

**NOTICE OF PROPOSED EXPEDITED RULEMAKING**  
**TITLE 9. HEALTH SERVICES**  
**CHAPTER 20. DEPARTMENT OF HEALTH SERVICES –**  
**COURT-ORDERED PROGRAM APPROVALS**

**PREAMBLE**

- | <b><u>1.</u></b> | <b><u>Article, Part or Sections Affected (as applicable)</u></b> | <b><u>Rulemaking Action</u></b> |
|------------------|--|---------------------------------|
|                  | R9-20-106  | Amend                           |
|                  | R9-20-107  | Amend                           |
|                  | R9-20-108  | Amend                           |
|                  | R9-20-201  | Amend                           |
|                  | R9-20-203  | Amend                           |
|                  | R9-20-206  | Amend                           |
|                  | R9-20-207  | Amend                           |
|                  | R9-20-208  | Amend                           |
- 2.** **Citations to the agency’s statutory authority for the rulemaking to include the authorizing statute (general) and the implementing statute (specific):**  
Authorizing Statutes: A.R.S. §§ 36-132(A)(1) and 36-136(G)  
Implementing Statutes: A.R.S. §§ 13-3601.01 and 36-2006
- 3.** **Citations to all related notices published in the *Register* as specified in R1-1-409(A) that pertain to the record of the proposed expedited rulemaking:**  
Notice of Docket Opening: 29 A.A.R. 619, February 24, 2023
- 4.** **The agency’s contact person who can answer questions about the rulemaking:**  
Name: Odette Colburn, RN, BSN, Section Chief  
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Name: Stacie Gravito, Office Chief  
Address: Arizona Department of Health Services

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**5. An agency's justification and reason why a rule should be made, amended, repealed or renumbered, under A.R.S. § 41-1027, to include an explanation about the rulemaking:**

Arizona Revised Statutes (A.R.S.) §§ 13-3601.01 and 36-2006 requires the Arizona Department of Health Services (Department) to establish standards for referrals of court-ordered alcohol and other drug screening and treatment programs, and domestic violence offender treatment programs. The Department has adopted rules in Arizona Administrative Code, Title 9, Chapter 20. The rules establish the requirements for applicants to become DUI and misdemeanor domestic violence offender treatment service providers, and the policies and procedures for the approved service providers regarding assessments and education for individuals court-ordered to complete the programs. After obtaining an exception from the rulemaking moratorium in accordance with A.R.S. § 41-1039(A), the Department is revising the rules to address issues identified in a five-year-review report, align with statutory requirements, improve the effectiveness of the rules and make them less burdensome, and make the rule consistent with other sections of the Chapter. The changes to be made will not increase the cost of regulatory compliance, increase a fee, or reduce procedural rights of persons regulated, but reduce a burden due to outdated requirements without compromising health and safety. The proposed changes will conform to rulemaking format and style requirements of the Governor's Regulatory Review Council and the Office of the Secretary of State.

**6. A reference to any study relevant to the rules that the agency reviewed and proposes either to rely on or not to rely on in its evaluation of or justification for the rule, where the public may obtain or review each study, all data underlying each study, and any analysis of each study and other supporting material:**

The Department did not review or rely on any study for this rulemaking.

**7. A showing of good cause why the rulemaking is necessary to promote a statewide interest if the rulemaking will diminish a previous grant of authority of a political subdivision of this state.**

Not applicable

**8. The preliminary summary of the economic, small business, and consumer impact:**

Under A.R.S. § 41-1055(D)(2), the Department is not required to provide an economic, small business, and consumer impact statement.

**9. The agency's contact person who can answer questions about the economic, small business, and consumer impact statement:**

Not applicable

**10. Where, when, and how persons may provide written comment to the agency on the proposed expedited rules under A.R.S. § 41-1027(C):**

Close of record: Monday, June 12, 2023, at 4:00 p.m.

A person may submit written comments on the proposed expedited rules no later than the close of record to either of the individuals listed in item 4.

