This Chapter contains rule Sections that were filed to be codified in the Arizona Administrative Code between the dates of April 1, 2019 through June 30, 2019

Title 9

TITLE 9. DEPARTMENT OF HEALTH SERVICES

CHAPTER 12. SOBER LIVING HOMES

The table of contents on the first page contains quick links to the referenced page numbers in this Chapter. Refer to the notes at the end of a Section to learn about the history of a rule as it was published in the Arizona Administrative Register.

This is a new Chapter.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>R9-12-101</td>
<td>Definitions</td>
<td>2</td>
</tr>
<tr>
<td>R9-12-102</td>
<td>Individuals to Act for Applicant or Licensee</td>
<td>2</td>
</tr>
<tr>
<td>R9-12-103</td>
<td>Application for a License</td>
<td>3</td>
</tr>
<tr>
<td>R9-12-104</td>
<td>License Renewal</td>
<td>3</td>
</tr>
<tr>
<td>R9-12-105</td>
<td>Changes Affecting a License</td>
<td>3</td>
</tr>
<tr>
<td>R9-12-106</td>
<td>Time-frames</td>
<td>4</td>
</tr>
<tr>
<td>R9-12-107</td>
<td>Denial, Revocation, or Suspension of a License</td>
<td>5</td>
</tr>
<tr>
<td>Table 1.1</td>
<td>Time-frames (in calendar days)</td>
<td>5</td>
</tr>
<tr>
<td>R9-12-201</td>
<td>Administration</td>
<td>5</td>
</tr>
<tr>
<td>R9-12-202</td>
<td>Residency Agreements</td>
<td>7</td>
</tr>
<tr>
<td>R9-12-203</td>
<td>Resident Rights</td>
<td>8</td>
</tr>
<tr>
<td>R9-12-204</td>
<td>Resident Records</td>
<td>8</td>
</tr>
<tr>
<td>R9-12-205</td>
<td>Sober Living Home Services</td>
<td>9</td>
</tr>
<tr>
<td>R9-12-206</td>
<td>Emergency and Safety Standards</td>
<td>9</td>
</tr>
<tr>
<td>R9-12-207</td>
<td>Environmental and Physical Plant Requirements</td>
<td>9</td>
</tr>
</tbody>
</table>

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PREFACE

Under Arizona law, the Department of State, Office of the Secretary of State (Office), accepts state agency rule filings and is the publisher of Arizona rules. The Office of the Secretary of State does not interpret or enforce rules in the Administrative Code. Questions about rules should be directed to the state agency responsible for the promulgation of the rule.

Scott Cancelosi, Director
ADMINISTRATIVE RULES DIVISION

RULES

The definition for a rule is provided for under A.R.S. § 41-1001. “‘Rule’ means an agency statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of an agency.”

THE ADMINISTRATIVE CODE

The Arizona Administrative Code is where the official rules of the state of Arizona are published. The Code is the official codification of rules that govern state agencies, boards, and commissions.

The Code is separated by subject into titles. Titles are divided into chapters. A chapter includes state agency rules. Rules in chapters are divided into Articles, then Sections. The “R” stands for “rule” with a sequential numbering and lettering outline separated into subsections.

Rules are codified quarterly in the Code. Supplement release dates are printed on the footers of each chapter.

First Quarter: January 1 - March 31
Second Quarter: April 1 - June 30
Third Quarter: July 1 - September 30
Fourth Quarter: October 1 - December 31

For example, the first supplement for the first quarter of 2019 is cited as Supp. 19-1.

Please note: The Office publishes by chapter, not by individual rule section. Therefore there might be only a few sections codified in each chapter released in a supplement. Historical notes at the end of a section provide an effective date and information when a rule was last updated.

AUTHENTICATION OF PDF CODE CHAPTERS

The Office began to authenticate chapters of the Administrative Code in Supp. 18-1 to comply with A.R.S. § 41-1012(B) and A.R.S. § 5302(1), (2)(d) through (e), and (3)(d) through (e).

A certification verifies the authenticity of each Code chapter posted as it is released by the Office of the Secretary of State. The authenticated pdf of the Code includes an integrity mark with a certificate ID. Users should check the validity of the signature, especially if the pdf has been downloaded. If the digital signature is invalid it means the document’s content has been compromised.

HOW TO USE THE CODE

Rules may be in effect before a supplement is released by the Office. Therefore, the user should refer to issues of the Arizona Administrative Register for recent updates to rule Sections.

ARIZONA REVISED STATUTE REFERENCES

The Arizona Revised Statutes (A.R.S.) are available online at the Legislature’s website, www.azleg.gov. An agency’s authority note to make rules is often included at the beginning of a chapter. Other Arizona statutes may be referenced in rule under the A.R.S. acronym.

SESSION LAW REFERENCES

Arizona Session Law references in a chapter can be found at the Secretary of State’s website, under Services-> Legislative Filings.

EXEMPTIONS FROM THE APA

It is not uncommon for an agency to be exempt from the steps outlined in the rulemaking process as specified in the Arizona Administrative Procedures Act, also known as the APA (Arizona Revised Statutes, Title 41, Chapter 6, Articles 1 through 10). Other agencies may be given an exemption to certain provisions of the Act.

An agency’s exemption is written in law by the Arizona State Legislature or under a referendum or initiative passed into law by Arizona voters.

