

OPERATION POLICY AND PROCEDURES

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

Notification to KDADS/BHS of Program Changes

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<u>Policy:</u>	The Kansas Department for Aging and Disability Services/Behavioral Health Services (KDADS/BHS) must be notified of and approve any changes to a program to include: the addition/subtraction of modalities of service, change of location, or closure of program. (See <i>Standards R03-808 A-C</i>)
<u>Purpose:</u>	To ensure the regulatory agency that has oversight of all treatment programs providing alcohol and drug counseling is informed of any program changes ensuring that consumers have access to consistent services.

Procedure:

1. When adding modalities or making location changes, the treatment provider shall submit the following to KDADS/BHS Central Office:
 - a) A completed supplemental application,
 - b) The name of the executive director and/or program director providing management or supervision of the services,
 - c) Fire Inspections including corrections to any deficiencies,
 - d) In addition to the items listed in a-c, programs adding additional modalities shall submit:
 - 1) A list of all qualified staff and documentation of their Alcohol and drug licensure;
 - 2) A copy of any changed or additional policies related to the additional modalities, and
 - 3) Treatment waiver requests, if needed (See *policy LICEN 304*)
2. KDADS/BHS shall, within ninety (90) calendar days of receipt of a completed application, approve or deny an application prior to the program making requested changes. (See *Standard R03-808 B*)
3. A treatment provider who is requesting to add a residential modality is required to allow KDADS/BHS to complete an onsite inspection prior to approval. This may be waived if the Program is currently licensed for other residential services. (See *Standard R03-802 C*)
4. A treatment provider who is requesting to add Methadone treatment is required to allow KDADS/BHS to complete an onsite inspection prior to approval.

5. Any approved additional modalities will coincide with the current license expiration date.
6. A treatment provider who is relocating shall notify KDADS/BHS Central Office at least thirty (30) calendar days prior to the proposed date of location changes. *(See Standard R03-808 C)*
7. A treatment provider who is closing shall notify KDADS/BHS Central Office at least thirty (30) calendar days prior to the proposed date of program closure.
 - a) A program closing must submit, in writing, the effective date of closure,
 - b) A plan for secured maintenance of client files, and
 - c) Surrender the program's license or certificate.

Approved by:

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