

Program for Phased Construction - Submittal Instructions

The Arizona Department of Health Services, Architectural Review Section, is recognizing that the Substantive Review of construction submittals for each phase is time-consuming for health care providers. In our quest to reduce the construction phase review time, we offer a new process.

Acknowledgement of each construction phase completion. The ADHS Architectural Review Section will commence with preliminary review and send an acknowledgement of the receipt for each phase of construction to the health care provider, the architect of record, and the respective Licensing Bureau, within 10-calendar days of receipt. During the Preliminary Review, if non-compliance items are discovered, a notification will be sent to the health care provider, the architect of record, and the Respective Licensing Bureau to schedule a meeting to discuss the finding.

Upon acknowledgement of each phase completion from the ADHS Architectural Review Section, it will be the sole responsibility of the health care provider to begin the next phase of construction while conducting business with staff, patients and residents in the completed phase.

The Department's role is to verify through the Substantive Review, that the Physical Plant Health and Safety Codes and Standards requirements are met (AAC R9-1-412). If non-compliance with the Physical Plant Health and Safety Codes and Standards requirements are identified, correction to meet compliance must be made before the Department will release the approved application to the respective Licensing Bureau.

The Department may conduct on-site facility reviews during the phased modification project. The Department may revoke this process at any time if the Department believes that public health and safety are endangered.

The Respective Licensing Bureau will send an acknowledgement letter after each phase completion. The Respective Licensing Bureau is only involved at the end of all construction phases with the approval of, or the initial license survey after all phases are complete.

Pilot Process Summary

We recommend that your team schedule a meeting to review the project and anticipated phases at 100% Schematic Design with the ADHS Licensing Program and Architectural Review Section.

1. When the Phase 1 construction is completed, applicant shall submit the following:
 - a. The Application for Construction or Modification, for each phase of the project.
 - b. *Attestation from the Governing Authority (health care provider) for this phase.
 - c. *Attestation from the Architect of Record for this phase.
 - d. The permitted construction documents (on a CD; pdf format).

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- e. Paper copies, 11"x17": title sheet, code sheet, site plan, floor plan(s).
- f. The City/County/AHJ building permit(s).
- g. The City/County/AHJ final inspection(s) or green tag(s).
- h. Functional Program, scope of work or narrative description of all phases.
- i. Whether a phase affects the facility capacity (patient or resident licensed beds).
- j. Timeline of start to finish for each phase.
- k. Anticipated date to submit the Construction Closing Documents for all phases.

*Attestations. The Architect of Record and the Governing Authority per their Attestation, assume full responsibility that each phase complies with applicable licensing requirements and Physical Plant Health and Safety Codes and Standards (AAC R9-1-412)

2. At the completion of each subsequent phase, please submit the following:
 - a. An Application for Construction or Modification, for each phase of the project.
 - b. *Attestation from the Governing Authority (health care provider) for this phase.
 - c. *Attestation from the Architect of Record for this phase.
 - d. The permitted construction documents (on a CD; pdf format).
 - e. Paper copies, 11"x17": title sheet, code sheet, site plan, floor plan(s).
 - f. The City/County/AHJ building permit(s).
 - g. The City/County/AHJ final inspection(s) or green tag(s).
 - h. Functional Program, scope of work or narrative description of all phases.
3. After receiving an acknowledgement of the Last Phase from ADHS: The applicant shall submit All the required Construction Closing Documents for Substantive Review in a separate submittal:
 - a. The Construction Closing Documents for all phases (electronic disk in pdf format; **no thumb drive**).

The documents shall be in folders for each phase, and each phase shall be organized according to the Construction Close-out Documents instruction list.
 - b. The Permitted Construction Documents (drawings in pdf format).
 - c. If applicable, the explanation of any and all changes occurring during construction of the phases or plans.
4. At the completion of all phases, the ADHS Architectural Review Section will conduct the Substantive Review of all phases of construction:
 - a. Review the Permitted Construction Documents (drawings) and all Construction Closing Documents.
 - b. Contact the Architect of Record, Governing Authority and specific contact persons, with requests for clarity, incompleteness or missing items.

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- c. Approve or deny the complete Application for Approval of Plans and Specifications, (A.A.C. R9-10-104).
 - d. Upon approval by the Architectural Review Section a Memo will be sent to licensing; Notify all parties and the Respective Licensing Bureau.
5. Last and most important, The Respective Licensing Bureau will then:
- a. Approve the physical plant modification request (via email); or
 - b. Schedule the initial licensure survey, or
 - c. Schedule to survey for a new service.

Please note the process could change depending on the number of phases and complexity of the new construction or modification of the facility.

Thank you for your interest in this Pilot Program and comments will be appreciated.