

Compliance Monitoring Schedule

It is your responsibility to submit all required documentation by the due date.

If you are required to submit support group *Monthly Meeting Documentation/Sponsor Verification* and/or *Monthly Self Reports*, the documentation must be submitted via Affinity/Spectrum 360 **by the 10th of each month.**

External documentation, which may include, but is not limited to, *Counselor Evaluations, Work Performance Evaluations, Academic Performance Evaluations, and Probation/Parole/Drug Court Reports*, etc, must be sent to the attention of your assigned Compliance Nurse Investigator by the 10th of the month as identified below:

Carolyn Hare, APRN, FNP-C, Compliance Nurse Investigator

External documentation is to be submitted by January 10th, May 10th and September 10th.

Anna Marling, RN, Compliance Nurse Investigator

External documentation is to be submitted by January 10th, May 10th and September 10th.

Lisa Scott, RN, Compliance Nurse Investigator

External documentation is to be submitted by April 10th, August 10th and December 10th.

Lisa Sosnin, RN, Compliance Nurse Investigator

External documentation is to be submitted by February 10th, June 10th and October 10th.

Rick VanCise, RN, Compliance Nurse Investigator

External documentation is to be submitted by April 10th, August 10th and December 10th.

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Please be advised that if the Agreed Order/Decision/KARE Program Agreement requires you to pay fees owed to the Board (i.e. civil penalty, hearing fee, stenographic services, etc.), you must submit payment in the time frame as stated in your Agreed Order/Decision/KARE Program Agreement. Please note that you may make payment at any time through your Kentucky Nurse Portal under the Payments Dashboard by selecting 'Manage Payments'.

Please be further advised that if the Agreed Order/Decision/KARE Program Agreement requires that you submit contact hours that are in addition to the contact hour requirement for reinstatement or renewal, **you** must provide a copy of the contact hour completion certificate(s) to your Compliance Nurse Investigator by the time frame as required.

Please be informed that it is your responsibility to review and be aware of the provisions in your Agreed Order/Decision/KARE Program Agreement and to notify your Compliance Nurse Investigator of changes as required in your Agreed Order/Decision/KARE Program Agreement (i.e. change of employment, address, marital status, conviction, etc.) Please be further informed that it is your responsibility to ensure that all information in your Kentucky nurse portal account is current and up to date at all times.

9/23/2026