

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to, or opinion of, the requirements of the United States or Arizona Constitution, federal or state statute, administrative rule or regulation, or the final judgment of a court of competent jurisdiction, including, where appropriate, the agency's current practice, procedure, or method of action based upon that approach or opinion. A substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents which only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties, confidential information, or rules adopted in accordance with A.R.S. Title 41, Chapter 6.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::
Child Care & Development Block Grant and At-risk Authorization and Priority List Procedures
DES 5 - Social Services - Priority List Policy
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date.
Date issued: Revised Draft Policy issued January 7, 1995
Effective date: January 7, 1995
3. Summary of the contents of the substantive policy statement.
This policy provides instruction for the placement of families eligible for the Child Care & Development Block and At-Risk Child Care Program on a waiting list to ensure an equitable statewide process for eligible families to receive these benefits when funding allows.
4. A statement as to whether the substantive policy statement is a new statement or revision.
New Statement 1995
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed.
Name: Rachel Guilbault, Policy Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 801A
Phoenix, Arizona 85007
Telephone: (602) 542-4248
Fax: (602) 542-4197
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement.
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona, 85007, Site Code 810-Z1, or from the person identified in #5. The first copy is free to a member of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::
DES 5 - Social Services: Article 58 - Family Foster Home Licensing Instruction
Section 32, ACYF Discipline Policy
Section 33, ACYF Discipline Infraction Guidelines
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date.
Date issued: April 3, 1991
Effective date: April 3, 1991
3. Summary of the contents of the substantive policy statement.
Section 32 defines approved discipline policy for ACYF children placed in family foster homes. It explains the difference between discipline and punishment; the goals of discipline; acceptable disciplinary methods; unacceptable methods; and the consequences for violation of the discipline policy.
Section 33 explains how the Department assesses violations of the discipline policy (Section 32); describes the various categories of violations (from minimum to moderate to severe); and explains how ACYF will address violations.
4. A statement as to whether the substantive policy statement is a new statement or revision.
Revised Statement-April 1, 1995

Notices of Substantive Policy Statements

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed.

Name: Belva Stites, Foster Care Policy Specialist
Address: Department of Economic Security
1789 West Jefferson, Site Code 940A
Phoenix, Arizona 85007
Phone: (602) 542-2431
Fax: (602) 542-3330

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement.

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in #5. The first copy is free to a member of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

DES 5 - Social Services Article 57-Foster Care Placement and Supervision
Section 12, Foster Care Payments

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date.

Date issued: July 31, 1979
Effective date: July 31, 1979

3. Summary of the contents of the substantive policy statement.

This policy describes the foster care payment structure, including the things which are subject to reimbursement. The policy addresses the base foster care rate and how that rate may increase. The policy explains how payment rates will vary or increase depending on the particular needs of the child. The policy also includes internal instructions for processing and updating payment rates.

4. A statement as to whether the substantive policy statement is a new statement or revision.

Revised Statement - April 3, 1995

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed.

Name: Belva Stites, Foster Care Policy Specialist
Address: Arizona Department of Economic Security
1789 West Jefferson, Site Code 940A
Phoenix, Arizona 85007
Phone: (602) 542-2431
Fax: (602) 542-3330

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement.

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

Foster Care Placement and Supervision: Selection and Placement Procedures for Group Care Settings
DES 5 - Social Services, Article 57-Foster Care Placement and Supervision, Section 09

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date.

Date issued: July 5, 1995
Effective date: July 5, 1995

3. Summary of the contents of the substantive policy statement.

This policy provides information on the selection guidelines and referral processes for placement of dependent children within residential group care facilities. This policy includes instructions for group care placement preferences and the criteria to be considered in making placement decisions. The Department seeks to place: Title XIX eligible children into facilities that hold contract with the Regional Behavioral Health Authorities; and Title IV-E eligible children into facilities that are not-for-profit.

4. A statement as to whether the substantive policy statement is a new statement or revision.

New Statement.

Notices of Substantive Policy Statements

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed.

Name: Susan Newberry, Program Development Specialist
Address: Department of Economic Security
1789 West Jefferson, Site Code 940A
Phoenix, Arizona 85007
Phone: (602) 542-3900
Fax: (602) 542-3330

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement.

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in #5. The first copy is free to a member of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

Program Instructions for Non-certified Relative Providers (NCRPs)
DES 5 - Social Services, Article 53

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date.

