

**ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF BEHAVIORAL HEALTH SERVICES
DIVISION DOCUMENT REVISION NOTICE**

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by **BOLD** print and the symbol **[X]**. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Margaret Russell at (602) 364-4658 or via electronic mail at russelm@azdhs.gov.

DIVISION DOCUMENT	ADHS/DBHS PROVIDER MANUAL	ADHS/DBHS POLICY AND PROCEDURES MANUAL	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
REVISION [X]		[X]		
DIVISION DOCUMENT	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
REVISION [X]				

**ADHS/DBHS POLICY AND PROCEDURE SECTION
GA 3.2 CONTRACTOR AND PROVIDER CLAIMS DISPUTES**

Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
GA 3.2 Contractor and Provider Claims Disputes	D. References	Addition of the AHCCCS Contractor Operations Manual (ACOM), Chapter 206, Claims Payment Responsibility and Claims Filing/Dispute Process for Behavioral Health All references updated and hyperlinked	9-15-09
	E. Definitions	Numbering removed	9-15-09
	F. General Requirements	6. Sentence reworded to remove the implication that no further appeals are possible.	9-15-09
	G. Procedures	2. b. Reworded for clarity Previous (6) (7) deleted and rephrased as letter d. for clarity.	9-15-09
GA 3.2 Contractor and Provider Claims Disputes	Attachment A	Magellan replaces Value Options-RBHA Codes for Docket Numbers	9-15-09

ADHS/DBHS POLICY AND PROCEDURE SECTION

QM 2.4, Reporting and Monitoring the Use of Seclusion and Restraint

Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
QM 2.4, Reporting and Monitoring the Use of Seclusion and Restraint	B. Scope	Added the Arizona State Hospital (AzSH), as the policy is also relevant to AzSH	9-15-09
	C. Policy	Added persons determined to have Serious Mental Illness to emphasize that there are seclusion and restraint reporting requirements specific to this population	9-15-09
	D. References	Updated references with relevant citations	9-15-09
	E. Definitions	<p>Updated Definitions section to be consistent with PM Section 7.3 and hyperlinked all definitions. Changes to definitions include the following:</p> <p>Added definitions for the following terms:</p> <ul style="list-style-type: none"> -Emergency Safety Situation -Human Rights Committees -Mechanical Restraint, Sub-Acute Agency -Personal Restraint, Level I Psychiatric Acute Hospital -Personal Restraint, Residential Treatment Centers Providing Services to Persons under the Age of 21 -Personal Restraint, Sub-Acute Agency -Seclusion, Level I Programs -Seclusion, Sub-Acute Agency <p>Revised definitions for the following terms:</p> <ul style="list-style-type: none"> -Drug Used as a Restraint (now Drug Used as a Restraint, Sub-Acute Agency) -Level I Inpatient Treatment Program -Mechanical Restraint -Office of Human Rights -Restraint -Seclusion, Individuals Determined to Have a Serious Mental Illness -Serious Occurrence 	9-15-09

	F. Procedures	<p>Updated language regarding reporting requirements</p> <p>Added section for face-to-face monitoring and included reference to PM Attachment 7.3.1 (new attachment with requirements for face-to-face monitoring)</p> <p>Updated requirements for reporting to the ADHS/DBHS Office of Human Rights and added reference to the ADHS/DBHS Performance Improvement Specifications Manual for the reporting format</p> <p>Updated requirements for reporting to the ADHS/DBHS Bureau of Quality Management Operations</p> <p>Updated requirements for reporting to the Human Rights Committees</p>	9-15-09
QM 2.4	Attachment 1	Removed Attachment 1 – this document has been replaced with PM Form 7.3.1 for reporting individual occurrences of seclusion and restraint (see Revision Notice for PM Section 7.3)	9-15-09
QM 2.4	Attachment 2	Removed Attachment 2 – summary seclusion and restraint reports must follow the format identified in the ADHS/DBHS Performance Improvement Specifications Manual, or as otherwise specified by the ADHS/DBHS Bureau/Office	9-15-09