

OPERATION POLICY AND PROCEDURES

Kansas Department for Aging and Disability Services  
Community Services and Programs  
Behavioral Health Services/SUD

**Initial Licensure of Alcohol or Other/Drug Abuse Treatment Programs**

Policy No.: BCH/LICEN 309  
*(Replaces LICEN 300 & 306)*  
Date Approved: 7/1/09  
Effective Date: 7/1/09  
Revised: 7/7/14  
Status: Approved  
Page(s): 3

**Policy:** No persons shall establish, conduct, or maintain an alcohol or other drug abuse treatment program without first having obtained a license from the Secretary of Kansas Department for Aging and Disability Services / Behavioral Health Services (KDADS/BHS). *(See K.S.A. 65-4012 and Standard R03-801 A)*

**Purpose:** To ensure 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 KDADS/BHS Central Office:
  - a) Completed application form identifying each modality of treatment to be provided.
  - 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 appropriate licenses
  - 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)*

**An application will not be considered complete until all the required materials are received by KDADS/BHS Central Office.**

2. Each licensee shall cooperate with KDADS/BHS 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)*
3. KDADS/BHS staff shall inspect the premises upon which residential services or opioid maintenance outpatient services will be offered prior to issuing an initial license. *(See Standard R03-802 C)*
4. A licensee utilizing an alternative location for services (defined as a location not owned, rented, or leased by the program such as a courthouse, a Department for Children and Families office, a jail, or a library etc.) where files are not stored is not required to have a license for the alternative location. *(Please note: licensee may have requirements to notify funding sources of these additional locations.)*

B. KDADS/BHS Central Office and Program Consultants (PC):

1. KDADS/BHS shall approve or deny an initial application within ninety (90) calendar days of receipt of a completed application. (See *Standard R03-802 B*)
2. The program licensing process may consist of a review of:
  - a) Program policies and procedures,
  - b) Governing Authority documents
  - c) Verification of sufficient personnel for care of clients,
  - d) Other documentation, required to determine compliance. (See *Standard R03-809 A*)
  - e) Evaluation of the physical environment for residential programs (See *Standard R03-809 B*) and
  - f) Evaluation of the physical environment for opioid maintenance outpatient programs. (See *Standard R03-711*)
3. Once KDADS/BHS Central Office has received the completed initial application and all the required application materials, KDADS/BHS Central Office staff will enter the potential licensee in the AAPS System. Applicable materials will be forwarded to the PC.
4. The PC will review the submitted policy and procedure manual for compliance with the Standards using the licensing tool. The following Standards must be met prior to the issuance of a license:
  - a) **Section 2**
    - 1) 201 B (5) – Current malpractice and liability insurance
    - 2) 202 C (2) – Criminal and abuse/neglect background checks for agencies serving adolescents
    - 3) 203 G (1) – Grievance policy
  - b) **Section 5**
    - 1) 502 A (1-3) – Disaster plans
    - 2) 502 C (3) – Environmental Issues, fire and safety inspection reports
  - c) **Section 6**
    - 1) 601 – Client rights form
    - 2) 601 C (1) a-d – Verification form
    - 3) 602 – Confidentiality policy
    - 4) 605 C – Assessment form
    - 5) 606 B – Treatment plan form
  - d) **Section 7**
    - 1) 711 – Opioid maintenance Outpatient Treatment must address all standards requiring policy and procedure
  - e) **Section 8**
    - 1) 802 C – Evaluation of the physical environment if residential services will be offered
5. The PC will submit the completed site visit report/licensing tool to KDADS/BHS Central Office. The site visit report/licensing tool must include a narrative for any section from the Standards which was unmet.

6. KDADS/BHS Central Office will process and approve the official site visit report/licensing tool.
  - a) Prior to approval, KDADS/BHS Central Office may send the site visit report/licensing tool back to the PC for revisions.
  - b) Once finalized, KDADS/BHS Central Office staff shall forward the official site visit report/licensing tool to the Behavioral Health Services Quality Manager and the PC for signatures.
  - c) KDADS/BHS Central Office staff shall generate a license and send it to the BHS Director and KDADS Secretary for signatures.
  - d) Once the license and site visit report are signed, the official site visit report/licensing tool and signed license will be sent to the applicant.

Approved by:

Behavioral Health Director	Date
Community Services and Programs Commissioner	Date
KDADS Legal Counsel	Date