Date issued: April 1, 1990
Effective date: April 1, 1990

3. Summary of the contents of the substantive policy statement.

This policy lists and describes Department responsibilities in implementing informal child care arrangements to comply with the Family Support Act of 1988, the At-risk Child Care Program and the Child Care and Development Block Grant (CCDBG) including: 1) Definitions; 2) Requirements for NCRPs; 3) Recordkeeping responsibilities of NCRPs; 4) Department responsibilities; 5) Fingerprint requirements; and 6) payment procedures.
This policy also includes exhibits DES uses.

4. A statement as to whether the substantive policy statement is a new statement or revision.

New Statement.

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed.

Name: Judie Chalfin, Family Child Care (FCC) Policy Specialist
Address: Department of Economic Security
1789 West Jefferson, Site Code 801A
Phoenix, Arizona 85007
Phone: (602) 542-4259
Fax: (602) 542-4197

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement.

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

Family Investment Initiative Child Care
DES 5- Social Services - Article 51-09
Family Investment Initiative Child Care

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:

Date issued: Revised Draft Policy issued February 11, 1995
Effective date: February 11, 1995

3. Summary of the contents of the substantive policy statement:

This policy contains program eligibility requirements and provides instruction in determining program eligibility requirements under the Family Support Act (1988) for guaranteed AFDC-related child care services, including JOBS Child Care, AFDC-employed Child Care, and Transitional Child Care services. The policy explains the application and authorization process, the required co-payments, case review, appeals, and overpayment procedures.

4. A statement as to whether the substantive policy statement is a new statement or revision:

New statement 1995

Arizona Administrative Register

Notices of Substantive Policy Statements

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed.

Name: Rachel Guilbault, Policy Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 801A
Phoenix, Arizona 85007
Phone: (602) 542-4248
Fax: (602) 542-4197

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement.

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

Child Care Administration Policy Manual-State Day Care Subsidy Program
DES 5 - Social Services, Article 51, Day Care Subsidyn - Policy Directive No. 624

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:

Date issued: Revised policy issued June 15, 1995
Effective date: June 15, 1995

3. Summary of the contents of the substantive policy statement:

This policy contains program eligibility requirements for state-subsidized child care services and instructions for applying those requirements. The policy explains the application and determination processes. This policy also includes service authorization procedures for state-mandated child day care services as requested by Child Protective Services.

4. A statement as to whether the substantive policy statement is a new statement or revision:

New Statement 1995.

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Rachel Guilbault, Policy Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 801A
Phoenix, Arizona 85007
Phone: (602) 542-4248
Fax: (602) 542-4197

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

Overview of the Independent Living Subsidy Program (ILSP)
DES 5 - Social Services, Article 59 - Independent Living Subsidy Program (ILSP)
Section 05.

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:

Date issued: September 1, 1993
Effective date: September 1, 1993

3. Summary of the contents of the substantive policy statement:

This policy describes the Independent Living Subsidy Program (ILSP) and aspects of the program: the assessment and eligibility criteria used for determining if a youth is appropriate for the ILSP; the information needed for the written request for participating in the ILSP, and the process used by the administration for approving the ILSP request.

4. A statement as to whether the substantive policy statement is a new statement or revision:

New Statement.

Notices of Substantive Policy Statements

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: David Barnhouse, Program Development Specialist
Address: Department of Economic Security
1789 West Jefferson, Site Code 940A
Phoenix, Arizona 85007
Phone: (602) 542-5120
Fax: (602) 542-3330

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in #5. The first copy is free to a member of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

Adoption Subsidy: Goals, Case Management, Payments, and Review
DES 5 - Social Services, Article 67 - Adoption Subsidy, Sections 02.C, 07, 08, and 09

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:

Date issued: November 1, 1989
Effective date: November 1, 1989

3. Summary of the contents of the substantive policy statement:

This policy adds to the adoption subsidy program the goal of maintaining the integration of the child and adoptive family and provides policy and procedures to support the goal, as follows: determination of need for case management services, provision of case management services, evaluation of need for out-of-home placements, CPS intervention, payment requirements for monthly maintenance and special services subsidies, services requiring prior authorization, internal instructions for processing payments, and review of special services subsidies for appropriateness of services. This policy also describes the use of multidisciplinary team review (MDT) and the Adoption Subsidy Review Committee, which oversees service authorizations and utilization reviews for appropriateness of expenditures.

4. A statement as to whether the substantive policy statement is a new statement or revision.

New statement.

