

TITLE 9. HEALTH SERVICES
CHAPTER 10. HEALTH CARE INSTITUTIONS: LICENSING
ARTICLE 7. BEHAVIORAL HEALTH RESIDENTIAL FACILITIES

- R9-10-701. Definitions**
- R9-10-702. Supplemental Application Requirements**
- R9-10-703. Administration**
- R9-10-704. Quality Management**
- R9-10-705. Contracted Services**
- R9-10-706. Personnel and Staffing**
- R9-10-707. Resident Admission; Assessment**
- R9-10-708. Treatment Plan**
- R9-10-709. Discharge**
- R9-10-710. Transport; Transfers**
- R9-10-711. Resident Outings**
- R9-10-712. Resident Time Out**
- R9-10-713. Resident Rights**
- R9-10-714. Resident Records**
- R9-10-715. Physical Health Services**
- R9-10-716. Behavioral Health Services**
- R9-10-717. Medication Services**
- R9-10-718. Food Services**
- R9-10-719. Environmental Standards**
- R9-10-720. Fire and Safety Requirements**
- R9-10-721. Physical Plant Requirements**
- R9-10-722. Outdoor Behavioral Health Care Program**

TITLE 9. HEALTH SERVICES
CHAPTER 10. HEALTH CARE INSTITUTIONS: LICENSING
ARTICLE 7. BEHAVIORAL HEALTH RESIDENTIAL FACILITIES

R9-10-701. Definitions [Stricken definitions will be in Article 1]

1. ~~“Admission” means written acceptance by a health care institution to provide medical services, nursing services, or health-related services to an individual.~~
2. ~~“Ancillary services” means services other than behavioral health services or physical health services provided to a resident by or at a behavioral health residential facility.~~
3. ~~1. “Assessment” means an analysis of a resident’s need for medical services, nursing services, and health-related services to determine which services a health care institution will provide to the resident.~~
4. ~~“Authenticate” means to establish authorship of a document or an entry in a medical record by:~~
 - a. ~~A written signature;~~
 - b. ~~An individual’s initials, if the individual’s written signature appears on the document or in the medical record;~~
 - c. ~~A rubber stamp signature; or~~
 - d. ~~An electronic signature code.~~
5. ~~“Available” means:~~
 - a. ~~For an individual, the ability to be contacted by any means possible such as telephone or pager;~~
 - b. ~~For equipment or supplies, physically retrievable at a health care institution; or~~
 - c. ~~For a document, retrievable in writing or electronically at a health care institution.~~
6. ~~“Behavioral health paraprofessional” means an individual who is qualified according to a behavioral health residential facility’s policies and procedures to provide at or for a behavioral health residential facility:~~
 - a. ~~Behavioral health services under the supervision of a behavioral health professional; and~~
 - b. ~~Ancillary services.~~
7. ~~“Behavioral health professional” means an individual licensed under A.R.S. Title 32 whose scope of practice allows the individual to:~~
 - a. ~~Independently provide behavioral health services, or~~
 - b. ~~Provide behavioral health services under direct supervision as defined in A.A.C. R4-6-101.~~

8. ~~“Behavioral health residential behavioral health residential facility” means a health care institution residential agency that provides treatment to an individual experiencing a behavioral health issue that:~~
- a. ~~Limits the individual’s ability to be independent, or~~
 - b. ~~Causes the individual to need treatment to maintain or enhance independence.~~
9. ~~“Behavioral health services” means the medical services, nursing services, or health related services provided to an individual to address the individual’s behavioral health issue.~~
10. ~~“Behavioral health technician” means an individual who is qualified according to a behavioral health residential facility’s policies and procedures to provide at or for a behavioral health residential facility:~~
- a. ~~Behavioral health services under clinical oversight by a behavioral health professional, and~~
 - b. ~~Ancillary services.~~
11. ~~“Clinical oversight” means:~~
- a. ~~Monitoring the behavioral health services provided by a behavioral health technician to ensure that the behavioral health technician is providing the behavioral health services according to the health care institution’s policies and procedures,~~
 - b. ~~Providing on-going review of a behavioral health technician’s skills and knowledge related to the provision of behavioral health services,~~
 - c. ~~Providing guidance to improve a behavioral health technician’s skills and knowledge related to the provision of behavioral health services, and~~
 - d. ~~Recommending training for a behavior health technician to improve the behavioral health technician’s skills and knowledge related to the provision of behavioral health services.~~
12. ~~“Current” means up to date and extending to the present time.~~
13. ~~“Discharge” means a documented termination of the medical services, nursing services, or health related services provided by a health care institution to a resident.~~
14. ~~“Employee” means an individual compensated by a behavioral health residential facility to work for the behavioral health residential facility.~~
15. ~~2. “Emergency safety response” means physically holding a resident to safely manage a sudden, intense, or out-of-control behavior to prevent harm to the resident or another individual.~~
16. ~~“General consent” means a written agreement for a resident to receive services signed by the resident or the resident’s representative.~~
17. ~~“Incident” means an unexpected occurrence that harms or has the potential to harm a resident.~~

18. ~~“Interval note” means documentation updating a resident’s medical condition after a medical history and physical examination are performed.~~
~~“Licensed capacity” means the total number of persons for whom the health care institution is authorized by the Department to provide services as required pursuant to this Chapter if the person is expected to stay in the health care institution for more than 24 hours. For a hospital, licensed capacity means only those beds specified on the hospital license. (A.R.S. § 36-401)~~
19. ~~“Medical history” means an account, based on information provided by a resident or the resident’s representative, of the resident’s past and present medical conditions.~~
20. ~~“Medical practitioner” means a physician, physician assistant, or a registered nurse practitioner.~~
21. ~~“Nurse” has the same meaning as “registered nurse” or “practical nurse” in A.R.S. § 32-1601.~~
- 22.3. ~~“Outing” means a planned social or recreational activity that:~~
- a. ~~Occurs away from the behavioral health residential facility premises, and~~
 - b. ~~Is not part of a behavioral health residential behavioral health residential facility’s daily routine, and~~
 - c. ~~Lasts longer than four hours.~~
23. ~~“Personnel member” means an individual who provides behavioral health services or physical health services at or on behalf of a behavioral health residential facility.~~
24. ~~“Physical health services” means medical services, nursing services, or health related services provided to an individual that are not intended to treat the individual’s behavioral health issue.~~
25. ~~“Progress note” means documentation of:~~
- a. ~~A behavioral health service, nursing service, or medical service provided to a resident and the resident’s response that is observed;~~
 - b. ~~A resident’s significant change in condition; or~~
 - c. ~~A personnel member’s observation of a resident’s behavior.~~
26. ~~“Registered nurse” means an individual licensed to practice professional nursing under A.R.S. Title 32, Chapter 15.~~
- 27.4. ~~“Resident” means an individual admitted to ~~the~~ a behavioral health residential behavioral health residential facility to receive behavioral health services.~~
- 28.5. ~~“Resident’s representative” means~~
- a. ~~The resident’s legal guardian;~~
 - b. ~~If the resident is under 18 years of age and not an emancipated minor, the resident’s parent;~~

- c. If the resident is 18 years of age or older or an emancipated minor, an individual acting on behalf of the resident with the written consent of the resident or the resident’s legal guardian; or
 - d. A surrogate as defined in A.R.S. § 36-3201.
29. ~~“Scope of services” means a list of the behavioral health services, physical health services, and ancillary services the governing authority has designated as being available to a resident of the behavioral health residential facility.~~
30. “Screening” means an evaluation of an individual’s current emotional, social, psychological, and medical condition to determine if the individual’s meets the behavioral health residential behavioral health residential facility’s criteria for admission.
“Supervision” means direct overseeing and inspection of the act of accomplishing a function or activity. A.R.S. § 36-401
31. ~~“Transfer” means a behavioral health residential facility discharging a resident and sending the resident to another licensed health care institution as an inpatient or resident without intending that the resident be returned to the sending behavioral health residential facility.~~
32. ~~“Transport” means a behavioral health residential facility sending a resident to another health care institution for outpatient services with the intent of returning the resident to the sending behavioral health residential facility.~~
- 33.6. “Treatment plan” means a description of the specific services that a behavioral health residential behavioral health residential facility will provide to a resident that is documented in the resident’s record.

R9-10-702. Supplemental Application Requirements

In addition to the requirements in 9 A.A.C. 10, Article 1, an administrator shall submit a request to provide any of the following services with an initial application:

- 1. Behavioral health residential services to individual under 18 years of age including the licensed capacity requested;
 - 2. Behavioral health residential services to individuals 18 years of age and older including the licensed capacity requested;
1. For the licensed capacity for a behavioral health residential behavioral health residential facility:
 - a. The requested licensed capacity for providing behavioral health services to individuals under 18 years of age; and
 - b. The requested licensed capacity for providing behavioral health residential services to individuals 18 years of age and older;

2. For the licensed capacity for an outdoor behavioral health care program:
 - a. The requested licensed capacity for providing the outdoor behavioral health care program to individuals 12 to 17 years of age; and
 - b. The requested licensed capacity for providing the outdoor behavioral health care program to individuals 18 to 24 years of age;
- ~~2.3.~~ Whether the applicant is requesting approval to provide:
 - ~~3.a.~~ Residential services to individuals 18 years of age or older whose behavioral health issue limits the individuals' ability to function independently, or
 - ~~4.b.~~ Personal care services; ~~or~~
 - ~~5.~~ Physical health services.
4. For a behavioral health residential behavioral health residential facility providing respite services, the requested number of individuals the behavioral health residential behavioral health residential facility plans to admit for respite services who do not stay in the behavioral health residential behavioral health residential facility overnight; and
5. For an outdoor behavioral health care program, a copy of the outdoor behavioral health care program's accreditation report.

R9-10-703. Administration

- A. A governing authority shall:
 1. Consist of one or more individuals accountable for the organization, operation, and administration of a behavioral health residential behavioral health residential facility;
 2. Designate the scope of services provided by or at the behavioral health residential behavioral health residential facility;
 3. Designate an administrator who meets the qualifications established by the governing authority;
 4. Approve policies and procedures or designate an individual to approve policies and procedures;
 5. Approve contracted services or designate an individual to approve contracted services;
 6. Adopt a quality management program according to R9-10-704;
 7. Review and evaluate the effectiveness of the quality management program at least once every 12 months;
 8. Appoint an acting administrator, in writing, if the administrator is expected to be absent for more than 30 calendar days; and
 9. Except as provided in subsection (A)(8) notify the Department according to § A.R.S. 36-425(I) when there is a change in the administrator.

B. An administrator:

1. Is directly accountable to the governing authority for all services provided by or at the behavioral health residential behavioral health residential facility;
2. Has the authority and responsibility to manage the behavioral health residential behavioral health residential facility;
3. Acts as a liaison between the governing authority and personnel members and employees; and
4. Except as provided in subsection (A)(8) designates, in writing, an individual who is available and accountable for the operation of the behavioral health residential behavioral health residential facility when the administrator is not available.

