

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 63.—Developmental Disabilities—Licensing Providers of Community Services

30-63-29. Records.

(a) A provider shall maintain records for each person served. These records shall include the following:

- (1) any application or agreement for services;
- (2) any financial agreement made between the provider and the person;
- (3) any incident or accident reports;
- (4) a health profile, which shall be reviewed for accuracy by a licensed medical

practitioner at least every two years, and shall include the following:

- (A) notations regarding the person's health status;
- (B) any medications the person takes; and
- (C) any other special medical or health considerations which might exist for that

person;

(5) basic assessment and service information system (BASIS) documents and other evaluation materials;

(6) the person's person-centered support plan;

(7) the plan of care for recipients of the home and community based services for persons who are mentally retarded or developmentally disabled program (HCBS/MR);

(8) releases of information, authorizations for publication, and consents for emergency and other medical treatment; as applicable; and

(9) a discharge summary, if applicable.

(b) A provider shall maintain each record confidentially and shall not release any record except:

(1) as authorized in writing by the person or the person's legal guardian, if one has been appointed;

(2) as otherwise authorized by law; or

(3) as necessary to comply with the requirements of this article.

(c) This regulation shall take effect on and after July 1, 1996.

(Authorized by and implementing K.S.A. 75-3307b and K.S.A. 39-1801, et seq.;
effective July 1, 1996.)

***** Authenticated Kansas Administrative Regulation *****