

TITLE 9. HEALTH SERVICES
CHAPTER 20. DEPARTMENT OF HEALTH SERVICES
- BEHAVIORAL SUPPORT SERVICES
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ARTICLE 3. ADULT BEHAVIORAL SUPPORTIVE HOMES

R9-20-301. Definitions

The following definitions apply in this Article unless otherwise specified:

1. "Adult behavioral supportive home" means a residence where supportive services are provided to a resident placed in the residence by and under contract with a regional behavioral health authority or tribal regional behavioral health authority
2. "Applicant" means an individual that has submitted an application packet to the Department.
3. "Application packet" means the forms, documents, and additional information the Department requires an applicant to submit to become a provider.
4. "Case manager" means an individual assigned by a regional behavioral health authority or tribal regional behavioral health authority to coordinate the covered behavioral health services provided to a resident.
5. "Daily living skills" means activities necessary for an individual to live independently and include meal preparation, laundry, housecleaning, home maintenance, money management, and appropriate social interactions.
6. "Department" means the Arizona Department of Health Services.
7. "Documentation" means written information in written, photographic, electronic, or other permanent form.
8. "Monitoring" means the Department's inspection of an adult behavioral supportive home or the adult behavioral supportive home's documentation to determine compliance with this Article.
9. "Provider" means an individual who is approved by the Department to operate an adult behavioral supportive home.
10. "Regional behavioral health authority" means an entity under contract with the Department that administers covered behavioral health services in a geographically specific area of the state.
11. "Resident" means an individual who placed in an adult behavioral supportive home by a regional behavioral health authority or tribal regional behavioral health authority.
12. "Supportive services" means providing room and board, assisting a resident in acquiring daily living skills, coordinating a resident's transportation to scheduled appointments, monitoring a resident's behavior, and providing feedback to resident's assigned case manager related to the resident's behavior.

13. “Tribal regional behavioral health authority” means a Native American Indian tribe under contract with the Department to coordinate the delivery of behavioral health services to eligible and enrolled individuals who are residents of the federally recognized tribal nation that is the party to the contract.

R9-20-302. Initial and Renewal Application

- A. An individual applying for initial approval of the individual’s home as an adult behavioral supportive home shall submit to the Department an application packet that contains:
 1. An application in a format provided by the Department including:
 - a. The individual's name, date of birth, address, telephone number, and fax number;
 - b. The proposed adult behavioral supportive home's name, street address, mailing address, telephone number, fax number, and e-mail address;
 - c. The number of residents for whom the individual expects to provide supportive services;
 - d. The name and date of birth for any individual residing in the proposed adult behavioral supportive services;
 - e. Whether the proposed adult behavioral supportive home is ready for an inspection by the Department; and
 - f. If the proposed adult behavioral supportive home is not ready for an inspection by the Department, the date the proposed adult behavioral supportive home will be ready for an inspection;
 2. A copy of a letter of intent, proposed contract, or contract with a regional behavioral health authority or tribal regional behavioral health authority; and
 3. For the proposed adult behavioral supportive home:
 - a. A site plan showing the property lines, each adjacent street and walkway, parking, fencing and each gate, and, if applicable, each swimming pool; and
 - b. A floor plan showing, for each story, the room layout, room usage, each door and each window, plumbing fixtures, each exit, and the location of each fire protection device.
- B. For renewal, at least 60 calendar days before the expiration of approval, a provider shall submit to the Department:
 1. The provider’s approval number,
 2. A copy of the provider’s contract with a regional behavioral health authority or tribal regional behavioral health authority, and
 3. Any changes to the information in subsection (A)(3).

R9-20-303. Application or Renewal Approval Process

- A. The Department:
 - 1. Shall review the documents submitted by the applicant or provider as required in R9-20-302,
 - 2. May inspect the adult behavioral supportive home,
 - 3. Shall issue an approval or non-approval based on the applicant's or provider's compliance with the requirements of this Article, and
 - 4. Except as provided in subsection (B), shall notify the applicant or provider of the Department's decision within 30 calendar days after receiving the documents specified in R9-20-302.
- B. If the Department conducts an inspection of an adult behavioral supportive home as part of the approval process, the Department shall notify the applicant or provider of the Department's decision within 30 calendar days after conducting the inspection.
- C. The Department shall send an applicant or provider a written notice of non-approval, with reasons for the non-approval, if:
 - 1. The applicant fails to provide the documentation as required in R9-20-302, or
 - 2. The Department determines that:
 - a. The documentation submitted as required in R9-20-302:
 - i. Does not comply with this Article, or
 - ii. Contains false information; or
 - b. The adult behavioral supportive home does not comply with this Article.