C. An administrator shall ensure that:

1. Policies and procedures are established, documented, and implemented that:
 - a. Include personnel job descriptions, duties, and qualifications, including required skills and knowledge for employees;
 - b. Cover orientation and training for employees;
 - c. Include how an employee may submit a complaint relating to services provided to a resident;
 - d. Cover cardiopulmonary resuscitation training (~~CPR~~) including:
 - i. The method and content of cardiopulmonary resuscitation training;
 - ii. The qualifications for an individual to provide cardiopulmonary resuscitation training;
 - iii. The time-frame for renewal of cardiopulmonary resuscitation training; and
 - iv. The documentation that verifies that the employee have received cardiopulmonary resuscitation training;
 - e. Include a method to identify a resident to ensure the resident receives physical health services and behavioral health services as ordered;
 - f. Cover first aid training;
 - g. Cover resident rights including assisting a resident who does not speak English or who has a physical or other disability to become aware of resident rights;
 - h. Cover resident and resident's medical records, including electronic medical records;
 - i. Cover a quality management program; and

- j. Cover when individuals may visit residents in the behavioral health residential behavioral health residential facility;
- 2. Policies and procedures for behavioral health residential behavioral health residential facility services are established, documented, and implemented that:
 - a. Cover resident screening, admission, assessment, treatment plan, transport, transfer, discharge plan, and discharge;
 - b. Cover resident outings;
 - c. Include when general consent and informed consent ~~is~~ are required;
 - d. Cover the provision of behavioral health services, ~~ancillary services~~, and physical health services;
 - e. Cover ~~dispensing~~, administering ~~medication~~, assistance in the self-administration of medication, and disposing of medication, including provisions for inventory control and preventing diversion of controlled substances;
 - f. Cover respite services;
 - g. Cover services provided by an outdoor behavioral health care program, if applicable;
 - f.h. Cover infection control;
 - g.i. Cover resident time out;
 - h.j. Cover environmental services that affect resident care;
 - i.k. Cover specific steps and deadlines for:
 - i. A resident to file a complaint,
 - ii. The behavioral health residential behavioral health residential facility to respond to and resolve a resident complaint, and
 - iii. The behavioral health residential behavioral health residential facility to obtain documentation of fingerprint clearance, if applicable;
 - j.l. Cover how incidents listed in R9-10-703(F) are reported and investigated;
 - k.m. Cover whether pets and other animals are allowed on the premises including procedures to ensure that any pets or other animals allowed on the premises do not endanger the health or safety of residents or the public;
 - l.n. If animals are used as part of a therapeutic program, cover:
 - i. Inoculation/vaccination requirements; and
 - ii. Methods to minimize risks to resident's health and safety;
 - m.o. Cover the process for receiving a ~~fee from~~ and refunding a fee ~~to an adult resident or the resident's representative~~;

- ~~n.p.~~ Cover the process for obtaining resident preferences for social, recreational, or rehabilitative activities and meals and snacks;
 - ~~o.q.~~ Cover the security of a resident's possessions that are allowed on the premises;
 - ~~p.r.~~ Cover the smoking and the use of tobacco products on the premises; and
 - ~~q.s.~~ Cover how the behavioral health residential behavioral health residential facility will respond to a resident's sudden, intense, or out-of- control behavior to prevent harm to the resident or another individual;
3. Policies and procedures are reviewed at least once every 24 months and updated as needed;
 4. Policies and procedures are available to employees; and
 5. Unless otherwise stated, documentation required by this Chapter is provided to the Department within two hours after a Department request.
- D. For behavioral health paraprofessional and a behavioral health technician, an administrator shall comply with the requirements in R9-10-114. ~~ensure that policies and procedures are established, documented, and implemented that:~~
- ~~1.~~ For a behavioral health paraprofessional:
 - ~~a.~~ Delineate the services a behavioral health paraprofessional is allowed to provide at or for a behavioral health residential facility;
 - ~~b.~~ ~~If a behavioral health paraprofessional provides services under the practice of marriage and family therapy, the practice of professional counseling, the practice of social work, or the practice of substance abuse counseling as defined in A.R.S. § 32-3251, ensure that the behavioral health paraprofessional is under the supervision of an individual licensed pursuant to A.R.S. Title 32, Chapter 33 to provide the specific service being provided by the behavioral health paraprofessional; and~~
 - ~~c.~~ Establish the qualifications for individuals providing supervision to a behavioral health paraprofessional; and
 - ~~2.~~ For a behavioral health technician:
 - ~~a.~~ Delineate the services a behavioral health technician is allowed to provide at or for a behavioral health residential facility;
 - ~~b.~~ Establish the qualifications for a behavioral health professional providing clinical oversight to a behavioral health technician;
 - ~~c.~~ If the behavioral technician provides services under the practice of marriage and family therapy, the practice of professional counseling, the practice of social

~~work, or the practice of substance abuse counseling as defined in A.R.S. § 32-3251, ensure that the behavioral health technician is under the clinical oversight of a behavioral health professional licensed pursuant to A.R.S. Title 32, Chapter 33 to provide the specific service being provided by the behavioral health technician;~~

- ~~d. Delineate the methods used to provide clinical oversight including when clinical oversight is provided on an individual basis or in a group setting;~~
- ~~e. If clinical oversight is provided electronically, ensure that:
 - ~~i. The clinical oversight is provided verbally with direct and immediate interaction between the behavioral health professional providing and the behavioral health technician receiving the clinical oversight;~~
 - ~~ii. A secure connection is used; and~~
 - ~~iii. The identities of the behavioral health professional providing and the behavioral health technician receiving the clinical oversight are verified before clinical oversight is provided;~~~~
- ~~f. For each week that a behavioral health technician provides services related to resident care at a behavioral health residential facility, ensure that the behavioral health technician receives clinical oversight at least once during that week;~~
- ~~g. Establish the duration of clinical oversight provided to a behavioral health technician to ensure that resident needs are met based on, for each behavioral health technician:
 - ~~i. The scope and extent of the services provided,~~
 - ~~ii. The acuity of the residents receiving services, and~~
 - ~~iii. The number of residents receiving services; and~~~~
- ~~h. Establish the process by which information pertaining to services provided by a behavioral health technician is provided to the behavioral health professional that is responsible for clinical oversight of the behavioral health technician.~~

- E. If an applicant requests or a behavioral health residential behavioral health residential facility has a licensed capacity of 10 or more residents, an administrator shall designate a clinical director who:
 - 1. Provides direction for behavioral health services provided at the behavioral health residential behavioral health residential facility; and
 - 2. Is a behavioral health professional.
- F. An administrator shall provide written notification to the Department:

1. Within one working day after a resident's death;
2. Within two working days after a resident's suicide attempt or infliction of self-injury that results in the resident needing medical services; and
3. Within three working days after a resident has an accident, emergency, or serious injury that results in the resident needing medical services.

G. An administrator shall ensure that:

1. A written plan is developed and implemented to provide orientation specific to the duties of the personnel member;
2. A personnel member completes orientation before providing services related to resident care;
3. A personnel member's orientation is documented, to include:
 - a. The personnel member's name,
 - b. The date of the orientation, and
 - c. The subject or topics covered in the orientation;
4. In addition to the training required in subsections ~~(G)(5)~~ (G)(1) and (5), a written plan is developed and implemented to provide personnel member in-service training specific to the duties of the personnel member;
5. A personnel member receives training in crisis intervention according to subsection (G)(6):
 - a. Before providing services related to resident care, and
 - b. At least once every twelve months after the date of the personnel member began providing services related to resident care;
6. Training in crisis intervention includes, at a minimum:
 - a. Methods to identify personnel member and resident behaviors, events, and environmental factors that may cause the need for an emergency safety response;
 - b. Nonphysical intervention, such as de-escalation, mediation, conflict resolution, active listening, and verbal and observational methods that may ~~use~~ be used in response to a crisis to minimize or eliminate the need for using an emergency safety response; and
 - c. Safe techniques for using an emergency safety response, including the recognition and appropriate responses to signs of a resident's physical distress while an emergency safety response is used with the resident; and
7. A personnel member's inservice education is documented, to include:
 - a. The personnel member's name,

- b. The date of the training, and
 - c. The subject or topics covered in the training.
- H. If abuse, neglect, or exploitation of a resident is alleged or suspected, an administrator shall:
- 1. Take immediate action to stop the alleged or suspected abuse, neglect, or exploitation;
 - 2. Immediately report the alleged or suspected abuse, neglect, or exploitation of the resident:
 - a. To the local law enforcement agency; and
 - b. As follows:
 - i. For an individual 18 years of age or older, to Adult Protective Services in the Department of Economic Security according to A.R.S. § 46-454; or
 - ii. For an individual under 18 years of age, to Child Protective Services in the Department of Economic Services according to A.R.S. § 13-3620;
 - 3. Document the action in subsection (H)(1) and the report in subsection (H)(2) and maintain the documentation for 12 months after the date of the report;
 - 4. Investigate the alleged or suspected abuse, neglect, or exploitation and develop a written report of the investigation within 48 hours after the report required in (H)(2) that includes:
 - a. Dates, times, and description of the alleged or suspected abuse, neglect, or exploitation;
 - b. ~~A Description~~ description of any injury to the resident and any change to the resident's physical, cognitive, functional, or emotional condition;
 - c. ~~The Names~~ names of witnesses to the alleged or suspected abuse, neglect, or exploitation; and
 - d. ~~The Actions~~ actions taken by the administrator to prevent the alleged or suspected abuse, neglect, or exploitation from occurring in the future;
 - 5. Submit a copy of the investigation report required in subsection (H)(4) to the Department within ~~48 hours~~ five working days after submitting the report in subsection (H)(2); and
 - 6. Maintain a copy of the investigation report required in subsection (H)(4) for 12 months after the date of the investigation report.
- I. An administrator shall:
- 1. Establish and document requirements regarding residents, personnel members, employees, and other individuals entering and exiting the premises;

2. Establish and document guidelines for meeting the needs of an individual residing at ~~an agency~~ a behavioral health residential behavioral health residential facility with a resident, such as a child accompanying a parent in treatment, if applicable;
 3. If children under the age of 12, who are not admitted to a behavioral health residential behavioral health residential facility, are residing at the behavioral health residential behavioral health residential facility and being cared for by employees or personnel members, ensure that:
 - a. An employee or personnel member caring for children has current cardiopulmonary resuscitation and first aid training specific to the age of children being cared for; and
 - b. The staff-to-children ratios in A.A.C. R9-5-404(A) are maintained based on the age of the youngest child in the group;
 4. Establish and document the process for responding to a resident's need for immediate and unscheduled behavioral health services or physical health services; and
 5. Establish and document the criteria for determining when a resident's absence is unauthorized, including whether the resident was admitted under A.R.S. Title 36, Chapter 5, Articles 1, 2, or 3, is absent against medical advice, or is under the age of 18.
- J. An administrator shall ensure that the following information or documents are conspicuously posted on the premises and are available upon request to a personnel member, employee, resident, or a resident's representative:
1. The resident rights listed in R9-10-713,
 2. The behavioral health residential behavioral health residential facility's current license,
 3. The location at which inspection reports required in R9-10-721 to be on the premises of the behavioral health residential behavioral health residential facility are available for review or can be made available for review; and
 4. The calendar days and times ~~where~~ when a resident may accept visitors ~~and~~ or make telephone calls.
- K. An administrator shall ensure that:
1. Labor performed by a resident for the behavioral health residential behavioral health residential facility is consistent with A.R.S. § 36-510;
 2. A resident who is a child is only released to the child's custodial parent, guardian, or custodian or as authorized in writing by the child's custodial parent, guardian, or custodian;

3. ~~A~~An administrator obtains documentation of the identity of the parent, guardian, custodian, or family member authorized to act on behalf of a resident who is a child; and
4. A resident, who is an incapacitated person according to A.R.S. § 14-5101 or who is gravely disabled, is assisted in ~~enlisting~~ obtaining a resident's representative to act ~~upon~~ on the resident's behalf.