When an agency files an exempt rulemaking package with our Office it specifies the law exemption in what is called the preamble of rulemaking. The preamble is published in the Register online at www.azsos.gov/rules, click on the Administrative Register link.

Editor’s notes at the beginning of a chapter provide information about rulemaking sections made by exempt rulemaking. Exempt rulemaking notes are also included in the historical note at the end of a rulemaking Section.

The Office makes a distinction to certain exemptions because some rules are made without receiving input from stakeholders or the public. Other exemptions may require an agency to propose exempt rules at a public hearing.

EXEMPTIONS AND PAPER COLOR

At one time the Office published exempt rules on either blue or green paper. Blue meant the authority of the exemption was given by the Legislature; green meant the authority was determined by a court order. In 2001 the Office discontinued publishing rules using these paper colors.

PERSONAL USE/COMMERCIAL USE

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Rhonda Paschal, managing rules editor, assisted with the editing of this chapter.
TITLE 9. DEPARTMENT OF HEALTH SERVICES

CHAPTER 12. SOBER LIVING HOMES

ARTICLE 1. LICENSURE REQUIREMENTS

New Article, consisting of Sections R9-12-101 through R9-12-107, and Table 1.1, made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

Section
R9-12-101. Definitions ..................................................... 2
R9-12-102. Individuals to Act for Applicant or Licensee .... 2
R9-12-103. Application for a License ................................. 3
R9-12-104. License Renewal .................................................. 3
R9-12-105. Changes Affecting a License ............................... 3
R9-12-106. Time-frames ..................................................... 4
R9-12-107. Denial, Revocation, or Suspension of a License . 5
Table 1.1. Time-frames (in calendar days) ......................... 5

ARTICLE 2. SOBER LIVING HOME REQUIREMENTS

New Article, consisting of Sections R9-12-201 through R9-12-207, made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

Section
R9-12-201. Administration .................................................... 5
R9-12-202. Residency Agreements ......................................... 7
R9-12-203. Resident Rights .................................................. 8
R9-12-204. Resident Records .................................................. 8
R9-12-205. Sober Living Home Services ................................. 9
R9-12-206. Emergency and Safety Standards ......................... 9
R9-12-207. Environmental and Physical Plant Requirements 9
ARTICLE 1. LICENSURE REQUIREMENTS

R9-12-101. Definitions
In addition to the definitions in A.R.S. § 36-2061, the following definitions apply in this Chapter unless otherwise specified:

1. “Abuse” means:
   a. The same as in A.R.S. § 46-451;
   b. A pattern of ridiculing or demeaning a resident;
   c. Making derogatory remarks or verbally harassing a resident; or
   d. Threatening to inflict physical harm on a resident.

2. “Accept” or “acceptance” means an individual becomes a resident of a sober living home.

3. “Administrative completeness review time-frame” means the same as in A.R.S. § 41-1072.

4. “Applicant” means an individual or business organization requesting a license under R9-12-104 to open a sober living home.

5. “Application packet” means the forms, documents, and additional information the Department requires to be submitted by an applicant.

6. “Business organization” means the same as “entity” in A.R.S. § 10-140.

7. “Calendar day” means each day, not including the day of the act, event, or default from which a designated period of time begins to run, but including the last day of the period unless it is a Saturday, Sunday, statewide furlough day, or legal holiday, in which case the period runs until the end of the next day that is not a Saturday, Sunday, statewide furlough day, or legal holiday.

8. “Controlling person” means a person who, with respect to a business organization:
   a. Has the power to vote at least 10% of the outstanding voting securities of the business organization;
   b. If the business organization is a partnership, is a general partner or is a limited partner who holds at least 10% of the voting rights of the partnership;
   c. If the business organization is a corporation, association, or limited liability company, is the president, the chief executive officer, the incorporator, an agent, or any person who owns or controls at least 10% of the voting securities; or
   d. Holds a beneficial interest in 10% or more of the liabilities of the business organization.


10. “Documentation” means information in written, photographic, electronic, or other permanent form.

11. “Drug” has the same meaning as in A.R.S. § 32-1901.

12. “Exploitation” has the same meaning as in A.R.S. § 46-451.

13. “Facility” means the building or buildings used for operating a sober living home.

14. “Health care provider” means a:
   a. Physician, as defined in A.R.S. § 36-401;
   b. Registered nurse practitioner, as defined in A.R.S. § 32-1601; or
   c. Physician assistant, as defined in A.R.S. § 32-2501.

15. “Illicit drug” means:
   a. A substance listed in A.R.S. § 36-2512 as a schedule I controlled substance;
   b. A dangerous drug, as defined in A.R.S. § 13-3401, that is not an individual’s prescription medication; or
   c. A prescription medication that is not an individual’s prescription medication.

16. “Licensee” means the individual or business organization to which the Department has issued a license to operate a sober living home.

17. “Manager” means an individual designated by a licensee to:
   a. Act on behalf of the licensee in the onsite management of a sober living home; and
   b. Support and assist residents of the sober living home.

18. “Modification” means the substantial improvement, enlargement, reduction, alteration, or other substantial change in the facility or another structure on the premises at a sober living home.


20. “Overall time-frame” means the same as in A.R.S. § 41-1072.

21. “Premises” means:
   a. A facility, and
   b. The grounds surrounding the facility that are owned, leased, or controlled by the licensee, including other structures.

22. “Prescription medication” means the same as in A.R.S. § 32-1901.

23. “Residency agreement” means a document signed by a resident or the resident’s representative and a manager, detailing the terms of residency.