R9-20-304. Rescinding Approval

- A. The Department may rescind the approval of an adult behavioral supportive home if the Department determines that noncompliance with this Article by the provider or the adult behavioral supportive home may jeopardize the mental health, physical health, or safety of a resident.
- B. If the Department rescinds the approval of an adult behavioral supportive home, the Department shall:
 - 1. Provide written notice of the rescindment to the provider that includes a list of the requirements with which the provider or adult behavioral supportive services is not in compliance, and
 - 2. Provide written notice of the rescindment to the applicable regional behavioral health authority or tribal regional behavioral health authority.
- C. To obtain approval after a rescindment, a provider shall submit:

1. The application required in R9-20-302, and
 2. A written recommendation for approval of the provider from the applicable regional behavioral health authority or tribal regional behavioral health authority.
- D. The Department shall review the application and recommendation in subsection (C) and issue an approval or notice of non-approval no sooner than 60 calendar days, but not later than 90 calendar days, after the Department receives the application and recommendation.

R9-20-305. Administration

- A. A provider:
1. Has a contract with a regional behavioral health authority or tribal regional behavioral health authority to provide supportive services in an adult behavioral supportive home;
 2. May only provide supportive services to a resident;
 3. Shall only provide supportive services in or out of the adult behavioral supportive home approved by the Department; and
 4. Shall not provide to a resident:
 - a. Health-related services as defined in A.R.S. § 36-401,
 - b. Nursing services as defined in A.R.S. § 36-401, or
 - c. Medical services as defined in A.R.S. § 36-401.
- B. If a provider plans to be absent from the adult behavioral supportive home for 24 hours or more, the provider shall ensure that a resident is transferred to an appropriate placement until the provider returns to the adult behavioral supportive home.
- C. A provider shall maintain a record for a resident in an adult behavioral supportive home that contains:
1. The resident's name and date of birth;
 2. The name, address, and phone number of the resident's emergency contact;
 3. If applicable, the name and contact information for the resident's legal representative;
 4. The date the resident was placed;
 5. The name, address and telephone number of any health care professionals or behavioral health professionals who provide care to the resident;
 6. A copy of the resident's current treatment plan; and
 7. If applicable, the date the resident left the adult behavioral supportive home.
- D. A provider shall ensure that a record for a resident required in subsection (C) is maintained for 24 months after a resident leaves an adult behavioral supportive home and is provided to the Department within 2 hours after a Department request.

R9-20-306. Supportive Services

- A. A provider shall ensure that supportive services are provided to a resident according to the resident's treatment plan and the contract between the provider and the regional behavioral health authority or tribal regional behavioral health authority placing the resident.
- B. A provider shall ensure that an adult behavioral supportive home:
1. Is in a building that:
 - a. Has a residential occupancy according to the local zoning jurisdiction; and
 - b. Is free of any plumbing, electrical, ventilation, mechanical, or structural hazard that may jeopardize the health or safety of a resident;
 2. Has a living room accessible at all times to a resident;
 3. Has a dining area furnished for group meals that is simultaneously accessible to the provider, residents, and any other individuals present in the adult behavioral supportive home; and
 4. Has a bedroom for use by a resident that:
 - a. Is separated from a hall, corridors, or other habitable room by floor to ceiling walls containing no interior openings except doors and is not used as a passageway to another bedroom or habitable room;
 - b. Contains for each resident using the bedroom:
 - i. A separate, adult size single bed or larger bed with a clean mattress in good repair;
 - ii. Clean bedding appropriate for the season;
 - iii. An individual dresser and closet for storage of personal possessions and clothing; and
 - iv. A mirror for grooming; and
 - c. If used for:
 - i. Single occupancy, contains at least 80 square feet of floor space, or
 - ii. Double occupancy, contains at least 120 square feet of floor space.
- C. A provider shall ensure that:
1. A resident does not share a bedroom with an individual who is not a resident;
 2. No more than two residents share a bedroom;
 3. If two residents share a bedroom, each resident agrees, in writing, to share the bedroom;
 4. A resident is allowed to have the resident's own furniture in the resident's bedroom unless the resident's furniture would interfere with safety precautions, violate a building or fire code, or another resident's use of the bedroom;

5. A resident's bedroom is not used to store anything other than the furniture and articles used by the resident and the resident's belongings;
6. An adult behavioral supportive home is clean and free from accumulations of dirt, rubbish, vermin, and insects;
7. Chemicals, detergents, and other toxic substances are not stored with food;
8. Food is obtained, handled, and stored to prevent contamination, spoilage, or a threat to the health of a resident;
9. Three nutritionally balanced meals are served each day;
11. Nutritious snacks are available between meals;
12. Food served meets any special dietary needs of a resident as prescribed by the resident's physician or dietitian;
13. There is at least one bathroom with a working toilet that flushes and a sink with running water for each six individuals residing in the adult behavioral supportive home, including residents;
14. Clean individual towels and washcloths are available for each resident;
15. There is a first aid kit and first aid manual available at the adult behavioral supportive home;
16. No firearms or ammunition are stored at the adult behavioral supportive home;
17. A written evacuation plan is conspicuously posted in an adult behavioral supportive home;
18. A fire drill is conducted at least once every 3 months; and
19. A record of a fire drill required in subsection (C)(18) is maintained for at least 24 months after the date of the fire drill and provided to the Department within 2 hours after the Department's request.