



Office of Assisted Living Licensing

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Hello From The Program Manager

Alan Oppenheim, Program Manager
Office of Assisted Living Licensing

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Many of you may know that I have accepted the position of "Deputy Assistant Director" for the Division of Licensing. I will continue to be working with Mary Wiley, Assistant Director of Licensing and still serving the Assisted Living Program, just in a different way.

It has been my honor and privilege to serve all of you and I look forward to continue being of service to you!!!

It is also my privilege to announce that Mr. Larry Martens LPN has been promoted to the position of Program Manger for the Office of Assisted Living Licensing. Larry has been serving in a position of Team Leader for the Office of Assisted Living Licensing and has done an excellent job!!! Larry has many years of effective management experience and is a Licensed Practical Nurse. We know Larry will continue to provide the Office and the Providers the management and Customer Service you deserve and expect.

Please be aware of and comply with the immigration document requirements. You can find these requirements on the Assisted Living home page (and within this newsletter). If you have any questions, please call our Office and ask for the Surveyor of the Day.

Many of you have been following House Bill 2366. We are please to announce that this Bill has passed and is currently being implemented. Shortly, you will be receiving information concerning the Bill. Additionally, very soon, you will be able to find information on our Home Page. I know you will find this change to be exciting and helpful to you!!!

Once again, Joy Johnson has produced an excellent and informative newsletter for you. We continue to receive many positive comments about the newsletter. Please continue to provide your feedback to us. It is most helpful.

Again, I wish to express my gratitude to be able to serve you as Program Manger and look forward to continue to serve you.

THANK YOU!!!
Alan

Drug Reference Guide

Time to check those copyright dates...

R9-10-713.B.2.

A licensee shall ensure that: A drug reference guide, no older than 2 years from the copyright date, is available and accessible for use by employees

The date of the copyright indicates the year the content was created or published.

The copyright date is usually found in the first few pages of a book. The copyright date is the year indicated right after the © symbol. The symbol may or may not include the word “copyright.” The copyright date is not necessarily what is printed on the cover of the book, for example:

A “2008” Drug Reference Guide may not be the year that the content was created or published. The content could have been created or published during the previous year, therefore making the copyright date “2007.”

Always refer to the copyright date indicated right after the © symbol.
©2008



Personnel Qualifications: CPR and First Aid Training

R9-10-706.A.2.a.b., & c.

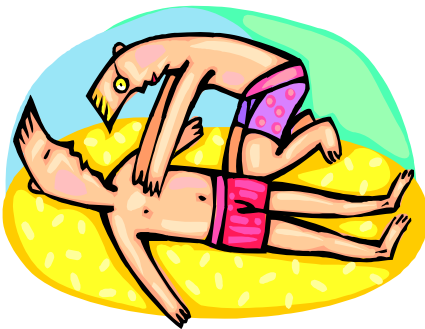
A licensee shall ensure that: Each manager and caregiver:

- a. Obtains first aid training specific to adults;***
- b. Obtains CPR training specific to adults which includes a demonstration of the individual’s ability to perform CPR; and***
- c. Maintains current training in first aid and CPR.***

CPR and first aid training obtained “on-line” would not be appropriate to meet this requirement. CPR and first aid training should always include a “hands-on” skill evaluation.

These “on-line” courses are generally intended to provide students with only the **cognitive** skills needed to administer CPR and first aid, in case of an emergency. Training cards obtained “on-line” may include the text “successful completion of cognitive skills” or other words that may indicate the training did not include a “hands-on” demonstration of skills.

When in doubt, always contact the company or instructor to obtain specific information about course content.



HOUSE BILL 2467

ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE LICENSING OR CERTIFICATION

From a MEMORANDUM issued on April 4, 2008 to Health Care Providers, From Mary Wiley, Assistant Director:

In 2007, Arizona passed House Bill 2467, which created eligibility requirements for any person applying for a state license or certification. The law requires the Department of Health Services to verify that all applicants for initial, change of ownership, or renewal licensing or certification be a United States Citizen, a non-citizen national, or a “qualified alien” before issuing either a license or certification.