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Barbara Guenther, Program Development Specialist
Address: Department of Economic Security
1789 West Jefferson, Site Code 940A
Phoenix, Arizona 85007
Phone: (602) 542-2362
Fax: (602) 542-3330

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in #5. The first copy is free to a member of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

Child Placement Out-of-Arizona and Into Arizona Between Compact States
DES 5 - Social Services, Article 80 - Interstate Compact on the Placement of Children

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:

Date issued: September 1984
Effective date: September 1984

3. Summary of the contents of the substantive policy statement:

This policy governs and explains how the Department operates under the Interstate Compact on the Placement of Children (ICPC) when DES is the sending or receiving agency. The policy describes the documentation a sending agency must prepare and the time periods for submitting the documents.

4. A statement as to whether the substantive policy statement is a new statement or revision:

New Statement.

Arizona Administrative Register
Notices of Substantive Policy Statements

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Lee Morse, Manager, Field Support Section
Address: Department of Economic Security
1789 West Jefferson, Site Code 940A
Phoenix, Arizona 85007
Phone: (602) 542-2407
Fax: (602) 542-3330

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in #5. The first copy is free to a member of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::
Department of Economic Security, Child Care Resource and Referral Complaint Policy and Procedures
DES 5 - Social Services, Article 50
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
Date issued: July 1, 1992
Effective date: July 1, 1992
3. Summary of the contents of the substantive policy statement:
DES funds a statewide Child Care Resource and Referral system that offers child care referrals and education to people looking for child care. This system also offers training information and technical assistance to child care providers.
This policy describes the process that the DES-funded statewide Child Care Resource and Referral contractors must take when receiving child care provider complaints.
4. A statement as to whether the substantive policy statement is a new statement or revision:
New Statement.
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Shelley Johnson, Child Care Resource & Referral Specialist
Address: Department of Economic Security
1789 West Jefferson, Site Code 801A
Phoenix, Arizona 85007
Phone: (602) 542-2575
Fax: (602) 542-4197
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:
Copies are available in the DES Authority Library, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in #5. The first copy is free to a member of the public, for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::
Family Day Care Home Certification and Supervision Guidelines
DES 5 - Social Services, Article 52
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
Date issued: September 1990
Effective date: September 1990
3. Summary of the contents of the substantive policy statement:
This policy lists and describes Department responsibilities in implementing the rules in Article 52, including: 1) Definitions; 2) Service Description; 3) Certification process; 4) Department supervision responsibilities; 5) Department Renewal/Denial of Certification; 6) Probation, Suspension, Revocation of Certification; 7) Fingerprint requirements.
This policy also includes exhibits DES uses.
4. A statement as to whether the substantive policy statement is a new statement or revision:
Revised Statement: (Revised 1986 Policy)

Arizona Administrative Register

Notices of Substantive Policy Statements

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Judie Chalfin, Family Child Care (FCC) Policy Specialist
Address: Department of Economic Security
1789 West Jefferson, Site Code 801A
Phoenix, Arizona 85007
Phone: (602) 542-4259
Fax: (602) 542-4197

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

Program Instruction; Memorandum Re: Renewal of Special Needs Contracts

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:

Date issued: July 7, 1995
Effective date: July 1, 1995

3. Summary of the contents of the substantive policy statement:

This policy statement provides information and guidance regarding the availability of and criteria necessary for accessing services through pilot contracts for the provision of child care services to children with special needs. This policy identifies various eligibility factors and providers of services including specific information relating to the nature of services contracted for with individual providers.

4. A statement as to whether the substantive policy statement is a new statement or revision:

Revised Statement.

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Connie Shorr, Mgr.-Child Care Prog. Development & Provider Relations
Address: Department of Economic Security
1789 West Jefferson, Site Code 801A
Phoenix, Arizona 85007
Phone: (602) 542-4248
Fax: (602) 542-4197

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement.

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::

At-Risk Child Care Program
DES 5 - Social Services-at-risk Child Care

2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:

Date issued: Revised draft policy issued August 1, 1995
Effective date: August 1, 1995

3. Summary of the contents of the substantive policy statement:

This policy contains program eligibility requirements and provides instruction in determining program eligibility for low-income families who are not receiving AFDC, need child care to work, and would otherwise be at-risk of becoming eligible for AFDC. The policy explains the process for authorizing services; the duty to report changes; case reviews and certain provider requirements.