24. “Resident” means an individual who is accepted by a licensee under the terms of a residency agreement with the individual to live at the licensee’s sober living home.

25. “Resident’s representative” means:
   a. An individual acting on behalf of a resident with the written consent of the resident; or
   b. The resident’s legal guardian.

26. “Sober” or “sobriety” means that an individual is free of alcohol or drugs, except for a drug that is:
   a. Used as part of medication-assisted treatment,
   b. The individual’s prescription medication, or
   c. An over-the-counter drug.

27. “Staff” means the employees or volunteers who provide monitoring or assistance to residents at a sober living home.

28. “Substantive review time-frame” means the same as in A.R.S. § 41-1072.

29. “Swimming pool” means the same as “private residential swimming pool” as defined in A.A.C. R18-5-201.

30. “Termination of residency” or “terminate residency” means an individual is no longer a resident of a sober living home.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-102. Individuals to Act for Applicant or Licensee
When an applicant or licensee is required by this Chapter to provide information on or sign an application form or other document, the following shall satisfy the requirement on behalf of the applicant or licensee:

1. If the applicant or licensee is an individual, the individual; and

2. If the applicant or licensee is a business organization, the individual who the business organization has designated to act on the business organization’s behalf for purposes of this Chapter and who:
   a. Is a controlling person of the business organization,
   b. Is a U.S. citizen or legal resident, and
CHAPTER 12. SOBER LIVING HOMES

R9-12-103. Application for a License
A. An applicant shall submit to the Department a completed application packet to operate a sober living home that contains:
   1. An application, in a Department-provided format, that includes:
      a. The applicant’s name;
      b. The proposed name, if any, of the sober living home;
      c. The address and telephone number of the proposed sober living home;
      d. The applicant’s address and telephone number, if different from the address or telephone number of the proposed sober living home;
      e. The applicant’s e-mail address;
      f. The name and contact information of an individual acting on behalf of the applicant according to R9-12-102, if applicable;
      g. Whether the applicant agrees to allow the Department to submit supplemental requests for information under R9-12-106(C)(3);
      h. The maximum number of residents of the proposed sober living home;
      i. The name, telephone number, and e-mail address of the manager for the proposed sober living home;
      j. An attestation that the applicant is in compliance with local zoning ordinances, building codes, and fire codes; and
      k. The applicant’s signature and the date signed;
   2. Documentation for the applicant that complies with A.R.S. § 41-1080;
   3. If applicable, a copy of the applicant’s current certificate as a sober living home from a certifying organization approved by the Director;
   4. A floor plan for the proposed sober living home, including:
      a. The location and size of each resident bedroom, and
      b. The location of each openable window or door from a resident bedroom;
   5. If the premises for the proposed sober living home are leased, documentation from the owner of the premises, in a Department-provided format, that the applicant has permission from the owner to operate a sober living home on the premises; and
   6. A licensing fee of $500 plus $100 times the maximum number of residents of the proposed sober living home in subsection (A)(1)(h).
B. Upon receipt of the application packet in subsection (A), the Department shall issue or deny a license to an applicant as provided in R9-12-106.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-105. Changes Affecting a License
A. A licensee may submit to the Department the licensing fee in subsection (A)(3) with an additional late payment fee of $250 within 30 calendar days after the expiration date of the license as a sober living home.
B. A licensee shall notify the Department in writing at least 30 calendar days before the effective date of:
   1. Termination of operation of the sober living home, including the proposed termination date;
   2. A change in the individual or business organization controlling the sober living home, including the name, address, telephone number, and e-mail address of the individual or business organization proposing to assume control of the sober living home;
   3. A change in the address of the sober living home, including the new address for the sober living home;
   4. A change in the name of the sober living home, including the new name of the sober living home;
   5. If the licensee is an individual, a legal change of the licensee’s name, including the new name of the licensee; or
   6. A proposed change in the maximum number of residents in the sober living home or construction or modification of the facility, including:
      a. A floor plan for the sober living home showing:
         i. If applicable, the areas in which construction or modification of the facility will occur;
         ii. The location and size of each resident bedroom; and
         iii. The location of each openable window or door from a resident bedroom;
   b. The address and telephone number of the sober living home;
   c. The applicant’s address and telephone number, if different from the address or telephone number of the sober living home;
   d. The applicant’s e-mail address;
   e. The license number of the sober living home; and
   f. Whether the applicant agrees to allow the Department to submit supplemental requests for information under R9-12-106(C)(3);

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-104. License Renewal
A. At least 60 calendar days before the expiration date indicated on a license to operate a sober living home, a licensee shall submit to the Department an application packet for renewal of the license that contains:
   1. An application, in a Department-provided format, that includes:
      a. The applicant’s name;
      b. The address and telephone number of the sober living home;
      c. The applicant’s address and telephone number, if different from the address or telephone number of the sober living home;
      d. The applicant’s e-mail address;
      e. The license number of the sober living home; and
      f. Whether the applicant agrees to allow the Department to submit supplemental requests for information under R9-12-106(C)(3);

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).
be in compliance with local zoning ordinances, building codes, and fire codes.

B. A licensee shall notify the Department in writing no more than 30 calendar days after the effective date of:
   1. A change in the name or contact information of an individual acting on behalf of the licensee according to R9-12-102, including the name and contact information of the new individual acting on behalf of the licensee;
   2. A change in the licensee’s e-mail address, including the new e-mail address; or
   3. A change in the manager of the sober living home, including the name, telephone number, and e-mail address of the new manager.