L. An administrator shall:

1. If the administrator determines that a resident is incapable of handling the resident's financial affairs:
 - a. Notify the resident's representative or contacts a public fiduciary or a trust officer to take responsibility of ~~a~~ the resident's financial affairs; ~~and~~
 - b. Maintain documentation of the notification required in subsection (L)(1)(a) in the resident's medical record for 12 months ~~from~~ after the date of the notification;
2. If a resident refuses medical services or nursing services:
 - a. Notify the resident's primary care provider or other medical practitioner, and
 - b. Maintain documentation of the notification required in subsection (L)(2)(a) in the resident's medical record for at least 12 months from the date of notification;

M. If an administrator manages a resident's money through a personal funds account, the administrator shall ensure:

1. Policies and procedure are established, developed, and implemented for:
 - a. Using resident's funds in a personal funds account; ₂
 - b. Protecting resident's funds in a personal funds account; ₂
 - c. Investigating a complaint about the use of resident's funds in a personal funds account and ensuring that the complaint is investigated by an individual who does not manage the personal funds account; ₂
 - d. Processing each deposit into and withdrawal from a personal funds account; ₂ and
 - e. Maintaining a record for each deposit into and withdrawal from a personal funds account; ₂
2. The personal funds account is only initiated after receiving a written request that:
 - a. Is provided:
 - i. Voluntarily by the resident,
 - ii. By the resident's representative, or
 - iii. By a court of competent jurisdiction;
 - b. May be withdrawn at any time; and
 - c. Is maintained in the ~~resident~~ resident's record.

R9-10-704. Quality Management

An administrator shall ensure that:

1. A plan is established, documented, and implemented for an ongoing quality management program that, at a minimum, includes:
 - a. A method to identify, document, and evaluate incidents;
 - b. A method to collect data to evaluate services provided to residents, including contracted services;
 - c. A method to evaluate the data collected to identify a concern about the delivery of services related to resident care;
 - d. A method to make changes or take action as a result of the identification of a concern about the delivery of services related to resident care; and
 - e. The frequency of submitting a documented report required in subsection (2) to the governing authority;
2. A documented report is submitted to the governing authority that includes:
 - a. An identification of each concern about the delivery of services related to resident care; and
 - b. Any change made or action taken as a result of the identification of a concern about the delivery of services related to resident care; and
3. The report required in subsection (2) and the supporting documentation for the report ~~is~~ are:
 - a. ~~Maintained on the behavioral health residential facility premises for 12 months from~~ after the date the report is submitted to the governing authority, and
 - b. Except for information or documents that are confidential under federal or state law, provided to the Department for review within two hours after the Department's request.

R9-10-705. Contracted Services

An administrator shall ensure that:

1. A contract includes the responsibilities of each contractor; ~~;~~
2. A copy of the contract is maintained ~~at the behavioral health residential facility;~~ and
3. A documented list of current contracted services is maintained that includes a description of the contracted services provided.

R9-10-706. Personnel and Staffing

A. An administrator shall ensure that:

1. A personnel member is at least 21 years old; ~~;~~

2. An employee is at least 18 years old,
 - ~~2.3.~~ An intern is at least 18 years old; and
 - ~~3.4.~~ A volunteer is at least 21 years old.
- B. An administrator shall ensure that: ~~the behavioral health residential facility has personnel members with the qualifications, education, experience, skills, and knowledge necessary to~~
1. ~~Provide the behavioral health services, physical health services, and ancillary services in the behavioral health residential facility's scope of services;~~ The qualifications, education, experience, skills, and knowledge required for each type of personnel member:
 - a. Are based on:
 - i. The type of behavioral health services expected to be provided by the personnel member according to the established job description, and
 - ii. The acuity of the residents receiving behavioral health services from the personnel member according to the established job description; and
 - b. Include:
 - i. The specific skills and knowledge necessary for the personnel member to provide the expected behavioral health services listed in the established job description.
 - ii. The type and duration of education that may allow the personnel member to acquire the specific skills and knowledge for the personnel member to provide the expected behavioral health services listed in the established job description, and
 - iii. The type and duration of experience that may allow the personnel member to acquire the specific skills and knowledge for the personnel member to provide the expected behavioral health services listed in the established job description;
 2. ~~Meet the needs of a resident; and~~ A personnel member's skills and knowledge are verified by a behavioral health professional according to a behavioral health residential behavioral health residential facility's policies and procedures; and
 3. ~~Ensure the health and safety of a resident.~~ The behavioral health residential behavioral health residential facility has personnel members with the qualifications, education, experience, skills, and knowledge necessary to:
 - a. Provide the behavioral health services, physical health services, and ancillary services in the behavioral health residential behavioral health residential facility's scope of services;

- b. Meet the needs of a resident; and
 - c. Ensure the health and safety of a resident.
- C. An administrator shall ensure that an individual who is a baccalaureate social worker, master social worker, associate marriage and family therapist, associate counselor, or associate substance abuse counselor ~~is under~~ receives direct supervision as defined in A.A.C. R4-6-101.
- D. An administrator of a behavioral health residential behavioral health residential facility shall ensure that at the starting date of employment, volunteer service, or internship and every 12 months after, an individual ~~submits one of the following as~~ provides evidence of freedom from infectious tuberculosis as required in R9-10-1XX:
- 1. A report of a negative Mantoux skin test administered within six months before the report is submitted; or
 - 2. If the employee has had a positive skin test for tuberculosis, a written statement from a medical practitioner dated within six months before the statement is submitted indicating that the employee is free from infectious tuberculosis.
- E. An administrator shall ensure that a personnel member or employee record is maintained for each that contains:
- 1. The individual's name, date of birth, home address, and home telephone number;
 - 2. The name and telephone number of an individual to be notified in case of an emergency;
 - 3. The starting date of employment, volunteer service, or contract service and, if applicable, the ending date; and
 - 4. If applicable, documentation of:
 - a. The individual's qualifications including education, experience, skills, and knowledge applicable to the individual's job duties;
 - b. The individual's work experience;
 - c. If the behavioral health residential behavioral health residential facility provides services to children, the individual's compliance with the fingerprinting requirements in A.R.S. § 36-425.03;
 - d. The clinical oversight required in ~~this~~ R9-10-703(D), if applicable;
 - e. The individual's completion of the orientation required in R9-10-703(C);
 - f. The individual's completion of the training required in R9-10-703(C);
 - g. The individual's completion of the training required in R9-10-716(f);
 - ~~g~~.h. The individual's documentation of cardiopulmonary resuscitation training according to R9-10-703(C) and first aid training, as required in R9-10-703(I);
 - ~~h~~.i. The individual's freedom from infectious tuberculosis required in subsection (D).

- F. An administrator shall ensure that personnel records are maintained:
1. Throughout an individual's period of employment, contract service, volunteer service, or internship; and
 2. For at least two years after the last date of the individual's employment, contract services, volunteer service, or internship.

~~G. An administrator shall ensure that:~~

- ~~1. A written plan is developed and implemented to provide personnel orientation specific to the duties of the personnel member;~~
- ~~2. A personnel member completes orientation before providing services related to resident care;~~
- ~~3. A personnel member's orientation is documented, to include:~~
 - ~~a. The personnel member's name,~~
 - ~~b. The date of the orientation, and~~
 - ~~c. The subject or topics covered in the orientation.~~
- ~~4. A written plan is developed and implemented to provide a personnel member training specific to the duties of the personnel member; and~~
- ~~5. A personnel member's training is documented, to include:~~
 - ~~a. The personnel member's name,~~
 - ~~b. The date of the training, and~~
 - ~~c. The subject or topics covered in the training.~~

H.G. An administrator shall ensure that the following personnel members have first-aid and cardiopulmonary resuscitation training certification specific to the populations served by the behavioral health residential behavioral health residential facility:

1. At least one personnel member who is present at the behavioral health residential behavioral health residential facility during hours of behavioral health residential behavioral health residential facility operation; and
2. Each personnel member participating in an outing.

I.H. An administrator shall ensure that:

1. At least one personnel member is present and awake at the behavioral health residential behavioral health residential facility at all times when a resident is on the premises;
2. In addition to the personnel member in subsection (I)(1), at least one personnel member is on-call and available to come to the behavioral health residential behavioral health residential facility if needed;

3. The behavioral health residential behavioral health residential facility has sufficient personnel members to provide general resident supervision and treatment and sufficient personnel members or employees to provide ancillary services to meet the scheduled and unscheduled needs of each resident;
4. There is a daily staffing schedule that:
 - a. Indicates the date, scheduled work hours, and name of each employee assigned to work, including on-call personnel members;
 - b. Includes documentation of the employees who work each calendar day and the hours worked by each employee;
 - c. Is maintained for 12 months after the last date on the documentation; and
 - d. Is provided to the Department for review within two hours of the Department's request;
5. A behavioral health professional is present at the behavioral health residential behavioral health residential facility or on-call at all times;
6. A registered nurse is present at the behavioral health residential behavioral health residential facility or on-call at all times; and
7. If a resident requires services that the behavioral health residential behavioral health residential facility is not licensed or able to provide, a personnel member arranges for the resident to be transported to a hospital or another health care institution where the services can be provided; and
8. ~~The behavioral health residential facility has a written agreement with a hospital near the behavioral health residential facility's location to provide medical services for residents who require medical services that the behavioral health residential facility is not licensed or able to provide.~~

R9-10-707. Resident Admission; Assessment

- A. An administrator shall ensure that:
 1. A resident is admitted based upon the resident's presenting behavioral health issue and treatment needs and the behavioral health residential behavioral health residential facility's ability and authority to provide physical health services; or behavioral health services; ~~and ancillary services~~ consistent with the resident's treatment needs;
 2. A behavioral health professional, authorized by policies and procedures to accept a resident for admission, is available at all times;
 3. General consent is obtained from ~~an~~;

- a. An adult resident or the resident's representative before or at the time of admission; or
 - b. A resident's representative, if the resident is not an adult;
4. The general consent obtained in subsection (3) is documented in the resident's medical record;
 5. A medical practitioner performs a medical history and physical examination or a registered nurse performs a nursing assessment on a resident within 30 calendar days before admission or within ~~48 hours~~ seven calendar days after admission and documents the medical history and physical examination or nursing assessment in the resident's medical record within ~~48 hours~~ seven calendar days after admission;
 6. If a medical practitioner performs a medical history and physical examination or a nurse performs a nursing assessment on a resident before admission, the medical practitioner enters an interval note into or a nurse enters a progress note in the resident's medical record at the time of admission.
 7. Except as provided in subsection (A)(8), An an assessment for a resident is completed before treatment for the resident is initiated;
 8. If an assessment ~~is conducted by a~~ that complies with the requirements in this Section is received from a behavioral health provider other than the behavioral health residential behavioral health residential facility or the behavioral health residential behavioral health residential facility has a medical record for the resident that contains an assessment that was completed within 12 months before the date of the resident's current admission:
 - a. ~~Behavioral health technician, within 24 hours a behavioral health professional reviews and signs the assessment to ensure that the assessment identifies the behavioral health services needed by the resident; or~~ The resident's assessment information is reviewed and updated if additional information that affects the resident's assessment is identified, and
 - b. ~~Behavioral health paraprofessional, a behavioral health professional supervises the behavioral health paraprofessional during the completion of the assessment and signs the assessment to ensure that the assessment identifies the behavioral health services needed by the resident. The review and update of the resident's assessment information is documented in the resident's medical record within~~ 48 hours after the review is completed;
 9. An assessment:
 - a. Documents a resident's:

- i. Presenting issue;
- ii. Substance abuse history;
- iii. Co-occurring disorder;
- iv. Medical condition and history;
- v. Legal history, including:
 - (1) Custody,
 - (2) Guardianship, and
 - (3) Pending litigation,
- vi. Criminal justice record;
- vii. Family history;
- viii. Behavioral health treatment history; ~~and~~
- ix. Symptoms reported by the resident; and
- ~~x. referrals~~ x. Referrals needed by the resident, if any;

b. Includes:

- i. Recommendations for further assessment or examination of the resident's needs;
- ii. The physical health services or ancillary services that will be provided to the resident until the resident's treatment plan is completed; ~~and~~
- iii. The signature and date signed of the personnel member conducting the assessment;

c. Is documented in resident's medical record; and

10. A resident is referred to a medical practitioner if a determination is made that the resident requires immediate physical health services or the resident's behavioral health issue may be related to the resident's medical condition.