**11. All agencies shall list other matters prescribed by statute applicable to the specific agency or to any specific rule or class of rules. Additionally, an agency subject to Council review under A.R.S. §§ 41-1052 and 41-1055 shall respond to the following questions:**

**a. Whether the rule requires a permit, whether a general permit is used and if not, the reasons why a general permit is not used:**

Not applicable

**b. Whether a federal law is applicable to the subject of the rule, whether the rule is more stringent than federal law and if so, citation to the statutory authority to exceed the requirements of federal law:**

Not applicable

**c. Whether a person submitted an analysis to the agency that compares the rule's impact of the competitiveness of business in this state to the impact on business in other states:**

No such analysis was submitted.

**12. A list of any incorporated by reference material as specified in A.R.S. § 41-1028 and its location in the rules:**

Not applicable

**13. The full text of the rules follows:**

**TITLE 9. HEALTH SERVICES**  
**CHAPTER 20. DEPARTMENT OF HEALTH SERVICES –**  
**COURT-ORDERED PROGRAM APPROVALS**

**ARTICLE 1. DUI SERVICES**

Section

- R9-20-106. Rescinding Approval
- R9-20-107. Administration, Monitoring
- R9-20-108. Requirements for DUI Screening

**ARTICLE 2. MISDEMEANOR DOMESTIC VIOLENCE OFFENDER TREATMENT**

- R9-20-201. Definitions
- R9-20-203. Application and Renewal
- R9-20-206. Rescinding Approval
- R9-20-207. Administration, Monitoring
- R9-20-208. Misdemeanor Domestic Violence Offender Treatment and Standards

## ARTICLE 1. DUI SERVICES

### R9-20-106. Rescinding Approval

- A. The Department may rescind the approval of a DUI services provider if the Department determines that noncompliance with this Article by the DUI services provider negatively impacts the DUI screening, DUI education, or DUI treatment the client is receiving from the DUI services provider.
- B. If the Department rescinds the approval of a DUI services provider, the Department shall:
1. Provide written notice of the rescindment to the DUI services provider that includes a list of the requirements with which the DUI services provider is not in compliance, and
  2. Remove the DUI services provider from the list of the Department's approved DUI service providers.
- C. To obtain approval after a rescindment, an applicant shall submit:
- ~~1. The the application required in R9-20-103, and,~~
  - ~~2. A written recommendation for approval of the applicant from a referring court.~~
- D. The Department shall review the application and recommendation in subsection (C) and issue an approval or notice of non-approval no sooner than 60 days, but not later than 90 days, after the Department receives the application and recommendation.

### R9-20-107. Administration, Monitoring

- A. A DUI services provider shall designate an administrator who meets qualifications established by the DUI services provider.
- B. An applicant or DUI services provider shall ~~allow~~ provide the Department ~~immediate~~ access to a client, records, and all areas of a facility according to A.R.S. § 41-1009 within two hours after the Department's request.

### R9-20-108. Requirements for DUI Screening

- A. An administrator shall ensure that policies and procedures are developed, documented, and implemented for:
1. Conducting DUI screening,
  2. If applicable, performing DUI screening electronically including:
    - a. Using a secure connection,
    - b. Having direct and immediate interaction between the individual conducting the DUI screening and the individual being screened, and
    - c. Verifying the identities of the individual conducting and the individual receiving the DUI screening before the DUI screening is conducted;