C. If the Department receives the notification of termination of operation in subsection (A)(1), the Department shall void the licensee’s license to operate a sober living home as of the termination date specified by the licensee.

D. If the Department receives the notification in subsection (A)(2) of a change in the individual or business organization controlling the sober living home, the Department shall void the licensee’s license to operate a sober living home upon issuance of a new license to operate a sober living home.

E. If the Department receives the notification in subsection (A)(3) of a change in the address of the sober living home, the Department shall review, according to R9-12-106, the licensee’s application for a new license, submitted consistent with R9-12-103.

F. If the Department receives the notification of a change in the name of the sober living home in subsection (A)(4) or of the licensee in subsection (A)(5), the Department shall issue to the licensee an amended license that incorporates the change but retains the expiration date of the existing license.

G. If the Department receives the notification in subsection (A)(6) of a proposed change in the maximum number of residents in the sober living home or of construction or modification of the facility, the Department:
   1. May conduct an inspection of the premises as allowed by A.R.S. § 36-2063; and
   2. Shall issue to the licensee an amended license that incorporates the change but retains the expiration date of the existing license.

H. An individual or business organization planning to assume operation of an existing sober living home shall obtain a new license, as required in A.R.S. § 36-2062(E), before beginning operation of the sober living home.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-106. Time-frames

A. The overall time-frame for a license granted by the Department under this Chapter is set forth in Table 1.1. The applicant or licensee and the Department may agree in writing to extend the substantive review time-frame and the overall time-frame. An extension of the substantive review time-frame and the overall time-frame may not exceed 25% of the overall time-frame.

B. The administrative completeness review time-frame for a license granted by the Department under this Chapter is set forth in Table 1.1 and begins on the date that the Department receives an application packet.
   1. The Department shall send a notice of administrative completeness or deficiencies to the applicant or licensee within the administrative completeness review time-frame.
      a. A notice of deficiencies shall list each deficiency and the information or items needed to complete the application.
      b. The administrative completeness review time-frame and the overall time-frame are suspended from the date that the notice of deficiencies is sent until the date that the Department receives all of the missing information or items from the applicant or licensee.
      c. If an applicant or licensee fails to submit to the Department all of the information or items listed in the notice of deficiencies within 120 calendar days after the date that the Department sent the notice of deficiencies or within a time period the applicant or licensee and the Department agree upon in writing, the Department shall consider the application withdrawn.
   2. If the Department issues a license during the administrative completeness review time-frame, the Department shall not issue a separate written notice of administrative completeness.

C. The substantive review time-frame is set forth in Table 1.1 and begins on the date of the notice of administrative completeness.
   1. As part of the substantive review of an application for a license, the Department may conduct an inspection according to A.R.S. § 36-2063 that may require more than one visit to complete.
   2. The Department shall send a license or a written notice of denial of a license within the substantive review time-frame.
   3. During the substantive review time-frame, the Department may make one comprehensive written request for additional information, unless the applicant or licensee has agreed in writing to allow the Department to submit supplemental requests for information.
      a. The Department shall send a comprehensive written request for additional information that includes a written statement of deficiencies, stating each statute and rule upon which noncompliance is based, if the Department determines that an applicant or licensee, a sober living home, or the premises are not in substantial compliance with A.R.S. Title 36, Chapter 18, Article 4 or this Chapter.
      b. An applicant or licensee shall submit to the Department all of the information requested in a comprehensive written request for additional information or a supplemental request for information, including, if applicable, documentation of the corrections required in a statement of deficiencies, within 30 calendar days after the date of the comprehensive written request for additional information or the supplemental request for information or within a time period the applicant or licensee and the Department agree upon in writing.
      c. The substantive review time-frame and the overall time-frame are suspended from the date that the Department sends a comprehensive written request for additional information or a supplemental request for information until the date that the Department receives all of the information requested, including, if applicable, documentation of corrections required in a statement of deficiencies.
      d. If an applicant or licensee fails to submit to the Department all of the information requested in a
comprehensive written request for additional information or a supplemental request for information, including, if applicable, documentation of corrections required in a statement of deficiencies, within the time prescribed in subsection (C)(3)(b), the Department shall deny the application.

4. The Department shall issue a license if the Department determines that the applicant or licensee and the sober living home, including the premises, are in substantial compliance with A.R.S. Title 36, Chapter 18, Article 4, and this Chapter.

5. If the Department denies a license, the Department shall send to the applicant or licensee a written notice of denial setting forth the reasons for denial and all other information required by A.R.S. § 41-1076.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-107. Denial, Revocation, or Suspension of a License
A. The Department may deny an application or suspend or revoke a license to operate a sober living home if:
   1. An applicant or licensee does not meet the application requirements contained in R9-12-103(A) or R9-12-104(A), as applicable;  
   2. A licensee does not comply with requirements in A.R.S. Title 36, Chapter 18, Article 4, or this Chapter;  
   3. A licensee does not correct the deficiencies according to the plan of correction specified in R9-12-201(J)(1) by the time stated in the plan of correction;  
   4. An applicant or licensee provides false or misleading information as part of an application; or  
   5. The nature or number of violations revealed by any type of inspection or investigation of a sober living home poses a direct risk to the life, health, or safety of a resident or another individual on the premises.