~~D~~B. An administrator shall ensure that:

- 1. A request for participation in a resident's assessment is made to the resident or the resident's representative,
- 2. An opportunity for participation in the resident's assessment is provided to the resident or the resident's representative, and
- 3. Documentation of the request in subsection ~~(D)(1)~~ (B)(1) and the opportunity in subsection ~~(D)(2)~~ (B)(2) is in the resident's medical record.

~~E~~C. An administrator shall ensure that a resident's assessment information is documented in the medical record within 48 hours after completing the assessment.

~~F~~D. An administrator shall ensure that:

1. A resident's assessment information is reviewed and updated when additional information that affects the resident's assessment is identified, and
2. ~~A review and update of a resident's assessment information is completed and documented in the resident's medical record within 48 hours after the review is completed~~ completing the resident's assessment.

E. If a behavioral health residential behavioral health residential facility provides respite services, an administrator shall ensure that:

1. Upon admission of a resident for respite services:
 - a. A medical history and physical examination of the resident that meets the requirements in subsection (A)(XX):
 - i. Is performed; or
 - ii. Dated within the previous 12 months, is available in the resident's medical record from a previous admission to the behavioral health residential behavioral health residential facility;
 - b. A treatment plan that meets the requirements in R9-10-708:
 - i. Is developed; or
 - ii. Dated within the previous 12 months, is available in the resident's medical record from a previous admission to the behavioral health residential behavioral health residential facility; and
 - c. If a treatment plan, dated within the previous 12 months, is available, the treatment plan is reviewed, updated, and documented in the resident's medical record;
2. The common area required in R9-10-719(C)(2)(b) provides at least 25 square feet for each resident including residents who do not stay overnight; and
3. In addition to the requirements in R9-10-719(D)(1) and (D)(2), toilets and handwashing sinks are available to residents including residents who do not stay overnight as follows:
 - a. There is at least one working toilet that flushes and one sink with running water, for every 10 residents;
 - b. There are at least two working toilets that flush and two sinks with running water, if there are 11 to 25 residents; and
 - c. There is at least one working toilet that flushes and one sink with running water for each additional 20 residents.

R9-10-708. Treatment Plan

- A. An administrator shall ensure that a treatment plan is developed and implemented for each resident that is:
1. Based on the assessment and on-going changes to the assessment of the resident;
 2. Completed:
 - a. By a behavioral health professional or a behavioral health technician under the clinical oversight of a behavioral health professional, and
 - b. Before the resident receives physical health services or behavioral health services or within 48 hours after the assessment is completed;
 3. Documented in the resident's medical record within 48 hours after the resident first receives physical health services or behavioral health services;
 4. Includes:
 - a. The resident's presenting issue;
 - b. ~~Including the~~ The physical health services, or behavioral health services, or ancillary services to be provided to the patient until completion of the treatment plan;
 - c. The signature of the resident or the resident's representative and dated signed, or documentation of the refusal to sign;
 - d. The date when the resident's treatment plan will be reviewed;
 - e. If a discharge date has been determined, the treatment needed after discharge; and
 - f. The signature of the personnel member who developed the treatment plan and the date signed;
 5. If the treatment plan was completed by a behavioral health technician, reviewed and signed by a behavioral health professional within 24 hours after the completion of the treatment plan to ensure that the treatment plan is complete and accurate and meets the resident's treatment needs; and
 6. Is reviewed and updated on an on-going basis:
 - a. According to the review date specified in the treatment plan,
 - b. When a treatment goal is accomplished or changed,
 - c. When additional information that affects the resident's assessment is identified, and
 - d. When a resident has a significant change in condition or experiences an event that affects treatment.
- B. An administrator shall ensure that:

1. A request for participation in developing a resident's treatment plan is made to the resident or the resident's representative,
2. An opportunity for participation in developing the resident's treatment plan is provided to the resident or the resident's representative, and
3. Documentation of the request in subsection (B)(1) and the opportunity in subsection (B)(2) is in the resident's medical record.

R9-10-709. Discharge

- A. An administrator shall ensure that a discharge plan for a resident is:
 1. Developed that:
 - a. Identifies any specific needs of the resident after discharge,
 - b. Is completed before discharge occurs, ~~and~~
 - c. Includes a description of the level of care that may meet the resident's assessed and anticipated needs after discharge, and
 - d. ~~Is documented in the resident's medical record within 48 hours after the discharge plan is completed; and~~
 2. Documented in the resident's medical record within 48 hours after the discharge plan is completed; and
 - ~~2.3.~~ 3. Provided to the resident or the resident's representative before the discharge occurs.
- B. An administrator shall ensure that:
 1. A request for participation in developing a resident's discharge plan is made to the resident or the resident's representative,
 2. An opportunity for participation in developing the resident's discharge plan is provided to the resident or the resident's representative, and
 3. Documentation of the request in subsection (B)(1) and the opportunity in subsection (B)(2) is in the resident's medical record.
- C. An administrator shall ensure that a resident is discharged from a behavioral health residential behavioral health residential facility:
 1. When the resident's treatment goals are achieved, as documented in the resident's treatment plan; or
 2. When the resident's treatment needs are not consistent with the services that the behavioral health residential behavioral health residential facility is authorized or able to provide.

- D. An administrator shall ensure that there is a documented discharge order by a medical practitioner before a resident is discharged unless the resident leaves the behavioral health residential behavioral health residential facility against a medical practitioner's advice.
- E. An administrator shall ensure that, at the time of discharge, a resident receives a referral for treatment or ancillary services that the resident may need after discharge, if applicable.
- F. If a resident is discharged to any location other than a health care institution, an administrator shall ensure that:
1. There are documented discharge instructions, and
 2. The resident or the resident's representative is provided with a copy of the discharge instructions.
- G. An administrator shall ensure that a discharge summary for a resident:
1. Is entered into the resident's medical record within 10 working days after a resident's discharge; and
 2. Includes:
 - a. The following information completed by a medical practitioner or a behavioral health professional:
 - i. The resident's presenting issue and other physical health and behavioral health issues identified in the resident's treatment plan;
 - ii. A summary of the treatment provided to the resident;
 - iii. The resident's progress in meeting treatment goals, including treatment goals that were and were not achieved; and
 - iv. The name, dosage, and frequency of each medication for the resident ordered at the time of the resident's discharge by a medical practitioner at the behavioral health residential behavioral health residential facility; and
 - b. A description of the disposition of the resident's possessions, funds, or medications brought to the behavioral health residential behavioral health residential facility by the resident.
- H. An administrator shall ensure that a resident who is dependent upon a prescribed medication is offered detoxification services, opioid treatment, or a written referral to detoxification services or opioid treatment before the resident is discharged from the behavioral health residential behavioral health residential facility if a medical practitioner for the behavioral health residential behavioral health residential facility will not be prescribing the medication for the resident at or after discharge.

R9-10-710. Transport; Transfer

- A. For a transport of a resident, ~~the~~ an administrator of the sending behavioral health residential behavioral health residential facility shall ensure that:
1. Policies and procedures:
 - a. Specify the process by which ~~the~~ a sending behavioral health residential behavioral health residential facility personnel members coordinate the transport and the services provided to a resident to protect the health and safety of the resident;
 - b. Establish the criteria for determining what a resident evaluation includes based on the resident's psychological condition, medical condition, and the type of services the resident is expected to receive at that the receiving health care institution;
 - ~~b.c.~~ Require an evaluation of the resident according to the criteria established in subsection (A)(1)(b) by a ~~medical practitioner or~~ registered nurse, behavioral health professional, or behavioral health technician qualified as delineated in the behavioral health residential behavioral health residential facility's policies and procedures, before transporting the resident and after the resident's return;
 - ~~e.d.~~ Specify ~~the~~ a sending behavioral health residential behavioral health residential facility's resident medical records that are required to accompany the resident, including the resident's medical records related to the services to be provided to the resident at the receiving health care institution ~~or other behavioral health residential facility;~~
 - ~~d.e.~~ Specify how ~~the~~ a sending behavioral health residential behavioral health residential facility communicates a resident's medical record information that the sending behavioral health residential behavioral health residential facility does not provide at the time of transport but is requested by the receiving health care institution ~~or other behavioral health residential facility;~~ and
 - ~~e.f.~~ Specify how a ~~medical practitioner or~~ registered nurse, ~~practitioner~~ behavioral health professional, or a behavioral health technician qualified as delineated in the behavioral health residential behavioral health residential facility's policies and procedures, explains the risks and benefits of the transport to the resident or the resident's representative based on the:
 - i. Resident's condition, and
 - ii. Mode of transport; and

2. Documentation in the resident's medical record includes:
 - a. Consent for transport by the resident or the resident's representative or why consent could not be obtained;
 - b. ~~The acceptance of the resident by and communication~~ Communication with an individual at the receiving health care institution ~~or other behavioral health residential facility~~;
 - c. The date and the time of the transport to the receiving health care institution ~~or other behavioral health residential facility~~;
 - d. The date and time of the resident's return to the sending behavioral health residential behavioral health residential facility, if applicable;
 - e. The mode of transportation; and
 - f. The type of personnel member assisting in the transport if an order or recommendation for transport requires that a resident be assisted during transport.

- B. For a transport of a resident, an administrator of the receiving behavioral health residential behavioral health residential facility shall ensure that:
 1. Policies and procedures:
 - a. Specify the process by which ~~the a~~ receiving behavioral health residential behavioral health residential facility personnel members coordinate the transport and the services provided to a resident to protect the health and safety of the resident;
 - b. Establish the criteria for determining what a resident evaluation includes based on the resident's psychological condition, medical condition, and the type of services the resident is expected to receive at that the receiving behavioral health residential behavioral health residential facility.
 - ~~b.c.~~ Require an evaluation of the resident according to the criteria established in subsection (A)(1)(b) by a ~~medical practitioner~~ or registered nurse, behavioral health professional, or behavioral health technician qualified as delineated in the behavioral health residential facility's policies and procedures, before ~~transporting~~ returning the resident to the sending health care institution and after the resident's return;
 - ~~e.d.~~ Specify the receiving behavioral health residential behavioral health residential facility's resident medical records required to accompany the resident when the resident is returned to the sending health care institution, if applicable;

