



**INSTRUCTIONS FOR OBTAINING REQUIRED APPROVALS
FOR LOCKED ENTRANCES/EXITS AND/OR DELAYED-EXIT MECHANISMS
IN A PSYCHIATRIC RESIDENTIAL TREATMENT FACILITY (PRTF)
FOR CHILDREN AND YOUTH**

K.A.R. 28-4-1202 (c) requires each facility which will rely on locked entrances and exits or on delayed-exit mechanisms to secure the PRTF to submit to KDHE prior written approval for the use of the locks or mechanisms from the Kansas State Fire Marshal, the Kansas Department of Social and Rehabilitation Services (SRS), the Kansas Juvenile Justice Authority (JJA), and the Kansas Health Policy Authority (KHPA).

Each facility should submit to SRS, JJA and KHPA the following:

- A copy of these instructions
- PRTF Locked Entrances/Exits or Delayed-Exit Mechanisms Approval Request Worksheet, which requires the following information:
 - 1) A description of the hardware that is being used or is proposed for use
 - 2) The timeframe for each delay; including documentation regarding any approved exception from the Kansas State Fire Marshal for seconds past 15 seconds but less than 30 seconds.
 - 3) Description of the location of each mechanism
- Floor plans for each building that will be used as a PRTF which includes identified locations of each mechanism

The information should be sent to each agency's contact person via email. The contacts are:

- SRS (Mental Health): Sandy Hashman Sandy.Hashman@srs.ks.gov
- JJA: Jeff Duncan JDuncan@jja.ks.gov
- KHPA: Fran Seymour-Hunter fran.seymour-hunter@khpa.ks.gov

Contact the Kansas State Fire Marshal's office directly, as they have their own process for how these approvals are provided.

The SRS, JJA, and KHPA contact person will provide their response to the approval request via email. When submitting the PRTF application to KDHE, please make sure to include all information forwarded to SRS, JJA and KHPA, as well as the agency's written approval for the locks or mechanisms.

If you have any questions regarding the instructions or worksheet, please contact Janna Gunckle at 785-368-6647.

