discuss the issues with Central Office and Regional Administrative staff. [Positive means the recommendation to offer an initial Temporary License.]	YES	20.	If the QA is not able to make a positive recommendation, they are required to discuss the issues with Central Office and Regional Administrative staff. [ Positive means the recommendation to offer a Full License, with no requirements.]	YES
21.	In all normal circumstances the QA will make their licensing recommendation known to Central Office by the completion of the Compliance Summary form. HOWEVER If the license recommendation will have a negative impact on the applicant, a detail summary page will be attached to the Compliance Summary form. It will provide in specific detail the items that are not in compliance. The Compliance Summary detail must always be approved by Central Office and Regional PI Director prior to presentation to the applicant / CSP.	YES	21.	In all normal circumstances the QA will make their licensing recommendation known to Central Office by the completion of the Compliance Summary form. HOWEVER If the license recommendation will have a negative impact on the applicant, a detail summary page will be attached to the Compliance Summary form. It will provide in specific detail the items that are not in compliance. The Compliance Summary detail must always be approved by Central Office and Regional PI Director prior to presentation to the applicant / CSP.	YES
22.	Compliance Summary will be signed by the QA and the Director / Administrator of the CSP submitting the application.	YES	22.	Compliance Summary will be signed by the QA and the Director / Administrator of the CSP submitting the application.	YES

23.	HCP/CSS Central Office upon receipt of the Compliance Summary Recommendation, will cause a license certificate to be issued and the appropriate central office CSS staff will send the certificate with a cover letter that is appropriate to the license being issued.	YES	23.	HCP/CSS Central Office upon receipt of the Compliance Summary Recommendation, will cause a license certificate to be issued and the appropriate central office CSS staff will send the certificate with a cover letter that is appropriate to the license being issued.	YES
24.	The CDDO indicated on the license application and the QA responsible for that specific area will receive copies of the license certificate and the cover letter.	YES	24.	The CDDO indicated on the license application and the QA responsible for that specific area will receive copies of the license certificate and the cover letter.	YES
25.	The Temporary License holder is required to notify the QA when they begin services to the first persons.	YES	25.	N/A	
26.	The QA will make a licensing recommendation prior to the 6 month expiration of the (PROVISIONAL) Temporary License. The QA will consult with the CDDO prior to making the recommendation.	YES	26.	N/A	