B. In determining which action in subsection (A) is appropriate, the Department shall consider the direct risk to the life, health, or safety of a resident in the sober living home based on:
   1. Repeated violations of statutes or rules,  
   2. Pattern of violations,  
   3. Types of violation,  
   4. Severity of violation, and  
   5. Number of violations.

C. An applicant or licensee may appeal the Department’s determination in subsection (A) according to A.R.S. Title 41, Chapter 6, Article 10.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

Table 1.1. Time-frames (in calendar days)

<table>
<thead>
<tr>
<th>Type of approval</th>
<th>Statutory authority</th>
<th>Overall time-frame</th>
<th>Administrative completeness review time-frame</th>
<th>Substantive review time-frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for a license under R9-12-103</td>
<td>A.R.S. § 36-2062</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Renewal of a license under R9-12-104</td>
<td>A.R.S. § 36-2062</td>
<td>30</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Changes affecting a license, including modifications</td>
<td>A.R.S. § 36-2062</td>
<td>60</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

Historical Note
Table 1.1 made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

ARTICLE 2. SOBER LIVING HOME REQUIREMENTS

R9-12-201. Administration
A. A licensee of a sober living home:
   1. Has the authority and responsibility for the management of the sober living home, including when the licensee designates another individual or contracts with a person to accomplish an action or perform a service;  
   2. Shall establish, in writing, the scope of services to be provided by the sober living home;  
   3. Shall designate, in writing, an individual, who may be the licensee, as the manager of the sober living home; and  
   4. Shall ensure that the knowledge, skills, and experience of the manager and any other staff of the sober living home are sufficient to carry out the scope of services established according to subsection (A)(2).

B. A licensee shall ensure that:
   1. A manager:
      a. Is at least 21 years of age;  
      b. Is sober and has maintained sobriety for at least one year;  
      c. Resides on the premises of only the one sober living home;  
      d. Has documentation of current training in cardiopulmonary resuscitation; and  
      e. Is directly accountable to the licensee for:
         i. The daily operation of the sober living home;  
         ii. Enforcing all policies and procedures, house rules, and other requirements of the sober living home; and  
         iii. All services provided by or at the sober living home;
   2. Policies and procedures are established, documented, and implemented to:
      a. Prevent or address any concerns or complaints from individuals living in the surrounding neighborhood by:
         i. Identifying an individual for individuals living in the surrounding neighborhood to contact to discuss a concern;  
         ii. Requiring the identified individual to respond to a concern or complaint, even if the issue cannot be resolved; and
iii. Ensuring that requirements for residents and visitors related to parking, noise emanating from the sober living home, smoking, cleanliness of the public space near the sober living home, and loitering in front of the sober living home or near-by homes are established, known to residents, and enforced; and
b. Promote the safety of the surrounding neighborhood, to comply with A.R.S. § 36-2062(A)(3); and
3. Policies and procedures are established, documented, and implemented to protect the health and safety of a resident that cover:
   a. Recordkeeping;
   b. Resident acceptance;
   c. Resident rights;
   d. Orientation of a resident to:
      i. The premises of the sober living home,
      ii. The resident’s rights and responsibilities,
      iii. The prohibition of the possession of alcohol or illicit drugs at the sober living home,
      iv. Services offered by or coordinated through the sober living home,
      v. Drug and alcohol testing practices, and
      vi. Expectations about food preparation and chores;
   e. Drug and alcohol testing conducted by an independent testing facility certified under 42 C.F.R. 493 for the sober living home and other assessments of sobriety, including:
      i. The frequency of testing or assessment, based on the residents accepted; and
      ii. The compounds included in the testing panel or, if applicable, an assessment methodology, based on the sober living home’s scope of services and residents accepted;
   f. Allowing the acceptance and retention as a resident of an individual:
      i. Who is receiving and will continue to receive medication-assisted treatment;
      ii. Who has a co-occurring behavioral health issue, as defined in A.A.C. R9-10-101; or
      iii. If included in the scope of services established according to subsection (A)(2), has a co-occurring medical condition;
   g. House meetings, including:
      i. Frequency;
      ii. Typical duration; and
   h. The provision of services, including:
      i. Facilitating peer support activities;
      ii. If applicable, providing other services on the premises to support sobriety or improve independent living;
      iii. If applicable, coordinating the provision of services to support sobriety provided by other persons; and
      iv. Referring a resident to other persons for the provision of services to support sobriety;
   i. Residents’ records, including electronic records if applicable;
   j. The establishment, updating, and enforcement of house rules, including:
      i. If applicable, curfews;
      ii. Requirements related to chores, smoking, and visitors; and
   k. Management of all monies received or spent by the sober living home, including:
      i. Accounting for monies received by residents;
      ii. Prohibiting a requirement for an individual or resident to sign a document relinquishing the resident’s public assistance benefits, such as medical assistance, case assistance, or supplemental nutrition assistance program benefits, as a condition of residency; and
      iii. Providing copy of the record of the resident’s account to the resident or the resident’s representative upon request;
   l. Specific steps for:
      i. A resident to file a complaint,
      ii. The sober living home to respond to a resident’s complaint, and
      iii. The prevention of retaliation against a resident who files a complaint;
   m. How the licensee or the manager will respond to:
      i. A resident’s loss of sobriety; or
      ii. A resident’s sudden, intense, or out-of-control behavior to prevent harm to the resident or another individual;
   n. The provision of naloxone, including requirements for:
      i. Informing the residents, the manager, and any other staff of the availability and location of the naloxone on the premises of the sober living home;
      ii. Providing training to the manager and any other staff on the correct use of naloxone; and
      iii. Ensuring the naloxone provided is available and not beyond the listed expiration date; and
   o. Termination of residency, including:
      i. Planning for termination of residency when the services provided by the sober living home are no longer needed by a resident, including assisting the resident to find other housing;
      ii. Coordinating the relocation of a resident to a health care institution or another sober living home if the resident needs services outside the scope of services provided by the sober living home;
      iii. Coordinating the relocation of a resident to another sober living home or other housing option if the resident terminates residency; and
      iv. Addressing factors that may negatively impact the surrounding neighborhood.