The law requires that the verification process only be conducted for individuals or non-incorporated partnerships requesting licenses or certifications and not for corporations or limited liability companies.

Please be aware that applications for initial, change of ownership or renewal licenses or certifications that are currently in process are also subject to this verification.

If you have questions, please contact our office at (602) 364-2639.



COMPLIANCE WITH LOCAL AUTHORITIES

R9-10-716. Physical Plant Requirements

A. A licensee shall ensure that an assisted living facility:

1. *Complies with all local building codes, ordinances, fire codes, and zoning requirements. If there are no local building codes, ordinances, fire codes, or zoning requirements, the assisted living facility complies with the applicable codes and standards incorporated by reference in A.A.C. R9-1-412.*

“Compliance with local authorities” may include building permits, zoning and census limitations, pet licensing, fire/equipment inspections and/or code compliance.

When in doubt, always contact the local authority in your city and/or county.



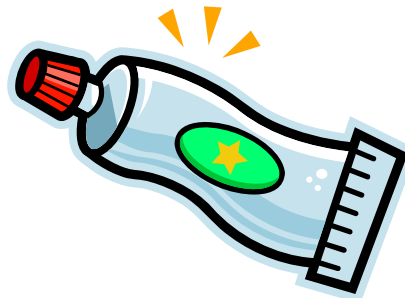
Supplemental Requirements for an Assisted Living Facility Licensed to Provide Personal Care Services and Directed Care Services

“TREATMENT means a specific procedure used for the prevention, cure, or the improvement of a disease, injury, or illness.”

R9-10-723.F. A licensee shall ensure that treatments for a resident receiving personal care services or directed care services are administered as required in R9-10-722(E):

A licensee of an assisted living facility licensed to provide personal care services shall ensure a treatment for a resident receiving personal care services is administered as follows:

- 1. A treatment that cannot be self-administered is administered by a nurse or as otherwise provided by law;*
- 2. A treatment is administered according to a written order from the resident’s primary care provider or medical practitioner. A treatment order shall include the:*
 - a. Name of resident;*
 - b. Name, route of administration, and directions for use of treatment ordered;*
 - c. Precautionary statements related to the administration of treatment, if applicable; and*
 - d. Signature of primary care provider or medical practitioner and date signed;*
- 3. A verbal treatment order from a primary care provider or medical practitioner is noted in a resident’s record within 24 hours of receipt of the verbal order and a supporting written order is obtained from the primary care provider or medical practitioner within 14 days of receipt of the verbal order. Only a manager or caregiver may receive a verbal treatment order; and*
- 4. A written record of treatment administered to a resident is completed by an employee and includes the:*
 - a. Name of treatment, frequency, and route of administration;*
 - b. Date and time treatment is scheduled to be administered; and*
 - c. Date and time of actual treatment administration and signature or initials of the individual administering treatment.*



Documentation of Freedom from Pulmonary Tuberculosis

R9-10-706. Personnel Qualifications and Records

A. A licensee shall ensure that:

1. At the starting date of employment or service and every 12 months from the starting date of employment or service, each support staff and volunteer who interacts with a resident on a regular basis and each employee submits 1 of the following as evidence of being free from pulmonary tuberculosis:
 - a. A report of a negative Mantoux skin test **administered within 6 months** of submitting the report; or
 - b. A written physician's statement dated within 6 months of submitting the statement, indicating freedom from pulmonary tuberculosis, if the individual has had a positive skin test for tuberculosis
- E. A licensee shall ensure that a file is maintained on the premises for each employee containing the following:
 2. Documentation of:
 - a. Freedom from pulmonary tuberculosis as required in subsection (A)(1)

