

OPERATION POLICY AND PROCEDURES

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

Certification of Accredited Programs

Policy No.: BHS/LICEN 303

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Policy: An agency may request certification status when the agency demonstrates that it is in good standing with a national behavioral health accreditation body such as the Joint Commission on Accreditation of Health Care Organizations, the Commission on Accreditation of Rehabilitation Facilities, or is licensed as a mental health center by the Kansas Department for Aging and Disability Services/Behavioral Health Services or any other licensing or accrediting bodies recognized by the Kansas Department for Aging and Disability Services/Behavior Health Services (KDADS/BHS) (*See Standard R03-806 A*)

Purpose: To ensure the regulatory agency has oversight of all treatment programs providing alcohol and drug counseling, including those that are accredited by a national recognized organization.

Procedure:

1. A licensee shall provide the following documents to KDADS/BHS Central Office in addition to their application and licensure fee, at the time of application.
 - a. A copy of the current accrediting body's certificate or mental health license
 - b. A copy of survey findings, corrective action plans, and follow up responses from the last on-site survey
 - c. A list of all current staff and copies of their Alcohol and Drug licensure (*See Standards R03-806 B*)
 - d. Additional items may be required of programs offering Methadone treatment

2. If KDADS/BHS approves program certification, a licensee shall notify the Kansas Department for Aging and Disability Services/Behavioral Health Services and provide copies of:
 - a. All future scheduled on-site surveys
 - b. Survey findings, within ninety (90) days
 - c. Any corrective action plans
 - d. Follow-up response to/from the Program's accrediting body (*See Standard R03-806 C*)

3. A treatment provider seeking certificates shall complete an application or renewal application for certification at least ninety (90) calendar days prior to the expiration date of their current certification and provide evidence of on-going accreditation status (*See Standard R03-806 D*)

4. If certification is granted KDADS/BHS shall continue to conduct on-site licensure visits, according to policy for site visit procedures, in order to:
 - a. Examine client records
 - b. Ensure quailed staff is licensed
 - c. Ensure programs offering residential services are complying with the state Kansas Standards for Licensure/Certification of Alcohol and/or Other Drug Abuse Treatment Programs, as they relate to residential programs,
 - d. Ensure programs offering Methadone treatment are complying with the State of Kansas Standards for Licensure/Certification of Alcohol and/or Other Drug Abuse Treatment Programs, as they relate to Methadone programs (*See Standard R03-806 E*)

5. If upon a site visit, the licensee has major violations and/or violations cited for two (2) or more years the licensee shall follow the guidelines in Policy LICEN 301 regarding submission of a corrective action plan.

6. KDADS/BHS may issue a renewal license/certification for a period of 1, 2, or 3 years depending on the facilities level of compliance with the standards which will expire at the end of a quarter of the corresponding calendar year i.e. March 31, June 30, September 30, and December 31 (*See Standard R03-803 A*)
 - a. Programs licensed with no major violations noted for two (2) consecutive licensing cycles may be eligible for a two (2) year license
 - b. Programs licensed with no major violations noted for three (3) consecutive licensing cycles may be eligible for a three (3) year license

Approved by:

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