## Documentation for TCM License

<table>
<thead>
<tr>
<th>Date approved:</th>
<th>30-63-12 (a): Completed application form</th>
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### 30-63-12 (b) (1) Qualifications of Director of services to develop and modify a program of individualized services:
- bachelor’s or higher degree in a field of Human services awarded by an accredited college or university.
  - Evidenced by: Human Services field transcript
- OR
- Work Experience in human services of 1,040 hours of paid work experience substituted for higher education 15 undergraduate credit hours/ at least 8 full time semesters of satisfactory education/work experience.
  - Evidenced by: Documentation of employer, time worked and job duties and/or documentation of college credit

### 30-63-12 (b) (2) Qualifications of Director of services to supervise delivery of a program of services:
1. At least 1 year of experience in senior management-level positions w/ a licensed provider.
   - Evidenced by Documentation of employer, time worked and job duties
   - OR
2. At least 2 years experience as a case manager or a services manager w/ supervisory authority over at least 2 other individuals providing direct services to persons.
   - Evidenced by: Documentation of employer, time worked and job duties
   - OR
- At least 5 years of experience delivering direct care services to persons with I/DD.
  - Evidenced by: Documentation of employer, time worked and job duties

### 30-63-12 (b) (3): 3 letters of reference by individuals knowledgeable both of the applicant and of the delivery services to persons

### 30-63-12 (b) (4): Evidence of background check for director of services:
- a. DCF – APS Registry
- b. DCF – CPS Registry
- c. KNAR- Kansas Nurse Aid Registry (non-licensed/certified and/or licensed/certified)
- d. HOC-KBI Criminal history record check (including juvenile record)
- e. KDOR- MVR: Motor Vehicle Record for transportation
- f. OIG: Office of the Inspector General
- g. If applicable, professional license

### 30-63-32 (a) (1): Develop and implement policies and procedures concerning the provision of case management services that are consistent with the requirements of the regulation

### 30-63-32 (a) (3): Case Manager requirements

### 30-63-32 (b): Case management services

### 30-63-12 (c) (5) -written business plan including marketing, accommodation of growth, response to risk factors - financial plan to keep operation fiscally solvent during the next 3 years Documents required for evaluation of fiscal solvency include:
1. Three most recent bank statements and/or line of credit from a financial institution;
2. current income statement; current account payable journal and current balance sheet (or projected versions of income statement, account payable journal and balance sheet)

Application approved by: