

ARTICLE 11. STANDARDS OF PRACTICE

R4-6-1101. Consent For Treatment

A licensee shall:

1. Provide treatment to a client only in the context of a professional relationship based on valid informed consent for treatment;
2. Document in writing for each client served the following elements of informed consent for treatment:
 - a. Purpose of treatment;
 - b. General procedures to be used in treatment, including benefits, limitations, and potential risks;
 - c. A client's right to have client records and all information regarding the client kept confidential and an explanation of the limitations on confidentiality;
 - d. Notification of the licensee's supervision or involvement with a treatment team of professionals;
 - e. Methods for a client to obtain information about the client's records;
 - f. The client's right to participate in treatment decisions and in the development and periodic review and revision of the client's treatment plan;
 - g. A client's right to refuse any recommended treatment or to withdraw informed consent to treatment and to be advised of the consequences of such refusal or withdrawal; and
 - h. The client's right to be informed of all fees that the client is required to pay and the licensee's refund and collection policies and procedures.
3. Obtain a dated and signed informed consent for treatment from a client or a client's legal representative before providing treatment to a client, and when substantial changes occur in the elements in subsection (2)(a-h).
4. Inform a client of the limitations and risks associated with providing treatment via electronic media before providing such services;
5. Obtain a dated and signed informed consent for treatment from a client or a client's legal representative before providing treatment to the client via electronic media; and
6. Obtain a dated and signed informed consent for treatment from a client or a client's legal representative before audio or video taping a client or permitting a third party to observe treatment provided to a client.

Historical Note

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

R4-6-1102. Treatment Plan

A licensee shall:

1. Work jointly with each client served or a client's legal representative to prepare an integrated, individualized, written treatment plan, based on the licensee's provisional or principal diagnosis and assessment of behavior and the treatment needs, abilities, resources, and circumstances of the client, that includes:
 - a. One or more treatment goals;
 - b. One or more treatment methods;
 - c. The date when the client's treatment plan shall be reviewed;
 - d. If a discharge date has been determined, the aftercare needed after discharge;
 - e. The signature and date signed by the client or the client's legal representative; and
 - f. The signature and date signed by the licensee.
2. At a minimum, review and reassess the treatment plan according to the review date specified in the treatment plan and at least annually with each client or the client's legal representative to ensure the continued viability and effectiveness of the treatment plan and, where appropriate, a description of the services the client may need after terminating treatment with the licensee.
3. Ensure that all treatment plan updates and revisions include the signature and date signed by the client or the client's legal representative and the signature and date signed by the licensee.
4. Upon written request, provide a client or a client's legal representative an explanation of all aspects of the client's condition and treatment.
5. Ensure that a client's treatment is in accordance with the client's treatment plan.

Historical Note

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

R4-6-1103. Client Record

A. A licensee shall ensure that a client record is maintained for each client and:

1. Is protected at all times from loss, damage or alteration;
2. Is confidential;
3. Is legible and recorded in ink or electronically recorded;
4. Contains entries that are dated and signed include with the first and last name and signature of the individual signing the document or electronically authenticated by the individual making the entry;
5. Is current and accurate;
6. Contains original documents and original signature, initials or authentication; and

7. Is disposed of in a manner that protects client confidentiality.

B. A licensee shall ensure that a client record contains the following, if applicable:

1. The client's name, address, and ~~home tele~~phone number;
2. Documentation of informed consent to treatment;
3. Documentation of the treatment plan and all updates and revisions to the treatment plan;
4. Information or records provided by or obtained from another person regarding the client;
5. Written authorization to release a client record or information;
6. Documentation of requests for client records and of the resolution of those requests;
7. Documentation of the release of any information in the client record;
8. Progress notes;
9. Documentation of ~~telephone, written, or face-to-face~~ contact with the client or another individual that relates to the client's health, safety, welfare, or treatment;
10. Documentation of behavioral health services provided to the client;
11. Other information or documentation required by state or federal law.
12. Financial records, including:
 - a. Records of financial arrangements for the cost of providing behavioral health services;
 - b. Measures that will be taken for nonpayment of the cost of behavioral health services provided by the licensee.

C. A licensee shall make client records in the licensee's possession promptly available to another health professional, the client or the client's legal representative in accordance with A.R.S. § 12-2293.

D. A licensee shall make client records of a minor client in the licensee's possession promptly available to the minor client's parent in accordance with A.R.S. § 25-403~~(H)~~,06.

E. A licensee shall retain records in accordance with A.R.S. § 12-2297.

F. A licensee shall ensure the safety and confidentiality of any client records the licensee creates, maintains, transfers, or destroys whether the records are written, taped, computerized, or stored in any other medium.

G. A licensee shall ensure that a client's privacy and the confidentiality of information provided by the client is maintained by subordinates, including employees, supervisees, clerical assistants, and volunteers.

H. A licensee shall ensure that ~~aeach~~ each progress note includes the following:

1. The date a behavioral health service was provided;
2. The duration of time spent providing the behavioral health service;
3. If counseling services were provided, whether the counseling was individual counseling, family counseling or group counseling; and
4. The signature and date signed by the licensee who provided the behavioral health service.

Historical Note

New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

“Clinical Social Work” means social work involving clinical assessment, diagnosis, and treatment of individuals, couples, families, and groups.

To be added to Definitions R4-6-101

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