- ~~d-e.~~ Specify how the receiving behavioral health residential behavioral health residential facility's personnel members communicate resident medical record information to the sending health care institution that is not provided at the time of the resident's return; and
2. Documentation in the resident's medical record includes:
- a. The date and the time the resident arrives at the receiving behavioral health residential behavioral health residential facility;
 - b. The services provided to the resident at the receiving behavioral health residential behavioral health residential facility;
 - c. Any adverse reaction or negative outcome the resident experiences at the receiving behavioral health residential behavioral health residential facility;
 - d. The date and time of the receiving behavioral health residential behavioral health residential facility returns the resident return to the sending health care institution, if applicable;
 - e. The mode of transportation to return the resident to the sending health care institution, if applicable; and
 - f. The type of personnel member assisting in the transport if an order or recommendation for transport requires that a resident be assisted during transport.
- C. For a transfer of a resident to a receiving health care institution if the behavioral health residential behavioral health residential facility is the sending health care institution, ~~the~~ an administrator ~~of the sending behavioral health residential facility~~ shall ensure that:
1. Policies and procedures:
 - a. Specify the process by which ~~the~~ a sending behavioral health residential behavioral health residential facility personnel members coordinate the transfer and the services provided to a resident to protect the health and safety of the resident during the transfer;
 - b. Require an evaluation of the resident by a medical practitioner, ~~or~~ registered nurse, or behavioral health professional of the sending behavioral health residential behavioral health residential facility before the resident is transferred;
 - c. Specify how the sending behavioral health residential behavioral health residential facility communicates resident's medical record information that the sending behavioral health residential behavioral health residential facility does

not provide at the time of transport but is requested by the receiving health care institution ~~or other behavioral health residential facility~~; and

- d. Specify how a medical practitioner, or registered nurse, ~~practitioner~~ or behavioral health professional explains the risks and benefits of the transfer to the resident or the resident's representative based on the:
 - i. Resident's condition, and
 - ii. Mode of transport; ~~and~~
2. One of the following accompanies the resident during the transfer:
 - a. A copy of the resident's medical record for the current admission; or
 - b. All of the following for the current admission:
 - i. A medical practitioner's or behavioral health professional's summary of behavioral health and physical health services provided to the resident;
 - ii. A treatment plan containing current information;
 - iii. A record of medications administered to the resident for seven calendar days before the date of the transfer;
 - iv. Medical practitioner's orders in effect at the time of transfer; and
 - v. Any known allergy; and
3. Documentation in the resident's medical record includes:
 - a. Consent for transfer by the resident or the resident's representative, except in an emergency;
 - b. The acceptance of the resident by and communication with an individual at the receiving health care institution;
 - c. The date and the time of the transfer to the receiving health care institution;
 - d. The mode of transportation; and
 - e. The type of personnel member assisting in the transfer if an order or recommendation for transport requires that a resident be assisted during transfer.

R9-10-711. Resident Outings

- A. An administrator shall ensure that:
 1. A vehicle owned or leased by a behavioral health residential behavioral health residential facility to transport a resident:
 - a. Is safe and in good repair,
 - b. Contains a first aid kit,
 - c. Contains drinking water sufficient to meet the needs of each resident present in the vehicle, and

- d. Contains a working heating and air conditioning system;
 2. Documentation of current vehicle insurance for a vehicle owned or leased by the behavioral health residential behavioral health residential facility is maintained;
 3. A driver of ~~the~~ a vehicle:
 - a. Is 21 years of age or older;
 - b. Has a valid driver license;
 - c. Does not wear headphones or operate any hand-held wireless communication devices or hand-held electronic entertainment devices while operating the vehicle;
 - d. Removes the keys from the vehicle and engages the emergency brake before exiting the vehicle or, if the vehicle locks in the park position, places the gear in the park position;
 - e. Does not leave in the vehicle an unattended:
 - i. Child;
 - ii. Resident who may be a threat to the health ~~and~~ or safety of the resident or another individual; or
 - iii. Resident who is incapable of independent exit from the vehicle; and
 - f. Ensures the safe and hazard-free loading and unloading of residents;
 4. Transportation safety is maintained as follows:
 - a. Each individual in the vehicle is sitting in a seat and wearing a working seat belt while the vehicle is in motion; and
 - b. Each seat in the ~~a~~-vehicle is securely fastened to the vehicle and provides sufficient space for a resident's body.
- B. An administrator shall ensure that:
1. An outing is consistent with the age, developmental level, physical ability, medical condition, and treatment needs of each resident participating in the outing;
 2. There are at least two personnel members present on an outing;
 3. In addition to the personnel members required in subsection (B)(1), there are a sufficient number of personnel members present to ensure each resident's health and safety on ~~an~~ the outing;
 4. Documentation is developed before an outing that includes:
 - a. The name of each resident participating in the outing;
 - b. A description of the outing;
 - c. The date of the outing;

- d. The anticipated departure and return times;
 - e. The name, address, and, if available, telephone number of the outing destination;
and
 - f. If applicable, the license plate number of each vehicle used to transport a resident;
5. The documentation described in subsection (B)(4) is updated to include the actual departure and return times and is maintained for at least 12 months after the date of the outing, and
 6. Emergency information for each resident participating in the outing is maintained by a personnel member participating in the outing or in the vehicle used to transport the resident on the outing and includes:
 - a. The resident's name;
 - b. Medication information, including the name, dosage, route of administration, and directions for each medication needed by the resident during the anticipated duration of the outing;
 - c. The resident's allergies; and
 - d. The name and telephone number of the individual to notify at the behavioral health residential behavioral health residential facility in case of medical emergency or other emergency.

R9-10-712. Resident Time Out

An administrator shall ensure that a time out:

1. Is provided to a resident who decides they want to participate;
2. Takes place in an area that is unlocked, lighted, quiet, and private;
3. Is time limited and does not exceed the amount of time as determined by the resident;
4. Does not result in a resident missing a meal if the resident is in time out at mealtime;
5. Includes monitoring of the resident by a personnel member at least once every 15 minutes to ensure the resident's health and safety and to discuss with the resident if the resident is ready to leave time out; and
6. Is documented in the resident's medical record, to include:
 - a. The date of the time out,
 - b. The reason for the time out,
 - c. The duration of the time out, and
 - d. The action planned and taken by the administrator to prevent the use of time out in the future.

R9-10-713. Resident Rights

- A. An administrator shall ensure that at the time of admission, a resident or the resident's representative receives a written copy of the requirements in subsections (B), (C) or (D), and the resident rights in subsection (D).
- B. An administrator shall ensure that a resident:
1. Is not subjected to:
 - a. Abuse;
 - b. Neglect;
 - c. Exploitation;
 - d. Coercion;
 - e. Manipulation;
 - f. Retaliation for submitting a complaint to the Department or another entity;
 - g. Discharge or transfer, or threat of discharge or transfer, for reasons unrelated to the resident's treatment needs, except as established in a fee agreement signed by the resident or the resident's representative;
 - h. Treatment that involves:
 - i. The denial of:
 - (1) Food,
 - (2) The opportunity to sleep, or
 - (3) The opportunity to use the toilet; or
 - ii. Restraint or seclusion, of any form, used as a means of coercion, discipline, convenience, or retaliation; and
 2. Except as provided in subsection (C) or (D), unless restricted by the resident's representative, is allowed to:
 - a. Associate with individuals of the resident's choice, receive visitors, and make telephone calls during the hours established by the behavioral health residential behavioral health residential facility and conspicuously posted in the behavioral health residential behavioral health residential facility;
 - b. Have privacy in correspondence, communication, visitation, financial affairs, and personal hygiene; and
 - c. Unless restricted by a court order, to send and receive uncensored and unopened mail.
- C. **For a behavioral health residential behavioral health residential facility with licensed capacity of less than 10 residents, if a behavioral health professional determines that a resident's treatment**

requires the behavioral health residential behavioral health residential facility to restrict the resident's ability to participate in the activities in subsection (B)(2), the behavioral health professional shall:

1. Document a specific treatment purpose in the resident's medical record that justifies restricting the resident from the activity,
2. Inform the resident or resident's representative of the reason why the activity is being restricted, and
3. Inform the resident or resident's representative of the resident's right to file a grievance complaint and the procedure for filing a grievance complaint.

D. For a behavioral health residential behavioral health residential facility with a licensed capacity of 10 or more resident, if a clinical director determines that a resident's treatment requires the behavioral health residential behavioral health residential facility to restrict the resident's ability to participate in the activities in subsection (B)(2), the clinical director shall complete items listed ~~in~~ comply with the requirements in subsection (C)(1) through ~~(C)~~(3).

F. A resident has the following rights:

1. Not to be discriminated against based on race, national origin, religion, gender, sexual orientation, age, disability, marital status, diagnosis, or source of payment;
2. To receive treatment that:
 - a. Supports and respects the resident's individuality, choices, strengths, and abilities;
 - b. Supports the resident's personal liberty and only restricts the resident's personal liberty according to a court order, by the resident's or resident's representative's general consent, or as permitted in this Chapter; and
 - c. Is provided in the least restrictive environment that meets the resident's treatment needs;
3. Not to be prevented or impeded from exercising the resident's civil rights unless the resident has been adjudicated incompetent or a court of competent jurisdiction has found that the resident is unable to exercise a specific right or category of rights;
4. To submit complaints to behavioral health residential behavioral health residential facility personnel members and complaints to outside entities and other individuals without constraint or retaliation;
5. To receive assistance from a family member, representative, or other individual in understanding, protecting, or exercising the resident's rights;

6. To have the resident's information and records kept confidential and released only as permitted under R9-10-714(A);
7. To privacy in treatment, including the right not to be fingerprinted, photographed, or recorded without general consent, except:
 - a. For photographing for identification and administrative purposes, as provided by A.R.S. § 36-507(2);
 - b. For a resident receiving treatment according to A.R.S. Title 36, Chapter 37; or
 - c. For video recordings used for security purposes that are maintained only on a temporary basis;
8. To review, upon written request, the resident's own medical record except as described in R9-10-714(A)(7);
9. To receive a referral to another health care institution if the behavioral health residential behavioral health residential facility is unable to provide a physical health services or behavioral health service that the resident requests or that is in the resident's treatment plan;
10. To give, ~~or have the resident's representative give,~~ general consent and, if applicable, informed consent to treatment, refuse treatment, or withdraw general or informed consent to treatment;
11. To participate or have the resident's representative participate in the development and periodic review and revision of the resident's treatment plan;
12. To be provided locked storage space for the resident's belongings while the resident receives treatment;
13. To have opportunities for social contact and daily social, recreational, or rehabilitative activities; and
14. To be informed of the requirements necessary for the resident's discharge or transfer to a less restrictive physical environment.