R9-10-703. Administration

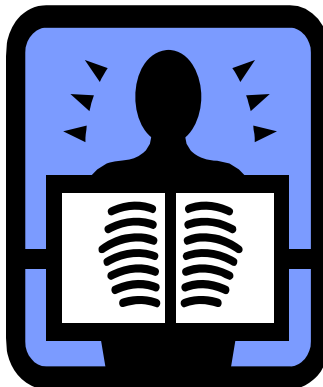
B. A licensee shall ensure that a manager of an assisted living facility:

3. Ensures that each resident and each individual living in the facility provides documentation of freedom from pulmonary tuberculosis at least once every 12 months as required in R9-10-706(A)(1)

R9-10-714. Resident Records

A. A licensee shall maintain a resident's record that contains:

9. Documentation of freedom from pulmonary tuberculosis as required in R9-10-703(B)(3)



Incident Reports

R9-10-703. Administration

B. A licensee shall ensure that a manager of an assisted living facility:

12. When there is an accident, incident, or injury that affects the resident's health and safety;

- a. Immediately notifies the representative, and if applicable;
 - i. The primary care provider;
 - ii. An emergency response team;
 - iii. The resident's case manager;
 - iv. The resident's emergency contact; and
- b. Documents the following:
 - i. Date and time of the accident, incident, or injury;
 - ii. Description of the accident, incident, or injury;
 - iii. Names of individuals who observed the accident, incident, or injury;
 - iv. Action taken by employees, support staff, or volunteers;
 - v. Individuals notified by employees, support staff, or volunteers; and
 - vi. Action taken to prevent the accident, incident, or injury from occurring in the future

“Accident means an unexpected occurrence that causes harm to a resident”

“Incident means an occurrence or event that has the potential to cause harm to a resident”

(Injury: harm or damage that is done or sustained)



Did you know?

We are here for YOU...

...Our Surveyor of the Day, Our Support Staff, Our Management Team, and Your Surveyor may be able to provide technical assistance and sometimes guidelines for your questions...PLEASE feel free to call us with your questions and concerns...Surveyor of the Day (ADHS direct line) 602-364-2639 Monday through Friday from 8:00 a.m. to 5:00 p.m.
Tucson (520) 628-6965...



*NOTE: Please speak with the surveyor who inspected your home if you have specific questions about cited deficiencies and guidelines for your plan of correction, in response to your statement of deficiencies. The survey process includes an exit interview with your surveyor. Additionally, examples of plan(s) of correction are mailed with your statement of deficiencies...

...The Office of Assisted Living Licensing provides orientation (at no charge) to new and current providers on how the process works to open an assisted living facility. During this informative session, you will also receive an overview of statutes and rules for licensure compliance. Provider orientation is offered at 150 North 18th Avenue, 4th Floor every 2nd Wednesday of the month from 8:00 a.m. – 12:00 noon. No registration is required... For Tucson Provider Orientation: please call (520) 628-6965 for dates and location...

...The facts about prescription drug disposal...unused medications improperly disposed of can cause serious problems to people and the environment...for further information; you may want to visit the Arizona Department of Environmental Quality's website at: azdeq.gov

...We welcome your comments...please call, e-mail or write to us with comments and suggestions for this newsletter. The provider newsletter is designed to provide helpful information regarding updates and rule compliance.

ADHS-Office of Assisted Living Licensing

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Thank you!

ADHS Office of Assisted Living Licensing

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We're on the Web!

See us at:

www.azdhs.gov/als/hcb

Significant Change in a Resident's Condition

R9-10-711. Requirements for Service Plans and Health-Related Services

- A. A licensee shall ensure that a resident has a written service plan that:
7. Is updated according to the requirements in subsection (A)(3) through (6):
 - a. No later than 14 days after a significant change in the resident's physical, cognitive, or functional condition

"Significant change means an observable deterioration or improvement in a resident's physical, cognitive, behavioral, or functional condition"

A significant change can include the resident beginning to receive hospice care services, and/or the resident was admitted to and released from the hospital back to the assisted living facility.

