TO:               RBHA and T/RBHA CEOs and Medical Directors
FROM:           Jennifer Vehonsky
                Acting Division Chief, Bureau of Compliance
SUBJECT:     POLICY CLARIFICATION: Provider Manual, Section 7.4, Incident/Accident/Death Reporting - Scope of Persons Covered
DATE:        April 26, 2006

This memorandum is intended to clarify the responsibilities of Tribal and Regional Behavioral Health Authorities (T/RBHAs) in meeting the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) policy regarding Provider Manual Section 7.4, Reporting of Incidents, Accidents and Deaths and the scope of persons covered under this policy.

At times, the T/RBHAs and/or providers will support the delivery of prevention services to non-enrolled behavioral health recipients.

ADHS/DBHS has determined that incidents, accidents and deaths must be reported for any person participating in a T/RBHA or provider sponsored prevention activity, regardless of his or her enrollment status with the T/RBHA. The reporting requirements applied to non-enrolled persons are that the T/RBHA and/or provider must report any incident, accident or death directly to ADHS/DBHS Bureau of Quality Management and Operations.