

**102-7-11a. Recordkeeping.** (a) Each licensed addiction counselor and each licensed clinical addiction counselor shall maintain a record for each client that accurately reflects the licensee's contact with the client and the results of the addiction counseling or clinical addiction counseling services provided. Each licensee shall have ultimate responsibility for the content of the licensee's records and the records of those persons under the licensee's supervision. These records may be maintained in a variety of formats, if reasonable steps are taken to maintain the confidentiality, accessibility, and durability of the records. Each record shall be completed in a timely manner and, at a minimum, shall include the following information for each client in sufficient detail to permit planning for continuity of care:

- (1) Adequate identifying data;
  - (2) the date or dates of services that the licensee or the licensee's supervisee provided;
  - (3) the type or types of services that the licensee or the licensee's supervisee provided;
  - (4) the initial assessment, conclusions, and recommendations;
  - (5) the treatment plan; and
  - (6) the clinical or progress notes from each session.
- (b) If a licensee is the owner or custodian of client records, the licensee shall retain a complete record for the following time periods, unless otherwise provided by law:
- (1) At least six years after the date of termination of one or more contacts with an adult; and
  - (2) for a client who is a minor on the date of termination of the contact or contacts, at least until the later of the following two dates:
    - (A) Two years past the date on which the client reaches the age of majority; or
    - (B) six years after the date of termination of the contact or contacts with the minor.

(Authorized by K.S.A. 2010 Supp. 74-7507, as amended by L. 2010, ch. 45, §15; implementing L. 2010, ch. 45, §2, as amended by 2011 HB 2182, §10; effective, T-102-7-1-11, July 1, 2011; effective, T-102-10-27-11, Oct. 27, 2011; effective Jan. 20, 2012.)