R9-10-714. Resident Records

- A. An administrator shall ensure that:
 1. A medical record is established and maintained for each resident;
 2. An entry in a resident's medical record is:
 - a. Recorded only by a personnel member authorized by policies and procedures to make the entry;
 - b. Dated, legible, and authenticated; and
 - c. Not changed to make the initial entry illegible;

3. An order is:
 - a. Dated when the order is entered in the resident's medical record and includes the time of the order;
 - b. Authenticated by a medical practitioner for physical health services or a behavioral health professional for behavioral health services according to policies and procedures; and
 - c. Authenticated in the resident's medical record by the medical practitioner or a behavioral health professional issuing the order if the order is a verbal order;
4. If a rubber-stamp signature or an electronic signature code is used to authenticate an order, the individual whose signature the stamp or electronic code represents is accountable for the use of the stamp or the electronic code;
5. A resident's medical record is available to personnel members, medical practitioners, and behavioral health professionals authorized by policies and procedures to access the resident's medical record;
6. Information in a resident's medical record is disclosed to an individual not authorized under subsection (5) only with the written consent of a resident or the resident's representative or as permitted by law;
7. A resident's medical record is available for review by the resident or the resident's representative upon written request by the resident or the resident's representative unless the resident's medical practitioner:
 - a. Determines that the resident or resident's representative's review of the resident's medical record is contraindicated, and
 - b. Documents the reason for the determination in the resident's medical record;
8. A resident's medical record is maintained under the direction of an individual:
 - a. Who is qualified to maintain the resident's medical record according to policies and procedures, or
 - b. Who consults with an individual qualified according to policies and procedures;
9. ~~There are behavioral health residential facility policies~~ Policies and procedures ~~that~~ include:
 - a. The length of time a resident's medical record is maintained ~~on the behavioral health residential facility premises~~; and
 - b. The maximum time-frame to retrieve a resident's medical record at the request of a medical practitioner or authorized personnel member;
10. A resident's medical record is provided to the Department:

- a. Not more than two hours after the Department's request if the resident is a current resident or was discharged within 12 months before the date of the Department's request, or
 - b. Within ~~24 hours~~ three calendar days from the time of ~~from the time of~~ after the Department's request if the resident was discharged 12 or more months before the date of the Department's request; and
11. A resident's medical record is:
- a. Protected from loss, damage, or unauthorized use; and
 - b. According to A.R.S. § 12-2297.
- B. If a behavioral health residential behavioral health residential facility maintains residents' medical records electronically, an administrator shall ensure that:
1. There are safeguards to prevent unauthorized access; and
 2. The date and time of an entry in a resident's medical record is recorded by the computer's internal clock.
- C. An administrator shall ensure that a resident's medical record contains:
1. Resident information that includes:
 - a. The resident's name;
 - b. The resident's address;
 - c. The resident's date of birth;
 - d. The name and contact information of the resident's designated resident representative, if applicable; and
 - e. Any known ~~allergy including medication or biological allergies or sensitivities~~ allergies;
 2. Medication information that includes:
 - ~~a. The resident's weight;~~
 - ~~b.a.~~ Each medication ~~or biological~~ ordered for the resident; and
 - ~~e.b.~~ Each ~~For each~~ medication administered to the resident ~~including~~:
 - i. The date and time of administration;
 - ii. The name, strength, dosage, amount, and route of administration;
 - iii. The identification and authentication of the individual administering the medication; and
 - iv. Any adverse reaction the resident has to the medication;
 3. Documented general and informed consent for treatment by the resident or the resident's representative except in an emergency;

4. The resident's medical history and results of a physical examination, a nursing assessment, or an interval note;
5. If the resident provides a health care directive, the health care directive signed by the resident or the resident's representative;
6. An admitting diagnosis;
7. The name of the admitting medical practitioner;
8. Medical practitioner orders;
9. Assessments and treatment plans;
10. Documentation of behavioral health services provided to the resident;
11. Documentation of physical health services provided to the resident;
12. Progress notes;
13. Disposition of the resident after discharge;
14. Discharge plan;
15. A discharge summary, if applicable; and
16. If applicable:
 - a. Laboratory reports₂;
 - b. Radiologic report₂;
 - c. Diagnostic reports₂;
 - d. Documentation of restraint or seclusion₂; and
 - e. Consultation reports.

R9-10-715. Physical Health Services

An administrator shall ensure that if a behavioral health residential behavioral health residential facility is licensed to provide personal care services:

- ~~1. Medical services are provided under the direction of a physician;~~
- ~~2. Nursing services are provided under the direction of a registered nurse; and~~
- ~~3. If a behavioral health residential facility is licensed to provide:~~
 - a. ~~Personal care services~~
1. Personnel members who provide personal care services comply with the training requirements R9-10-707(B) **and R9-10-722(B)** in [Reference will be changed to new Assisted Living new Article 8]; and
2. Residents receive personal care services according to the requirements in **R9-10-722(A)**, (C), (D), and (E)₂ (*references are to current rules, will be updated*); or

- b. ~~Physical health services, a registered nurse who provides direction for the physical health services provided at the behavioral health residential facility is present at the behavioral health residential facility at least 40 hours every week.~~

R9-10-716. Behavioral Health Services

A. An administrator shall ensure that:

1. If a behavioral health residential behavioral health residential facility is licensed to provide behavioral health services to individuals ~~18 years of age or older~~ whose behavioral health issue limits the individuals' ability to function independently, a resident admitted to the behavioral health residential behavioral health residential facility with limited ability to function independently receives, in addition to behavioral health services, ~~physical health personnel care services~~, and ancillary services as indicated in the resident's treatment plan, ~~the following as stated in the resident's treatment plan:~~ including
 - a. ~~Continuous~~ continuous protective oversight;
 - b. ~~Age appropriate training or skill building in:~~
 - i. ~~Communication, and~~
 - ii. ~~The development and maintenance of productive interpersonal relationships, and~~
 - c. ~~Occupational or recreational activities to prepare the resident to function independently;~~
2. A resident admitted to the behavioral health residential behavioral health residential facility who needs behavioral health services to maintain or enhance the resident's ability to function independently participates, in addition to receiving behavioral health services, physical health services, and ancillary services as indicated in the resident's treatment plan, in activities designed to maintain ~~and or~~ enhance the resident's ability to function independently while caring for the resident's health, safety, or personal hygiene or performing homemaking functions;
3. Behavioral health services are provided to meet the needs of a resident;
4. Behavioral health services ~~or ancillary services:~~
 - a. Listed in the behavioral health residential behavioral health residential facility's scope of services; are provided on the ~~behavioral health residential facility~~ premises; and
 - b. ~~When Provided~~ provided in a setting or activity with more than one resident participating, ~~the are provided to residents participating have~~ having similar

~~diagnosis~~ diagnoses, treatment needs, developmental levels, social skills, verbal skills, and personal ~~history~~ histories including any history of physical or sexual abuse, to ensure that the:

- i. Health and safety of each resident is protected, and
- ii. Treatment needs of each resident participating are being met; and

5. A resident does not:

- a. Use or have access to any materials, furnishings, or equipment or participate in any activity or treatment that may present a threat to the resident's health or safety based on the resident's documented diagnosis, treatment needs, developmental levels, social skills, verbal skills, or personal history; or
- b. Share any space, participate in any activity or treatment, or verbally or physically interact with any other resident that may present a threat to the resident's health or safety based on the other resident's documented diagnosis, treatment needs, developmental levels, social skills, verbal skills, and personal history.

B. An administrator shall ensure that counseling is:

1. Offered as described in the behavioral health residential behavioral health residential facility's scope of services,
2. Provided according to the frequency and number of hours identified in the resident's treatment plan, and
3. Provided by a behavioral health professional or a behavioral health technician.

C. An administrator shall ensure that:

- ~~1.~~ A personnel member providing counseling that addresses a specific type of behavioral health issue has the skills and knowledge necessary to provide the counseling that addresses the specific type of behavioral health issue, and
- ~~2.~~ ~~The personnel member's skills and knowledge are verified and documented in the personnel member's personnel record.~~

~~D.~~ An administrator shall ensure that each

2. Each counseling session is documented in ~~the~~ a resident's medical record to include:
 - ~~1.~~a. The date of the counseling session;
 - ~~2.~~b. The amount of time spent in the counseling session;
 - ~~3.~~c. Whether the counseling was individual counseling, family counseling, or group counseling;
 - ~~4.~~d. The treatment goals addressed in the counseling session; and

~~5.c.~~ The signature of the personnel member who provided the counseling and the date signed.

~~E.D.~~ An administrator of a behavioral health residential behavioral health residential facility that provides behavioral health residential services ~~in resident services~~ to individuals under 18 years of age:

1. May continue to provide behavioral health services to a resident who is 18 years of age ~~or older but not older than 21 years of age~~:
 - a. If the resident:
 - ~~i.~~ Was admitted to the behavioral health residential behavioral health residential facility before the resident's 18th birthday, ~~and is:~~
 - ~~i-ii.~~ Is not 21 years of age or older; and
 - ~~ii-iii.~~ Is:
 - (1) Attending classes or Completing-completing coursework to obtain a high school or a high school equivalency diploma, or
 - (2) Participating in a job training program; or
 - b. Through the last calendar day of the month of the resident's 18th birthday; and
2. Shall ensure that:
 - a. A resident does not receive the following from other residents at the behavioral health residential behavioral health residential facility:
 - i. Threats,
 - ii. Ridicule,
 - iii. Verbal harassment,
 - iv. Punishment, or
 - v. Abuse;
 - b. The interior of the behavioral health residential behavioral health residential facility has furnishings and decorations appropriate to the ages of the resident receiving services at the behavioral health residential behavioral health residential facility;
 - c. A resident older than three years of age does not sleep in a crib;
 - d. Clean and non-hazardous toys, educational materials, and physical activity equipment are available and accessible to residents on the premises in a quantity sufficient to meet each ~~individual's~~ resident's needs and are appropriate to each resident's age, developmental level, and treatment needs; and

- e. A resident's educational needs are met, including providing or arranging for transportation:
 - i. ~~by~~ By establishing and providing an educational component, approved in writing by the Arizona Department of Education; or
 - ii. As arranged and documented by the administrator through the local school district.

~~F.E.~~ An administrator shall ensure that an emergency safety response is:

- 1. Only used:
 - a. By a personnel member trained to use an emergency safety response,
 - ~~a.b.~~ For the management of a resident's violent or self-destructive behavior, and
 - ~~b.c.~~ When less restrictive interventions have been determined to be ineffective, ~~and~~
 - e. ~~To ensure the immediate physical safety of the resident or to stop physical harm to another individual;~~
- 2. Discontinued at the earliest possible time, but no longer than five minutes after the emergency safety response is initiated;
- 3. Documented as follows:
 - a. Within 24 hours after an emergency safety response is used for a resident, the following information is entered into the resident medical record:
 - i. The date and time the emergency safety response was used;
 - ii. The name of each personnel member who used an emergency safety response;
 - iii. The specific emergency safety response used;
 - iv. Personnel member or resident behavior, event, or environmental factor that caused the need for the emergency safety response; and
 - v. Any injury that resulted from the emergency safety response;
 - b. Within 10 working days after an emergency safety response is used for a resident, the administrator or clinical director reviews the information in subsection ~~(F)(3)(a)~~ (E)(3)(a); and
 - c. After the review required in subsection ~~(F)(3)(b)~~ (E)(3)(b), the following information is entered into the resident's medical record:
 - i. Actions taken or planned actions to prevent the need for the use of an emergency safety response for the resident;
 - ii. A determination of whether the resident is appropriately placed at the behavioral health residential behavioral health residential facility; and

- iii. Whether the resident's treatment plan was reviewed or needs to be reviewed and amended to ensure that the resident's treatment plan is meeting the resident's treatment needs.

F. An administrator shall ensure that:

- 1. A personnel member whose job description includes the ability to use an emergency safety response:
 - a. Completes training in crisis intervention that includes:
 - i. Techniques to identify personnel member and resident behaviors, events, and environmental factors that may trigger the need for the use of an emergency safety response;
 - ii. The use of nonphysical intervention skills, such as de-escalation, mediation, conflict resolution, active listening, and verbal and observational methods; and
 - iii. The safe use of an emergency safety response including the ability to recognize and respond to signs of physical distress in a client who is receiving an emergency safety response; and
 - b. Completes training required in subsection (F)(1)(a):
 - i. Before providing behavioral health services, and
 - ii. At least once every 12 months after the date the personnel member completed the initial training;
- 2. Documentation of the completed training in subsection (F)(1)(a) includes:
 - a. The name and credentials of the individual providing the training,
 - b. Date of the training, and
 - c. Verification of a personnel member's ability to use the training; and
- 3. The materials used to provide the completed training in crisis intervention, including handbooks, electronic presentations, and skills verification worksheets, are maintained for 12 months after each personnel member who received training using the materials no longer provides services at the behavioral health residential behavioral health residential facility.