C. A licensee shall:
   1. Not act as a patient’s representative; and
   2. Ensure that a manager, an employee, or a family member of a manager or employee does not act as a resident’s representative.

D. If a manager has a reasonable basis, according to A.R.S. § 46-454, to believe abuse or exploitation of a resident has occurred on the premises, the manager shall:
   1. If applicable, take immediate action to stop the suspected abuse or exploitation;
   2. Immediately report the suspected abuse or exploitation of the resident according to A.R.S. § 46-454;
   3. Document:
      a. The suspected abuse or exploitation,
b. Any action taken according to subsection (D)(1), and
4. Maintain the documentation in subsection (D)(3) for at least 12 months after the date of the report in subsection (D)(2).

E. A manager shall notify:
1. A resident’s representative, family member, or other emergency contact designated by the resident according to R9-12-202(C)(2):
   a. Within one calendar day after:
      i. The resident’s death, or
      ii. The resident has an illness or injury that requires immediate intervention by an emergency medical services provider or treatment by a health care provider; and
   b. Within seven calendar days after the manager determines that a resident is:
      i. Incapable of handling financial affairs, or
      ii. Not complying with the residency agreement; and
2. The Department, in a Department-provided format, of a resident’s death, within one working day after the resident’s death, if the resident’s death is required to be reported according to A.R.S. § 11-593.

F. If a sober living home provides or arranges transportation for residents, a manager shall ensure that the vehicle used for transportation:
1. Is in good working order, and
2. Has a seat belt for each occupant of the vehicle.

G. A manager shall ensure that the following are conspicuously posted in a sober living home:
1. The license of the sober living home;
2. The name and contact information for the individual or business organization controlling the sober living home; and
3. A statement of resident’s rights, including:
   a. The right to file a complaint about the manager or the sober living home,
   b. How to file a complaint about the manager or the sober living home, and
   c. The phone number for the unit in the Department responsible for licensing and monitoring the sober living home.

H. A licensee shall ensure that a personnel record is established for a manager and any other staff of a sober living home that includes the individual’s:
1. Name;
2. Date of birth;
3. Contact telephone number; and
4. Documentation of:
   a. Verification of skills and knowledge sufficient to carry out the sober living home’s scope of services;
   b. Training in the use of naloxone; and
   c. If applicable:
      i. Certification in cardiopulmonary resuscitation, and
      ii. Compliance with subsection (B)(1)(b).

I. A licensee shall ensure that:
1. The manager or other staff of the sober living home is on the premises within 30 minutes after notification by the Department of the Department’s presence at the sober living home; and
2. The Department is allowed immediate access to all:
   a. Areas of the premises;
   b. Information in records pertaining to the sober living home or residents, except as prohibited by 42 CFR, Part 2; and
   c. Staff or residents of the sober living home who are on the premises.