4. A statement as to whether the substantive policy statement is a new statement or revision:

New statement 1995

Arizona Administrative Register
Notices of Substantive Policy Statements

5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Rachel Guilbault, Policy Manager
Address: Department of Economic Security
1789 West Jefferson Site Code 801A
Phoenix, Arizona 85007
Telephone: (602) 542-4248
Fax: (602) 542-4197
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Child Care and Development Block Grant
DES 5 - Social Services-Child Care and Development Block Grant
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
Date issued: Revised draft policy issued January 9, 1995
Effective date: January 9, 1995
3. Summary of the contents of the substantive policy statement:
This policy contains program eligibility criteria and provides instruction in determining program eligibility for providing child care services to low-income families with parents who are working or attending a training or educational program. The policy explains the application process and the requirements for order of priority for services. The policy describes how the Department assesses needs and provides services in response to the assessment, and also the procedures for denial of services.
4. A statement as to whether the substantive policy statement is a new statement or revision:
New statement 1995
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Rachel Guilbault, Policy Manager
Address: Department of Economic Security
1789 West Jefferson Site Code 801A
Phoenix, Arizona 85007
Telephone: (602) 542-4248
Fax: (602) 542-4197
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Assessment Of Penalties (A.R.S. §§ 4-210 and 4-210.01), Hearing No. 4
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
September 30, 1995
3. Summary of the contents of the substantive policy statement:
It is the policy of the Department to assess one or more of the penalties specified by A.R.S. §§ 4-210 and 4-210.01 for any violation of Title 4 found at a hearing. The minimum monetary penalty is \$200. Penalties against terminated licenses will be assessed against current or subsequent licenses of controlling persons of the terminated licenses.
4. A statement as to whether the substantive policy statement is a new statement or revision:
This substantive policy statement is a new document as of September 30, 1995.
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Allen Reed
Address: Department of Liquor Licenses and Control
800 West Washington, 5th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-9040

Notices of Substantive Policy Statements

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::
BOMEX Basics Newsletter
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
Spring 1985
3. Summary of the contents of the substantive policy statement:
Appropriateness of waiting for payment before transferring records for patient care to another healthcare provider.
4. A statement as to whether the substantive policy statement is a new statement or revision:
Replaced by Laws 1995, Ch. 225 (A.R.S. § 12-2294); revised from March 1980 *BOMEX Basics*
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Donna Nemer
Address: Board of Medical Examiners
1651 East Morten Avenue, Suite 210
Phoenix, Arizona 85020
Telephone: (602) 255-3751
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:
BIOMEX Basics, Spring 1985
Available from the Board of Medical Examiners at 25¢ per page copying costs.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::
BOMEX Basics Newsletter
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
Spring 1985
3. Summary of the contents of the substantive policy statement:
Discuss thoroughly with the patient the risks and benefits of the patient's cosmetic surgical procedure(s) with the patient.
4. A statement as to whether the substantive policy statement is a new statement or revision:
New
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Donna Nemer
Address: Board of Medical Examiners
1651 East Morten Avenue, Suite 210
Phoenix, Arizona 85020
Telephone: (602) 255-3751
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BOMEX Basics, Spring 1985
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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced::
BOMEX Basics Newsletter
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
March 1980
3. Summary of the contents of the substantive policy statement:
Relay of phone/verbal medical orders; requirement for review and signature.

Arizona Administrative Register
Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or revision:
New
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Donna Nemer
Address: Board of Medical Examiners
1651 East Morten Avenue, Suite 210
Phoenix, Arizona 85020
Telephone: (602) 255-3751
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:
BOMEX Basics, March 1980
Available from the Board of Medical Examiners at 25¢ per page copying costs.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
BOMEX Basics Newsletter
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
Fall 1985
3. Summary of the contents of the substantive policy statement:
If a physician leaves a practice, the patients wishing to follow that physician should have the request for information on the physician's new location and the transfer of records facilitated.
4. A statement as to whether the substantive policy statement is a new statement or revision:
New
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
Name: Donna Nemer
Address: Board of Medical Examiners
1651 East Morten Avenue, Suite 210
Phoenix, Arizona 85020
Telephone: (602) 255-3751
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:
BOMEX Basics, Fall 1985
Available from the Board of Medical Examiners at 25¢ per page copying costs.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
BOMEX Basics Newsletter
2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:
Winter 1986
3. Summary of the contents of the substantive policy statement:
Guidelines for discontinuing treatment with difficult patients.
4. A statement as to whether the substantive policy statement is a new statement or revision:
New
5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:
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