

OPERATION POLICY AND PROCEDURES

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

**Extension of Licensure of Alcohol or Other/Drug Abuse
Treatment**

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Policy: The Kansas Department for Aging and Disability Services/Behavioral Health Services (KDADS/BHS) may grant extensions to a license for a Program for a period not exceeding ninety (90) calendar days. *(See Standard R03-805 A)*

Purpose: To document the acceptable reasons for extending a Program's licensure thus ensuring the continuity of care in programs providing alcohol and drug counseling.

Procedure:

1. A licensee shall request an extension at least thirty (30) calendar days prior to the expiration of their license/certification.
2. Extensions will only be granted due to extenuating circumstances such as: death, illness, loss of program staff, natural and/or manmade disasters, or extended leave of absence.
3. Extensions may be approved in thirty (30) calendar day increments, up to a total of ninety (90) calendar days.

Approved by:

Behavioral Health Director

Date

Community Services and Programs
Commissioner

Date

KDADS Legal Counsel

Date