J. If the Department notifies the licensee of noncompliance with requirements in A.R.S. Title 36, Chapter 18, Article 4, or this Chapter, the licensee shall:
1. Within 14 calendar days after the date of the Department’s notice of noncompliance, establish a plan of correction, if applicable, for correction of a deficiency; and
2. Ensure that a deficiency listed on the plan of correction is corrected within 30 calendar days after the date of the plan of correction or within a time period the Department and the licensee agree upon in writing.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-202. Residency Agreements
A. Within three calendar days before or at the time of acceptance into a sober living home, an individual requesting to be a resident of the sober living home shall provide proof of sobriety to the manager of the sober living home.
B. A manager shall not accept or retain an individual as a resident of a sober living home if the individual:
1. Is not at least 18 years of age,
2. Cannot provide proof of sobriety, or
3. Needs more support to maintain sobriety than is within the scope of services for the sober living home.
C. Before or at the time of an individual’s acceptance by a sober living home, a manager shall ensure that there is a documented residency agreement between the individual and the sober living home that includes:
1. The individual’s name;
2. The name and phone number of an emergency point of contact, which may be a family member or another individual designated by the individual;
3. Information about the individual’s:
   a. Length of sobriety;
   b. History of previous recovery activities; and
   c. Source of referral to the sober living home, if applicable;
4. Terms of occupancy, including:
   a. Date of occupancy or expected date of occupancy,
   b. Resident responsibilities, and
   c. Responsibilities of the sober living home;
5. The consequences of a loss of sobriety;
6. A description of the room for the individual to occupy;
7. A list of the services to be provided by the sober living home to a resident;
8. The fees to be charged to the individual for residency in the sober living home;
9. A list of the services available from the sober living home at an additional fee or charge and the associated fees or charges;
10. The policy for refunding fees, charges, or deposits;
11. The policy and procedure for a resident to terminate residency, including terminating residency because services were not provided to the resident according to the residency agreement;
12. The policy and procedure for a sober living home to terminate residency;
13. A statement that a resident has a right to file a complaint about the sober living home, manager, or licensee and a description of the complaint process;
14. A statement that a resident is expected to:
   a. Comply with the terms of the residency agreement and requirements established for residents according to R9-12-201(B)(2)(a)(iii) or R9-12-201(B)(3)(j);
   b. Maintain sobriety; and
   c. Participate in activities to improve life skills, support independent living, and promote recovery:
      i. Such as a treatment program, a self-help group, or another program to support sobriety and recovery; and
      ii. That may include job training, school, or looking for a job;
15. A statement that a sober living home may not require an individual to relinquish the individual’s public assistance benefits, such as medical assistance, case assistance, or supplemental nutrition assistance program benefits, as a condition of residency;
16. A statement that a sober living home must notify a family member or other emergency contact of the individual, according to R9-12-201(E)(1), if the individual:
   a. Dies while a resident of the sober living home,
   b. Has an illness or injury that requires immediate intervention by an emergency medical services provider or treatment by a health care provider, c. Appears to be incapable of handling financial affairs, or
   d. Is not complying with the residency agreement;
17. The name and contact information for the individual or business organization controlling the sober living home;
18. The signature of the individual and the date signed; and
19. The manager’s signature and date signed.
D. A manager shall:
1. Before or at the time of an individual’s acceptance by a sober living home, provide to the resident or resident’s representative a copy of:
   a. The residency agreement in subsection (C), and
   b. Resident’s rights; and
2. Maintain the original of the residency agreement in subsection (C) in the resident’s record.
E. A manager may terminate residency of a resident as follows:
1. Without notice, if the resident exhibits behavior that is an immediate threat to the health and safety of the resident or other individuals in a sober living home;
2. With a seven-calendar-day written notice of termination of residency:
   a. For nonpayment of fees, charges, or deposit; or
   b. Under the conditions in subsection (B)(3); or
3. With a 14-calendar-day written notice of termination of residency, for any other reason.
F. A manager shall ensure that a written notice of termination of residency includes:
1. The date of notice;
2. The reason for termination of residency;
3. If termination of residency is because the resident needs more support to maintain sobriety than is within the scope of services for the sober living home, a description of why the sober living home cannot meet the resident’s needs;
4. The policy for refunding fees, charges, or deposits; and
5. The deposition of a resident’s fees, charges, and deposits.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-203. Resident Rights
A. A manager shall ensure that:
1. A resident is not subjected to:
   a. Abuse,
   b. Exploitation,
   c. Coercion,
   d. Manipulation,
   e. Sexual abuse,
   f. Sexual assault, or
   g. Retaliation for submitting a complaint to the Department or another entity; and
2. A resident or the resident’s representative is informed of and given the opportunity to ask questions about:
   a. The residency agreement,
   b. The costs associated with residency,
   c. The resident’s rights and responsibilities,
   d. The prohibition of the possession of alcohol or illicit drugs at the sober living home,
   e. Drug and alcohol testing and other assessments of sobriety,
   f. The consequences of loss of sobriety, and
   g. The complaint process.
B. 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, or diagnosis;
2. To receive services that support the resident’s sobriety, including, if applicable, continuing to receive medication-assisted treatment while a resident;
3. To have a secure place to store personal belongings, medications, or other personal items to deter misappropriation by another individual;
4. To be able to gain access to the sober living home at any time while a resident;
5. To have access to all areas of the sober living home’s premises, except for:
   a. The bedrooms and secure storage locations of other residents,
   b. The bedroom and secure storage locations of the manager or other staff, and
   c. Areas of the sober living home used as the manager’s office or for storage of records or supplies for assessment of sobriety;
6. To have access to meals prepared in the sober living home;
7. To review, upon written request, the resident’s own record;
8. To receive assistance in locating another place to live if the resident’s record indicates that the resident:
   a. No longer needs the services of a sober living home, or
   b. Needs more services and support to maintain sobriety than the sober living home is authorized to provide.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-204. Resident Records
A. A manager shall ensure that a resident record is established and maintained for each resident that includes:
1. The original of the residency agreement in R9-12-202(C);
2. The date the resident received orientation to the sober living home, as required by R9-12-205(A);
3. A copy of each drug and alcohol test performed on the resident by an independent testing facility, including the date of the test and the test result;
4. Any other assessments of sobriety performed on the resident, including:
   a. The date of the assessment,
   b. A description of the assessment,
   c. The result of the assessment, and
   d. The name of the individual conducting the assessment;
5. Documentation of the resident’s attendance at and participation in treatment, self-help groups, and other supports that promote recovery, including:
   a. The name or a description of the support towards recovery, and
   b. The date of the resident’s attendance;
6. A current list of medications taken by the resident and the resident’s medical conditions;
7. An account of monies received from the resident and any expenditures made specific to the resident;
8. Documentation of any complaints made by or about the resident and the outcome of each complaint;
9. Documentation of any notification made according to R9-12-201(E) about the resident; and
10. If applicable, documentation related to termination of residency, including:
    a. Whether termination of residency was initiated by the resident or the sober living home,
    b. The reason for termination of residency,
    c. Any assistance the resident received in locating another place to live, and
    d. The date the residency ended.
B. A licensee shall ensure that a resident’s record is:
   1. Protected from loss, damage, or unauthorized use;
   2. Available for review by the resident or the resident’s representative, within 24 hours after a request; and
   3. Maintained for at least 12 months after the termination of residency.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-206. Emergency and Safety Standards
A manager shall ensure that:
1. A first aid kit is available at a sober living home sufficient to meet the needs of residents;
2. Naloxone is available and accessible to the manager, staff, and residents of the sober living home;
3. A smoke detector and, if there is a gas line in the sober living home, a carbon monoxide detector are installed in:
   a. A bedroom used by a resident,
   b. A hallway in a sober living home, and
   c. A sober living home’s kitchen;
4. The smoke detector and, if applicable, carbon monoxide detector in subsection (3) are:
   a. Either battery operated or, if hard-wired into the electrical system of the sober living home, have a back-up battery; and
   b. In working order;
5. A fire extinguisher that is labeled as rated at least 1A-10-BC by the Underwriters Laboratories:
   a. Is maintained in the sober living home’s kitchen;
   b. If a disposable fire extinguisher, is replaced when its indicator reaches the red zone; and
   c. If a rechargeable fire extinguisher:
      i. Is serviced at least once every 12 months, and
      ii. Has a tag attached to the fire extinguisher that specifies the date of the last servicing and the identification of the person who serviced the fire extinguisher;
6. An evacuation path is conspicuously posted on each hallway of each floor of the sober living home;
7. A written evacuation plan is maintained and available for use by the manager, any other staff of the sober living home, and any resident in a sober living home;
8. An evacuation drill is conducted at least once every six months; and
9. A record of an evacuation drill required in subsection (8) is maintained for at least 12 months after the date of the evacuation drill.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).