3. Tracking and referring a client to DUI education or DUI treatment, and
  4. Communicating with and reporting information to a referring court.
- B.** An administrator shall ensure that:
1. A client is given the following information in writing before DUI screening is conducted:
    - a. A description of the DUI screening process;
    - b. The timeline for initiating and completing DUI screening;
    - c. The consequences to the client for not complying with the DUI screening process and timeline; and
    - d. The cost and methods of payment for DUI screening, DUI education, and DUI treatment; and
  2. The client's receipt of the information is documented in the client record.
- C.** An administrator shall ensure that a client's DUI screening:
1. Occurs within 30 days after the date of the court order, unless otherwise required by the court;
  2. Is conducted by a:
    - a. Behavioral health professional; or
    - b. Licensed substance abuse technician under direct supervision, as defined in A.A.C. R4-6-101, of a behavioral health professional;
  3. Consists of a face-to-face interview that lasts at least 30 minutes but not more than three hours;
  4. Includes administering at least one of the following for measuring alcohol dependency or substance abuse:
    - a. Driver Risk Inventory II,
    - b. Michigan Alcoholism Screening Test,
    - c. The Minnesota Multiphasic Personality Inventory MMPI-2,
    - d. Mortimer-Filkins Test,
    - e. Substance Abuse Subtle Screening Inventory (SASSI),
    - f. Drug Abuse Screening Test (DAST),
    - g. Adolescent Chemical Dependency Inventory (ACDI),
    - h. Juvenile Substance Abuse Profile (JSAP),
    - i. Reinstatement Review Inventory (RRI), or
    - j. A substance abuse questionnaire that contains the information in one of the screening assessments in subsections (C)(4)(a) through (C)(4)(i); and
  5. Is documented in the client record.

**D.** An administrator shall classify a client based upon the information obtained in the DUI screening in subsection (C) as follows:

1. A Level 1 DUI client is a client who:
  - a. Meets at least one of the following:
    - i. Has been arrested or convicted two or more times for alcohol or drug-related offenses;
    - ii. Had an alcohol concentration of 0.15 or higher at the time of the arrest that led to the current referral and meets at least one of the criteria in subsections (D)(1)(b)(ii) through (xii);
    - iii. Has been unable to control use of alcohol or drugs or has habitually abused alcohol or drugs;
    - iv. Admits a problem controlling alcohol or drug use;
    - v. Has been diagnosed with substance abuse or organic brain disease resulting from substance abuse;
    - vi. Has experienced symptoms of withdrawal from alcohol or drug use that included visual, auditory, or tactile hallucinations; convulsive seizures; or delirium tremens; or
    - vii. Has been diagnosed with alcoholic liver disease, alcoholic pancreatitis, or alcoholic cardiomyopathy by a medical practitioner; or
  - b. Meets at least three of the following:
    - i. Had an alcohol concentration of 0.08 or higher at the time of the arrest that led to the current referral;
    - ii. Had previously been arrested or convicted one time for an alcohol-related or drug-related offense;
    - iii. Has experienced a decrease in attendance or productivity at work or school as a result of alcohol or drug use;
    - iv. Has experienced family, peer, or social problems associated with alcohol or drug use;
    - v. During DUI screening, provided responses on the standardized instrument in subsection (C)(4) that indicated substance abuse;
    - vi. Has previously participated in substance abuse education or treatment for problems associated with alcohol or drug use;
    - vii. Has experienced blackouts as a result of alcohol or drug use;
    - viii. Has passed out as a result of alcohol or drug use;

- ix. Has experienced symptoms of withdrawal from alcohol or drug use including shakes or malaise relieved by resumed alcohol or drug use; irritability; nausea; or anxiety;
- x. Exhibits a psychological dependence on drugs or alcohol;
- xi. Has experienced an increase in consumption, a change in tolerance, or a change in the pattern of alcohol or drug use; or
- xii. Has experienced personality changes associated with alcohol or drug use; and

- 2. A Level 2 DUI client is a client who:
  - a. Does not meet any of the criteria in subsection (D)(1)(a), and
  - b. Meets no more than two of the criteria in subsection (D)(1)(b).

**E.** An administrator shall ensure that after a client completes DUI screening:

- 1. The results of the DUI screening are documented in the client record and include:
  - a. The client's alcohol concentration at the time of the arrest that led to the current referral, if available;
  - b. The client's history of alcohol and drug use;
  - c. The client's history of treatment associated with alcohol or drug use; and
  - d. The client's history of impairments in physical, educational, occupational, or social functioning as a result of alcohol or drug use;
- 2. Referrals are made as specified in subsection (F); and
- 3. The following information is reported to the referring court within seven days after the client's completion of DUI screening:
  - a. The date that the client completed DUI screening;
  - b. The results of a client's DUI screening;
  - c. Recommendations for DUI education or DUI treatment, based on the:
    - i. Results of the DUI screening, and
    - ii. ~~Recommended~~ Recommendations of the behavioral health professional conducting the DUI screening; and
  - d. The name of the DUI services provider selected by the client to provide DUI education or DUI treatment to the client.