R9-10-717. Medication Services

- ~~A. An administrator shall ensure that policies and procedures for medication services:~~
- ~~1. Are reviewed and approved by a pharmacist or medical practitioner;~~
 - ~~2. Specify the individuals who may:~~
 - ~~a. Order medication, and~~

- b. ~~Administer medication;~~
3. ~~Include:~~
- a. ~~A process for providing each resident instruction in the use of the resident's prescribed medication and information regarding:~~
 - i. ~~The prescribed medication's anticipated results,~~
 - ii. ~~The prescribed medication's potential adverse reactions,~~
 - iii. ~~The prescribed medication's potential side effects, and~~
 - iv. ~~Potential adverse reactions that could result from not taking the medication as prescribed;~~
 - b. ~~Procedures for preventing, responding to, and reporting a medication error, an adverse response to a medication, or a medication overdose;~~
 - e. ~~Procedures to ensure that medication is administered to a resident only as prescribed and that a resident's refusal to take prescribed medication is documented in the resident's medical record;~~
 - d. ~~A requirement that verbal orders for medication services be taken only by a nurse, unless otherwise provided by law;~~
 - e. ~~Procedures to ensure that a resident's medication regimen is reviewed by a medical practitioner and meets the resident's treatment needs;~~
 - f. ~~Procedures for documenting medication services;~~
 - g. ~~Procedures for assisting a resident in obtaining medication; and~~
 - h. ~~Procedures for providing medication services off the premises, if applicable; and~~
4. ~~Specify a process for review through the quality management program of:~~
- a. ~~A medication administration error, and~~
 - b. ~~An adverse reaction to a medication.~~
- B. ~~An administrator shall ensure that:~~
- 1. ~~A medication administered to a resident:~~
 - a. ~~Is administered in compliance with an order, and~~
 - b. ~~Is documented as required in R9-10-714(C)(2); and~~
 - 2. ~~If pain medication is administered to a resident, documentation in the resident's medical record includes:~~
 - a. ~~An assessment of the resident's pain before administering the medication; and~~
 - b. ~~The effect of the pain medication administered.~~
- C. ~~An administrator shall ensure that:~~

- ~~1. There is a separate room or closet used for medication storage that includes a lockable door;~~
- ~~2. A locked cabinet or container is used for medication storage, and~~
- ~~3. Medication is stored according to the manufacturer's recommendations.~~

A. If a behavioral health residential behavioral health residential facility provides medication administration or assistance in the self-administration of medication, an administrator shall ensure that policies and procedures:

1. Include:
 - a. A process for providing information to a resident about medication prescribed for the resident including:
 - i. The prescribed medication's anticipated results,
 - ii. The prescribed medication's potential adverse reactions,
 - iii. The prescribed medication's potential side effects, and
 - iv. Potential adverse reactions that could result from not taking the medication as prescribed;
 - b. Procedures for preventing, responding to, and reporting a medication error, an adverse response to a medication, or a medication overdose;
 - c. Procedures to ensure that a resident's medication regimen is reviewed by a medical practitioner and meets the resident's treatment needs;
 - d. Procedures for documenting medication services and assistance in the self-administration of medication;
 - e. Procedures for assisting a resident in obtaining medication; and
 - f. If applicable, procedures for providing medication administration or assistance in the self-administration of medication off the premises; and
2. Specify a process for review through the quality management program of:
 - a. A medication administration error, and
 - b. An adverse reaction to a medication;

B. If a behavioral health residential behavioral health residential facility provides medication administration, an administrator shall ensure that:

1. Policies and procedures for medication administration:
 - a. Are reviewed and approved by a medical practitioner;
 - b. Specify the individuals who may:
 - i. Order medication, or
 - ii. Administer medication;

3. Policies and procedures for assistance in the self-administration of medication are reviewed and approved by a medical practitioner or a registered nurse;
 4. Training for a personnel member, other than a medical practitioner or registered nurse, in the self-administration of medication:
 - a. Is provided by a medical practitioner or registered nurse or an individual trained by a medical practitioner or registered nurse;
 - b. Includes:
 - i. A demonstration of the personnel member's skills and knowledge necessary to provide assistance in the self-administration of medication,
 - ii. The identification of medication errors and medical emergencies related to medication that require emergency medical intervention, and
 - iii. The process for notifying the appropriate entities when an emergency medical intervention is needed;
 5. A personnel member, other than a medical practitioner or a registered nurse, completes the training in subsection (C)(2) before the personnel member provides assistance in the self-administration of medication; and
 6. Assistance with the self-administration of medication provided to a resident:
 - a. Is in compliance with an order, and
 - b. Is documented as required in R9-10-714(C)(2)(b).
- D. When medication is stored at a behavioral health residential behavioral health residential facility, an administrator shall ensure that:
1. There is a separate room or closet used for medication storage that includes a lockable door,
 2. A locked cabinet or container is used for medication storage, and
 3. Medication is stored according to the manufacturer's recommendations.
- E. An administrator shall ensure that a personnel member immediately reports a medication error or a resident's adverse reaction to a medication to the medical practitioner who ordered the medication and, if applicable, the behavioral health residential behavioral health residential facility's clinical director.

R9-10-718. Food Services

- A. Except for an outdoor behavioral health care program, An administrator shall ensure that:
1. If a behavioral health residential behavioral health residential facility has more than 10 residents, Food-food services are provided in compliance with 9 A.A.C. 8, Article 1;

2. A copy of the behavioral health residential behavioral health residential facility's food establishment permit required in subsection (A)(1) is provided to the Department for review upon the Department's request;
 3. If a behavioral health residential behavioral health residential facility contracts with a food establishment as defined in 9 A.A.C. 8, Article 1, to prepare and deliver food to the behavioral health residential behavioral health residential facility, a copy of the contracted food establishment's permit is:
 - a. Maintained on the behavioral health residential behavioral health residential facility's premises, and
 - b. Provided to the Department for review upon the Department's request;
 4. A registered dietitian is employed full-time, part-time, or as a consultant; and
 5. If a registered dietitian is not employed full-time, an individual is designated as a director of food services who consults with a registered dietitian as often as necessary to meet the nutritional needs of the residents.
- B. A registered dietitian or director of food services shall ensure that:
1. Food is prepared:
 - a. Using methods that conserve nutritional value, flavor, and appearance; and
 - b. In a form to meet the needs of a resident such as cut, chopped, ground, pureed, or thickened;
 2. A food menu is prepared at least one week in advance and conspicuously posted;
 3. If there is a change to a posted food menu, the change is noted on the posted menu no later than the morning of the calendar day the change occurs;
 4. Meals and snacks provided by the behavioral health residential behavioral health residential facility are served according to posted menus;
 5. Meals for each calendar day are planned using meal planning guides from [will insert most current document] incorporated by reference, on file with the Department and the Office of the Secretary of State, and including no future editions or amendments, available from the U.S. Department of Agriculture, Center for Nutrition Policy and Promotion;
 6. A resident is provided:
 - a. A diet that meets the resident's nutritional needs as specified in the resident's assessment or treatment plan;
 - b. Three meals a calendar day with not more than 14 hours between the evening meal and breakfast except as provided in subsection (B)(6)(d);

- c. The option to have a daily evening snack identified in subsection (B)(6)(d)(ii) or other snack; and
 - d. The option to extend the time span between the evening meal and breakfast from 14 hours to 16 hours if:
 - i. ~~A~~The resident agrees; and
 - ii. The resident is offered an evening snack that includes meat, fish, eggs, cheese, or other protein, and a serving from either the fruit and vegetable food group or the bread and cereal food group;
 - 6. A resident requiring assistance to eat is provided with assistance that recognizes the resident's nutritional, physical, and social needs, including the use of adaptive eating equipment or utensils; and
 - 7. Water is available and accessible to residents at all times, unless otherwise stated in a resident's treatment plan.
- C. An administrator shall ensure that food is obtained, prepared, served, and stored as follows:
- 1. Food is free from spoilage, filth, or other contamination and is safe for human consumption;
 - 2. Food is protected from potential contamination;
 - 3. Potentially hazardous food is maintained as follows:
 - a. Foods requiring refrigeration are maintained at 41° F or below;
 - b. Cooked to the following temperatures:
 - i. Ground beef and any food containing ground beef cooked to heat all parts of the food to at least 160° F;
 - ii. Poultry, poultry stuffing, stuffed meats and stuffing containing meat are cooked to heat all parts of the food to at least 165° F;
 - iii. Pork and any food containing pork are cooked to heat all parts of the food to at least 160° F;
 - iv. Raw shell eggs and any food containing raw shell eggs cooked to heat all parts of the food to at least 145° F for 15 seconds; and
 - v. If the behavioral health residential behavioral health residential facility serves a population that is not a highly susceptible population, rare roast beef can be served cooked to an internal temperature of at least 145° F for at least three minutes and a whole muscle intact beef steak can be served cooked on both top and bottom to a surface temperature of at least 145° F;

- c. Leftovers are reheated to a temperature of 165° F;
- 5. A refrigerator contains a thermometer, located at the warmest part of the refrigerator;
- 6. Frozen foods are stored at a temperature of 0° F or below; and
- 7. Tableware, utensils, equipment, and food-contact surfaces are clean and in good repair.

R9-10-719. Environmental Standards

- A. Except for an outdoor behavioral health care program, An administrator shall ensure that:
 - 1. The ~~behavioral health residential facility~~ premises and equipment are sufficient to accommodate the activities, treatment, and ancillary services stated in the behavioral health residential behavioral health residential facility's scope of services;
 - 2. The ~~behavioral health residential facility~~ premises and equipment are:
 - a. Maintained in good repair a condition that allows the premises and equipment to be used for the original purpose of the premises and equipment;
 - b. Clean,
 - c. Free of insects and rodent; and
 - d. Free from a condition or situation that may cause a resident or other individual to suffer physical injury or illness;
 - 3. Biohazardous waste and hazardous waste are identified, stored, used, and disposed of according to A.A.C. Title 18, Chapter 13, Article 14 and policies and procedures;
 - 4. Equipment used at the behavioral health residential behavioral health residential facility is:
 - a. Maintained in working order;
 - b. Tested and calibrated according to the manufacturer's recommendations or, if there are no manufacturer's recommendations, as specified in policies and procedures; and
 - c. Used according to the manufacturer's recommendations;
 - 5. Documentation of equipment testing, calibration, and repair is maintained for one year after the date of the testing, calibration, or repair;
 - 6. Garbage and refuse are:
 - a. Stored in plastic bags in covered containers; and
 - b. Removed from the premises at least once a week;
 - 7. Heating and cooling systems maintain the behavioral health residential behavioral health residential facility at a temperature between 68° F ~~to~~ and 85° F at all times;
 - 8. A space heater is not used;

9. Common areas are lighted to assure the safety of residents and sufficient to allow personnel members to monitor resident activity;
10. Hot water temperatures are maintained between 95° F and 120° F in the areas of a behavioral health residential behavioral health residential facility used by residents;
11. The supply of hot and cold water is sufficient to meet the personal hygiene needs of residents and the cleaning and sanitation requirements in this Article;
12. Soiled linen and soiled clothing stored by the behavioral health residential behavioral health residential facility are stored in closed containers away from food storage, kitchen, and dining areas;
13. Oxygen containers are secured in an upright position;
14. Poisonous or toxic materials stored by the behavioral health residential behavioral health residential facility are maintained in labeled containers in a locked area separate from food preparation and storage, dining areas, and medications and inaccessible to residents;
15. Combustible or flammable liquids and hazardous materials stored by a behavioral health residential behavioral health residential facility are stored in the original labeled containers or safety containers in a storage area that is locked and inaccessible to residents;
16. Pets or other animals:
 - a. Are controlled to prevent endangering individuals at the behavioral health residential behavioral health residential facility and to maintain sanitation; and
 - b. Other than a service animal as defined in A.R.S. § 11-1024, are:
 - i. Licensed consistent with local ordinances; and
 - ii. Vaccinated as follows:
 - (1) A dog is vaccinated against rabies, leptospirosis, distemper, hepatitis, and parvo; and
 - (2) A cat is vaccinated against rabies and feline leukemia;
17. If a non-municipal water source is used:
 - a. The water source is tested at least once every 12 months for total coliform bacteria and fecal coli form or *E. coli* bacteria and corrective action is taken to ensure the water is safe to drink, and
 - b. Documentation of testing is retained for 24 months after the date of the test; and
18. If a non-municipal sewage system is used, the sewage system is in working order and is maintained according to all applicable state laws and rules.

