

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
NARBHA Edition**

Section 10.5 **Prevention Procedures**

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10.5.1 Introduction

As a part of NARBHA delivery system, prevention programming is part of the full continuum of care. Prevention strategies are focused on the prevention of substance abuse, child abuse, and suicide. It is NARBHA's position that parental support is essential to effective prevention programming. As such, it is the policy of NARBHA to ensure that the parent(s)/legal guardian(s) of a minor are notified of potential involvement in a NARBHA funded prevention program prior to participation and are informed of their right to decline involvement of their child if they so desire.

It is the policy of NARBHA to ensure that NARBHA contracted prevention providers document services consistently and in sufficient detail to allow an adequate review for quality and appropriateness of prevention services provided as well as compliance with state prevention data collection.

10.5.2 References

The following citations can serve as additional resources for this content area:

- [Prevention Framework for Behavioral Health](#)
- Provider Contract
- [Arizona Prevention Resource Center's Annual Prevention Program Inventory](#)

10.5.3 Scope

To Whom Does This Apply?

Every resident of northern Arizona who is eligible to receive prevention services through NARBHA Funded Prevention Programs including family members and caregivers.

All NARBHA funded Prevention Providers.

10.5.4 Objectives

To establish priorities that promote:

- Reduction of incidence and prevalence of behavioral health disorders
- Reduction in the demand and need for more expensive and intensive treatment services
- Improvement of functioning related to specific skill-building strategies
- Personal community awareness of risk factors for behavioral health dysfunction
- Effective utilization of current resources to address the needs of our communities.

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10.5.5 Procedures

10.5.5-A: Notification of Participation in Prevention Programs

NARBHA funded Prevention Providers will keep a separate file for each minor child participating in the program which includes documentation that the child's parent(s)/legal guardian(s) has/have been notified about program participation in advance of participation in the program.

- At a minimum, the notification includes:
 - A statement about program goals.
 - A description of the nature, location, frequency, and duration of program activities.
 - The nature of any assessment activities.
 - Parent(s)/legal guardian(s) are assured that any information about prevention program participation, including the results of any assessment activities, will be kept confidential.
 - In case the parent(s)/legal guardian have questions or wish to object to participation by their child, the notification also includes the name, address, and telephone number of the prevention contact person.

10.5.5-B: Prevention Records Requirements

Prevention programs will keep a separate file of persons participating in prevention programming at an individual and/or family level for documenting program participation. At a minimum, the file contains a completed participant information sheet and contact notes for each prevention session in which the participant engaged.

Prevention programs will keep a file of all persons participating in prevention programming at a group level and have a completed participant information sheet kept with all other prevention project participants. In addition, this file contains contact notes and an attendance sheet for each group prevention session. There is an exception for one-time prevention programming delivered to groups. In these cases, a sign-in sheet and contact note for each one-time session is kept.

Prevention programs will keep a file for prevention programming operating at a community level, which contains a contact note for each billable service provided and a sign-in sheet including organization/community affiliation for each community-level prevention session.

For each participant, the participant information sheet contains, at a minimum:

- Name
- Address
- Telephone number
- Gender
- Ethnicity
- Age
- Emergency contact information
- Other significant information (medical, legal, etc.), if applicable

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In addition, any other information needed to complete the Arizona Prevention Resource Center's Annual Prevention Program Inventory is included on the participant information sheet. For minors participating in a prevention program, the information sheet also contains the date the parent/legal guardian was notified of program participation, as well as the name and address to which the Notification of Prevention Program Participation was sent.

A contact note contains, at a minimum:

- The date
- Duration
- Nature of the prevention contact
- A description of any progress to meeting goals that have or have not achieved and any unusual events, which took place during the contact.

For group or community activities, a flyer or brochure describing the prevention activity may be used to satisfy the requirement to describe the nature of the prevention contact, as long as the other required elements of the contact note are addressed in the file.