**F.** Except as provided in subsection (H), an administrator shall ensure that:

- 1. A Level 1 DUI client is referred to both:
  - a. A DUI education provider that provides at least 16 hours of DUI education, and
  - b. A DUI treatment provider that provides at least 20 hours of DUI treatment;



2. A Level 2 DUI client is referred to a DUI education provider that provides at least 16 hours of DUI education;
  3. The referral of a client includes:
    - a. Providing the client with the names, addresses, and telephone numbers of three DUI education providers or DUI treatment providers, as applicable, in the geographic area requested by the client, at least two of which are not owned by, operated by, or affiliated with the DUI screening provider; and
    - b. Instructing the client to:
      - i. Select a DUI education provider or DUI treatment provider, as applicable;
      - ii. Schedule an appointment or enroll in DUI education or DUI treatment, as applicable, within seven days after the date of completion of the DUI screening; and
      - iii. Notify the DUI screening provider of the name of the DUI education provider or DUI treatment provider, as applicable, selected by the client;
  4. A client's written authorization to release information to the selected DUI services provider is obtained; and
  5. The DUI education provider or DUI treatment provider, as applicable, selected by the client is provided with:
    - a. A copy of the completed standardized instrument or results of the client's DUI screening, and
    - b. Recommendations for DUI education or DUI treatment, as applicable, from the behavioral health professional who conducted the DUI screening.
- G.** A DUI screening provider may refer a Level 1 or Level 2 DUI client to a self-help or peer-support program that assists individuals in achieving and maintaining freedom from alcohol or drugs, such as Alcoholics Anonymous or Narcotics Anonymous. Participation in a self-help group or peer support program is not DUI education or DUI treatment and does not count toward required hours in DUI education or DUI treatment.
- H.** If a court's requirements conflict with the requirements in subsection (F), a DUI screening provider shall:
1. Comply with the court's requirements,
  2. Document in the client record that the court's requirements conflict with requirements in subsection (F), and
  3. Maintain at the facility a document identifying the court's requirements.

**I.** An administrator shall ensure that a referring court is notified in writing within seven days, unless otherwise specified by the court, after:

1. A client fails to:
  - a. Obtain or complete DUI screening, or
  - b. Pay the cost of DUI screening; or
2. The DUI screening provider learns that a client has:
  - a. Completed DUI education or DUI treatment; or
  - b. Failed to:
    - i. Comply with DUI education or DUI treatment procedures, or
    - ii. Complete DUI education or DUI treatment.

**J.** An administrator shall ensure that a record is maintained for each client that contains:

1. The citation number or complaint number from the arrest that led to the current referral, if available;
2. A copy of the documents referring the client to DUI screening, if available;
3. Documentation that the client received the information required in subsection (B);
4. Documentation of the results of the client's DUI screening required in subsection (E)(1), including the completed standardized instrument required in subsection (C)(4);
5. Documentation of the:
  - a. Referrals for DUI education or DUI treatment, as applicable, required in subsection (E)(2); and
  - b. Recommendations for DUI education or DUI treatment, as applicable, required in subsection (E)(3)(c);
6. The DUI client's signed and dated authorization for release of information required in subsection (F)(4); and
7. A copy of the information provided to the:
  - a. DUI education provider or DUI treatment provider, as applicable, selected by the client, as required in subsection (F)(5); and
  - b. Referring court as required in subsection (E)(3).

## **ARTICLE 2. MISDEMEANOR DOMESTIC VIOLENCE OFFENDER TREATMENT**

### **R9-20-201. Definitions**

The following definitions apply in this Article unless otherwise specified:

1. "Administrator" means an individual who has authority and responsibility for managing the provision of treatment.