B. An administrator shall ensure that:

1. Smoking or the use of tobacco products are not permitted within a behavioral health residential behavioral health residential facility; and
 2. Smoking or tobacco products may be permitted on the premises outside a behavioral health residential behavioral health residential facility if:
 - a. Signs designating smoking areas are conspicuously posted, and
 - b. Smoking is prohibited in areas where combustible materials are stored or in use.
- C. An administrator shall ensure that:
1. If a resident has a mobility, sensory, or other physical impairment, modifications are made to the premises to ensure that the premises are accessible to and usable by the resident; and
 2. A behavioral health residential behavioral health residential facility has:
 - a. A room that provides privacy for a resident to receive treatment or visitors;
 - b. A common area and a dining area that:
 - i. Are not converted, partitioned, or otherwise used as a sleeping area; and
 - ii. Contain furniture and materials to accommodate the recreational and socialization needs of the residents and other individuals in the behavioral health residential behavioral health residential facility.
- D. An administrator shall ensure that:
1. For every six residents who stay overnight at the behavioral health residential behavioral health residential facility, there is at least one working toilet that flushes and one sink with running water;
 2. For every eight residents who stay overnight at the behavioral health residential behavioral health residential facility, there is at least one working bathtub or shower;
 3. A resident bathroom provides privacy when in use and contains:
 - a. A shatter-proof mirror, unless the resident's treatment plan requires otherwise;
 - b. A window that opens or another means of ventilation; and
 - c. Nonporous surfaces for shower enclosures, clean usable shower curtains, and slip-resistant surfaces in tubs and showers;
 4. Each resident is provided a bedroom for sleeping; and
 5. A resident bedroom complies with the following:
 - a. Is not used as a common area;
 - b. Contains a door that opens into a hallway, common area, or outdoors;
 - c. In addition to the door in subsection ~~(D)(6)(b)~~ (D)(5)(b), contains another means of egress;

- d. Is constructed and furnished to provide unimpeded access to the door;
 - e. Has window or door covers that provide resident privacy;
 - f. Is not used as a passageway to another bedroom or bathroom unless the bathroom is for the exclusive use of an individual occupying the bedroom;
 - g. Has floor to ceiling walls;
 - h. Is a:
 - i. Private bedroom that contains at least 60 square feet of floor space, not including the closet; or
 - ii. Shared bedroom that:
 - (1) Is shared by no more than eight residents;
 - (2) Contains at least 60 square feet of floor space, not including a closet, for each individual occupying the bedroom; and
 - (3) Provides at least three feet of floor space between beds or bunk beds;
 - i. Contains for each resident occupying the bedroom:
 - i. A bed that is at least 36 inches wide and at least 72 inches long, and consists of at least a frame and mattress and linens; and
 - ii. Individual storage space for personal effects and clothing such as a dresser or chest;
 - j. Has sufficient lighting for a resident occupying the bedroom to read; and
 - k. Has a clothing rod or hook in the bedroom designed to minimize the opportunity for a resident to cause self-injury.
- E. An administrator shall ensure that if a swimming pool is located on the premises:
1. ~~Contains~~ The swimming pool contains water that meets one of the following chemical disinfection standards:
 - a. A free chlorine residual between 1.0 and 3.0 ppm as measured by the N, N-Diethyl-p-phenylenediamine test;
 - b. A free bromine residual between 2.0 and 4.0 ppm as measured by the N, N-Diethyl-p-phenylenediamine test; or
 - c. An oxidation-reduction potential equal to or greater than 650 millivolts; and
 2. ~~Is~~ The swimming pool equipped with the following:
 - a. An operational water circulation system that clarifies and disinfects the swimming pool water continuously and that includes at least:

- i. A removable strainer,
 - ii. Two swimming pool inlets located on opposite sides of the swimming pool, and
 - iii. A drain located at the swimming pool's lowest point and covered by a grating that cannot be removed without using tools;
 - b. An operational vacuum cleaning system; and
 - c. The following items, which shall be accessible whenever the swimming pool is in use:
 - i. A ring buoy attached to a 1/2 inch diameter rope at least 25 feet in length, and
 - ii. A shepherd's crook;
 - 3. At least one ~~employee~~ personnel member with cardiopulmonary resuscitation training, as required in R9-10-703(C), is present in the swimming pool area when a resident is in the pool area; and
 - 4. At least two ~~employees~~ personnel members are present in the pool area if two or more residents are in the pool area.
- F. An administrator shall ensure that a swimming pool is enclosed by a wall or fence that:
- 1. Separates the swimming pool from other outdoor activity areas;
 - 2. Is not a chain-link fence;
 - 3. Is secured to the ground;
 - 4. Is at least 5 feet high;
 - 5. Has a self-closing, self-latching, lockable gate; and
 - 6. Does not have any vertical or horizontal open space that exceeds 4 inches at any point, including any space on a gate.
- G. An administrator shall ensure that:
- 1. On each calendar day a resident uses the swimming pool, an employee tests the swimming pool's water quality at least once for compliance with subsection (E)(1), and records the results of the water quality tests in a log that includes each testing date and test result; and
 - 2. A swimming pool is not used by a resident if a water quality test shows that the swimming pool water does not comply with subsection (E)(1); ~~and~~.
- H. An administrator shall ensure that a spa that is not enclosed by a wall or fence as described in subsection ~~(E)(1)~~ (E) is covered and locked when not in use.

R9-10-720. Fire and Safety Requirements

- A. Except for an outdoor behavioral health care program, An an administrator shall ensure that:
1. A fire drill for employees and residents on the premises is conducted at least once every three months on each shift;
 2. Documentation of each fire drill is created and includes:
 - a. The date and time of the drill;
 - b. The amount of time taken for all employees and residents to evacuate the behavioral health residential behavioral health residential facility;
 - c. Any problems encountered in conducting the drill; and
 - d. Recommendations for improvement, if applicable;
 3. Records of ~~employee and resident~~ fire drills are maintained ~~on the premises~~ for 12 months after the date of the drill and include the date and time of the drill, names of employees participating in the drill, and identification of residents needing assistance for evacuation;
 4. A written evacuation plan is developed and maintained on the premises; and
 5. An evacuation path is conspicuously posted on each hallway of each floor of the behavioral health residential behavioral health residential facility.

- B. An administrator shall ensure that a written disaster preparedness plan is developed and maintained on the premises that includes:
1. When, how, and where residents will be relocated;
 2. How each resident's medical record will be available to personnel providing services to the resident during a disaster;
 3. A plan to ensure each resident's medications will be available to administer to the resident during a disaster; and
 4. A plan for obtaining food and water for individuals present in the behavioral health residential behavioral health residential facility, under the care and supervision of personnel members, or present at the behavioral health residential facility's relocation site during a disaster.

R9-10-721. Physical Plant Requirements

- A. Except for an outdoor behavioral health care program, An an administrator shall ensure that behavioral health residential facility:
1. Has a fire alarm system installed according to the National Fire Protection Association 72: National Fire Alarm Code, Chapter 3, Section 3-4.1.1(a), incorporated by reference in A.A.C. R9-1-412, and a sprinkler system installed according to the National Fire Protection Association 13 standards incorporated by reference in A.A.C. R9-1-412; or

2. Has an alternative method to ensure resident safety documented and approved by the local jurisdiction.
- B. An administrator shall obtain a fire inspection of the behavioral health residential facility conducted according to the time-frame established by the local fire department or the State Fire Marshal of a behavioral health residential facility, according to the following schedules, and make any repairs or corrections stated on ~~an~~ the inspection report.
- C. An administrator shall maintain a current fire inspection report on the ~~behavioral health residential facility~~ premises.

R9-10-722. Outdoor Behavioral Health Care Program

- A. An administrator of an outdoor behavioral health care program shall ensure that:
1. Behavioral health services are provide to a resident participating in the program consistent with the age, developmental level, physical ability, medical condition, and treatment needs of the resident;
 2. Continuous protective oversight is provided to a resident;
 3. Transportation is provided to a resident from the behavioral health care program's administration office to the location where the behavioral health services are provided and from the location where the behavioral health services are provided to the behavioral health care program's administration office;
 5. Communication is available between the outdoor behavioral health care program personnel and:
 - a. A behavioral health professional,
 - b. A registered nurse,
 - b. An emergence medical response team, and
 - c. The behavioral health care program administration office.
- B. An administrator of an outdoor behavioral health care program shall ensure:
1. Food is prepared:
 - a. Using methods that conserve nutritional value, flavor, and appearance; and
 - b. In a form to meet the needs of a resident such as cut, chopped, ground, pureed, or thickened;
 2. A food menu is prepared based on the number of days scheduled for the behavioral health care program;
 3. Meals and snacks provided are served according to menus;

4. Meals for each calendar day are planned using meal planning guides from [will insert most current document] incorporated by reference, on file with the Department and the Office of the Secretary of State, and including no future editions or amendments, available from the U.S. Department of Agriculture, Center for Nutrition Policy and Promotion;
 5. A resident is provided:
 - a. A diet that meets the resident's nutritional needs as specified in the resident's assessment or treatment plan;
 - b. Three meals a calendar day with not more than 14 hours between the evening meal and breakfast;
 - c. The option to have a daily evening snack or other snack; and
 - d. The option to extend the time span between the evening meal and breakfast from 14 hours to 16 hours if the resident agrees;
 6. Water is available and accessible to residents at all times, unless otherwise stated in a resident's treatment plan;
 7. Food is free from spoilage, filth, or other contamination and is safe for human consumption;
 8. Food is protected from potential contamination; and
 9. Foods being maintained by coolers containing ice may not be in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container or its positioning in the ice or water.
- C. An administrator of an outdoor behavioral health care program shall ensure:
1. The location and equipment, if applicable, are sufficient to accommodate the activities, treatment, and ancillary services required by the residents participating in the behavioral health care program;
 2. The location and equipment are maintained in a condition that allows the location and equipment to be used for the original purpose of the location and equipment;
 3. Garbage and refuse are:
 - a. Stored in plastic bags in covered containers, and
 - b. Removed from the premises at least once a week;
 4. Common areas are lighted to assure the safety of residents and sufficient to allow personnel members to monitor resident activity;
 5. The supply of hot and cold water is sufficient to meet the personal hygiene needs of residents and the cleaning and sanitation requirements in this Article;

6. Soiled clothing is stored in closed containers away from food storage, medications, and eating area;
7. Poisonous or toxic materials are maintained in labeled containers, secured, and separate from food preparation and storage, eating area, medications and inaccessible to residents;
8. Combustible or flammable liquids and hazardous materials are stored in the original labeled containers or safety containers, secured, and inaccessible to residents;
9. If a non-municipal water source is used:
 - a. The water source is tested at least once every 12 months for total coliform bacteria and fecal coli form or *E. coli* bacteria and corrective action is taken to ensure the water is safe to drink, and
 - b. Documentation of testing is retained for 24 months after the date of the test; and
11. Smoking or tobacco products may be permitted away from the residents.