



**ARIZONA DEPARTMENT OF HEALTH SERVICES
PUBLIC HEALTH SERVICES**

SMALL BUSINESS BILL OF RIGHTS

This inspection is conducted under the authority of:

1. Arizona Revised Statutes (A.R.S.) Title 36, and Arizona Administrative Code (A.A.C) Title 9. Some of the activities during the inspection may include, but are not limited to, a facility premise inspection, review and/or copying of records, including personnel records, interviews with residents/patients/clients, family and staff, and review of services offered.
2. The purpose of this inspection is to:
 - Determine compliance with the requirements in A.R.S. Title 36 and A.A.C. Title 9.
 - Conduct a complaint investigation.
3. No fees are charged for this inspection.
4. An authorized representative of this facility may accompany the inspector(s) during the inspection conducted on these premises, except during any confidential interview.
5. You have the right to receive copies of any original documents taken by the inspector(s) during the inspection in those cases where the agency has authority to take original documents.
6. You and your staff have the opportunity to provide any information that would clarify an issue. Additionally, interviews with staff, family, or residents/patients/clients may be conducted privately. Each person interviewed will be informed that statements made by the person may be included in the inspection report and each person whose conversations are tape or video recorded will be informed that the conversation is being taped or video recorded.
7. Upon completion of the inspection the inspector(s) will conduct an exit interview and informally disclose their findings. An inspection/ evaluation report (or similar) formally notifying you of the findings will be provided at the time of the inspection. You will be afforded an opportunity to correct the deficiencies at the time of inspection or within the timeframe noted in the inspection/evaluation report (or similar).
8. If you have questions regarding this inspection, you may contact the ADHS Ombudsman: Colby Bower, at 150 N. 18th Ave., Suite 500, Phoenix, Arizona 85007-3242, Phone: (602) 542-1062, E-mail: Colby.Bower@azdhs.gov. If you have an issue that you cannot resolve with the Department, you may contact the Office of Ombudsman-Citizens' Aide, 3737 N. 7th St., Suite 209, Phoenix, Arizona 85014, Phone: (602)277-7292.
9. Your administrative hearing rights can be found in A.R.S. § 41-1092 et seq., and rights relating to appeal of a final agency decision can be found in A.R.S. § 12-901 et seq.