R9-12-207. Environmental and Physical Plant Requirements
A licensee shall ensure that:
1. Is free of any plumbing, electrical, ventilation, mechanical, chemical, or structural hazard that may result in physical injury or illness to an individual or jeopardize the health or safety of a resident;
2. Has a kitchen for use by the manager and residents of the sober living home;
3. Has a living room accessible at all times to a resident;
4. Has a bedroom used by a resident;
5. Has a hallway in a sober living home; and
6. Has a smoke detector and, if applicable, a carbon monoxide detector are installed in:
   a. Either battery operated or, if hard-wired into the electrical system of the sober living home, have a back-up battery; and
   b. In working order;
7. A smoke detector and, if there is a gas line in the sober living home, a carbon monoxide detector are installed in:
   a. A bedroom used by a resident,
   b. A hallway in a sober living home, and
   c. A sober living home’s kitchen;
8. The smoke detector and, if applicable, carbon monoxide detector in subsection (3) are:
   a. Either battery operated or, if hard-wired into the electrical system of the sober living home, have a back-up battery; and
   b. In working order;
9. A fire extinguisher that is labeled as rated at least 1A-10-BC by the Underwriters Laboratories:
   a. Is maintained in the sober living home’s kitchen;
   b. If a disposable fire extinguisher, is replaced when its indicator reaches the red zone; and
   c. If a rechargeable fire extinguisher:
      i. Is serviced at least once every 12 months, and
      ii. Has a tag attached to the fire extinguisher that specifies the date of the last servicing and the identification of the person who serviced the fire extinguisher;
10. An evacuation path is conspicuously posted on each hallway of each floor of the sober living home;
11. A written evacuation plan is maintained and available for use by the manager, any other staff of the sober living home, and any resident in a sober living home;
12. An evacuation drill is conducted at least once every six months; and
13. A record of an evacuation drill required in subsection (8) is maintained for at least 12 months after the date of the evacuation drill.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).
C. A licensee shall ensure that:

1. A bedroom for use by a resident:
   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. Provides sufficient space for an individual in the bedroom to have unobstructed access to the bedroom door;
   c. Has at least one openable window or door to the outside for use as an emergency exit;
   d. Contains for each resident using the bedroom:
      i. A separate, adult-sized, single bed or larger bed with a clean mattress in good repair; and
      ii. Clean bedding appropriate for the season; and
   e. If used for:
      i. Single occupancy, contains at least 60 square feet of floor space; or
      ii. Two or more residents, has an area of at least 50 square feet per resident;

2. A mirror is available to a resident for grooming; and

3. Each resident has individual storage space available for personal possessions and clothing.

D. A manager shall ensure that:

1. A sober living home:
   a. Is maintained free of a condition or situation that may cause a resident or another individual to suffer physical injury;
   b. Licensed consistent with local ordinances; and
   c. Is clean and free from accumulations of dirt, garbage, and rubbish; and
   d. Implements a pest control program to minimize the presence of insects and vermin at the sober living home;

2. An appliance, light, or other device with a frayed or spliced electrical cord is not used at the sober living home;

3. An electrical cord, including an extension cord, is not run under a rug or carpeting, over a nail, or from one room to another at the sober living home;

4. A resident does not share a bedroom with an individual who is not a resident;

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. A resident has a lockable or other secure storage location for medications, valuables, or other personal belongings to deter misappropriation by other individuals that is accessible only by the resident and the manager;

7. If pets or animals are allowed in the sober living home, pets or animals are:
   a. Controlled to prevent endangering the residents and to maintain sanitation;
   b. Licensed consistent with local ordinances; and
   c. For a dog or cat, vaccinated against rabies;

8. If a water source that is not regulated under 18 A.A.C. 4 is used, the sewage system is in working order and is maintained according to applicable state laws and rules.

Historical Note
New Section made by final rulemaking at 25 A.A.R. 1419, effective July 1, 2019 (Supp. 19-2).