

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

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

Department of Health Services, Behavioral Services, Policy, and Procedural Manual; SP-001-BHS-BHS

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

2.24	Reports of Incidents, Accidents, and Deaths for Persons With 1 Serious Mental Illness, 02/15/96
2.25	Integrated Behavioral Health Planning, 01/15/95
2.26	Seriously Mentally Ill Adults in Need of Special Assistance, 01/15/96
2.27	RBHA Submission of Encounters, 01/01/98
2.28	Review of Mortality Reports for Persons With Serious Mental Illness, 01/01/97
2.30	Member Handbook, 04/01/99
2.31	RBHA Revenue Recognition, 05/01/98
2.32	Notice Requirement, 02/01/00
2.34	RBHA Submission of Required Reports and Deliverables to ADHS/DBHS, 04/01/99
2.36	Non Title XIX/XXI Profit Retention, 07/01/98
2.37	Performance Bond, 07/01/98
2.40	Changes in Provider Licenses, 04/01/00
2.42	Reporting of Fraud and Abuse, 10/01/99
2.45	Regional Behavioral Health Authority Annual Service Plan, 10/01/99
2.51	KidsCare Eligibility and Enrollment, 11/01/98
2.52	KidsCare Benefit Limits, Tracking and Notifying, 11/01/98
2.53	Service Prioritization, 07/01/99
2.55	Policy Development and Review Process, 07/01/99
2.56	Medical Care Evaluation Studies, 07/01/99

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

The Policy and Procedure Manual is a compilation of policies and procedures that have been developed to establish standards for the management of the Regional Behavioral Health Authorities (RBHAs) that have contracts with the Department of Health Services/Behavioral Health Services to provide behavioral health services to residents of Arizona.

The policies and procedures are organized into two chapters: Program Services and Administrative and Program Support Services. The following are a list and a brief description of the policies in the manual that are deemed to be substantive:

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Program Services:

- 2.24 Reports of Incidents, Accidents, and Deaths for Persons with Serious Mental Illness-requires RBHAs to establish uniform guidelines for required reports to various division of ADHS regarding abuse, neglect, exploitation, mistreatment, accidents, injuries, and deaths for seriously mentally ill adults.
- 2.25 Integrated Behavioral Health Planning-requires ADHS/BHS to establish strategic vision and direction for publicly funded behavioral health services in the State of Arizona.
- 2.26 Seriously Mentally Ill Adults in Need of Special Assistance-requires DBHS and RBHAs to have uniform guidelines for identification of Seriously Mentally Ill adults who need Special Assistance, monitoring to assure that Special Assistance is provided, and maintenance of required reports.
- 2.27 RBHA Submission of Encounters-requires RBHAs to submit all encounters in a timely manner to the Arizona Department of Health Services Client Information System (ADHS/CIS).
- 2.28 Review of Mortality Reports for Persons with Serious Mental Illness-requires RBHAs and RBHA subcontracted providers for the purpose of reviewing reports of mortalities of persons with serious mental illness.
- 2.30 Member Handbook-RBHAs are required to develop member handbooks which inform current and new clients about the behavioral health system.
- 2.31 RBHA Revenue Recognition-requires all contracted RBHAs to establish consistent revenue recognition.
- 2.32 Notice Requirements-requires RBHAs to ensure that notice of denials, intended actions, and rights are provided in a manner that gives timely, clear, and easily understood information to persons seeking and receiving services.
- 2.34 RBHA submission of Required Reports and Deliverables to ADHS/DBHS-required reports are submitted to ADHS/DBHS in accordance with mandated timeframes.
- 2.36 Non Title XIX/XXI Profit Retention-requires ADHS/DBHS to define acceptable RBHA service profit percentages for a given fiscal year.
- 2.37 Performance Bond-requires that the RBHAs post Performance Bonds to guarantee (1) payment of RBHA obligation to providers, non-contracting providers, and non-providers; and (2) performance by the RBHAs of obligations under their receptive RBHA contracts.
- 2.40 Changes in Provider Licenses-requires that providers meet the notification requirements set by the licensing authorities and the RBHA for license changes.
- 2.42 Reporting of Fraud and Abuse-requires RBHA and or subcontracted providers to develop a mechanism to report incidents of suspected fraud and abuse.
- 2.45 Regional Behavioral Health Authority Annual Service Plan-requires RBHAs to develop and maintain an annual service planning process that details the behavioral health services needs of the GSA.
- 2.51 KidsCare Eligibility and Enrollment-requires RBHAs, TRBHAs, and their service providers shall be aware of the Title XXI eligibility and enrollment requirements.
- 2.52 Kids Care Benefit Limits, Tracking and Notifying-require RBHAs TRBHAs and their service providers to identify benefit limits, service mapping, tracking and notification requirements for Title XXI.
- 2.53 Service Authorization-requires RBHAs and RBHAs subcontracted providers to establish guidelines for service priorities for the use of subvention funded programs.
- 2.55 Policy Development and Review Process-requires DBHS and RBHAs to establish a process to write, review and modify Policies and Procedures.
- 2.56 Medical Care Evaluation Studies-requires RBHAs to establish a method to promote the most effective and efficient use of available health facilities and services consistent with patient needs and professionally recognized standards of health care.

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

These are new substantive policy statements, and will be added to the Policy and Procedure Manual which was previously noticed at 1 A.A.R. 2164, October 27, 1995.

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

Name: Theresa Littler
Address: Department of Health Services
Behavioral Health Services
2122 East Highland
Phoenix, Arizona 85016
Telephone: (602) 381-8999

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

Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25 cents per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF TRANSPORTATION

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

Hybrid Electric Vehicles; Policy Memo 00-017

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

Issued March 30, 2000

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

Provides definition of and registration guidelines for hybrid electric vehicles. This statement is in conjunction with the general guidelines for Alternative Fuel Vehicles set forth in Policy Memo 99-086.

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

This is a new statement.

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

Name: Robert Moore
Address: Policy Unit
Department of Transportation, Motor Vehicle Division
1801 W. Jefferson
Phoenix, Arizona 85007
Telephone: (602) 712-8826

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

Copies of the policy may be obtained in person from the individuals set forth in question 5 above at the cost of 25 cents per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF TRANSPORTATION

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

Dismantle Certificate of Title; Policy Memo 00-006

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

Issued March 10, 2000

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

Rescinds the dismantle portion of Policy Memo 97-026 and clarifies the Motor Vehicle Division's current policy

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for processing applications for a dismantle certificate of title.

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

This is a revised statement.

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

Name: Robert Moore

Address: Policy Unit
Department of Transportation, Motor Vehicle Division
1801 W. Jefferson
Phoenix, Arizona 85007

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