2. “Applicant” means an individual or business organization that has submitted an application packet to the Department.
3. “Application packet” means the forms, documents, and additional information the Department requires an applicant to submit to become a provider.
4. “Behavioral health professional” means an individual licensed under A.R.S. Title 32 whose scope of practice allows the individual to:
  - a. Independently engage in the practice of behavioral health as defined in A.R.S. § 32-3251; or
  - b. Except for a licensed substance abuse technician, engage in the practice of behavioral health as defined in A.R.S. § 32-3251 under direct supervision as defined in A.A.C. R4-6-101.
5. “Business organization” has the same meaning as “entity” in A.R.S. § 10-140.
6. “Client” means an individual who is ordered by a referring court to complete a domestic violence offender treatment program as a result of a conviction for a misdemeanor domestic violence offense according to A.R.S. § 13-3601.01.
7. “Client record” means documentation relating to the treatment received by a client.
8. “Controlling person” means a person who, with respect to a business organization:
  - a. Through ownership, has the power to vote at least 10% of the outstanding voting securities of the business organization;
  - b. If the business organization is a partnership, is a general partner or is a limited partner who holds at least 10% of the voting rights of the partnership;
  - c. If the business organization is a corporation, association, or limited liability company, is the president, the chief executive officer, the incorporator, an agent, or any person who owns or controls at least 10% of the voting securities; or
  - d. Holds a beneficial interest in 10% or more of the liabilities of the business organization.
9. “Day” means a calendar day, not including the day of the act, event, or default, from which a designated period of time begins to run, but including the last day of the period unless it is a Saturday, Sunday, or state holiday, in which case the period runs until the end of the next day that is not a Saturday, Sunday, or state holiday.
10. “Department” means the Arizona Department of Health Services.
11. “Documentation” means information in written, photographic, electronic, or other permanent form.
12. “Domestic violence offense” has the same meaning as in A.R.S. § 13-3601.01.

13. “Employee” means an individual compensated by a provider for work on behalf of the provider.
14. “Facility” means the building or buildings used to provide treatment.
15. “Monitoring” means the Department’s inspection of a facility to ~~determine compliance with this Article~~ observe and check the quality of misdemeanor domestic violence offender treatment services.
16. “Provider” means an individual or business organization that meets the standards in this Article, as determined by the Department, and is approved by the Department to provide treatment.
17. “Referring court” means a court of competent jurisdiction that orders a client to receive misdemeanor domestic violence offender screening, misdemeanor domestic violence offender education, or misdemeanor domestic violence offender treatment.
- ~~17.~~ 18. “Treatment” means a program of activities for misdemeanor domestic violence offenders according to A.R.S. § 13-3601.01.

**R9-20-203. Application and Renewal**

- A. An applicant applying to become a provider shall submit to the Department an application packet that contains:
  1. An application in a format provided by the Department that includes:
    - a. The applicant’s name;
    - b. The applicant’s mailing address and telephone number;
    - c. The applicant’s e-mail address;
    - d. The name, telephone number, and e-mail address of the individual acting on behalf of the applicant according to R9-20-202, if applicable;
    - e. The name under which the applicant plans to do business, if different from the applicant’s name;
    - f. The name of each referring court;
    - g. The address and telephone number ~~of the~~ for each facility where treatment is provided; and
    - h. The applicant’s signature and the date signed;
  2. A copy of the:
    - a. Program description required in R9-20-208(A)(1),
    - b. Policies and procedures required in R9-20-208(B), and
    - c. Policies and procedures required in R9-20-208(D);
  3. The name and qualifications of the administrator; and

4. A copy of the applicant's:
  - a. U.S. Passport, current or expired;
  - b. Birth certificate;
  - c. Naturalization documents; or
  - d. Documentation of legal resident alien status.

**B.** For renewal, at least 60 days before the expiration of approval, a provider shall submit to the Department in a Department-provided format:

1. The provider's approval number,
2. The information in subsection (A)(1), and
3. The documentation in subsection (A)(2).

**R9-20-206. Rescinding Approval**

**A.** The Department may rescind the approval of a provider if the Department determines that noncompliance with this Article by the provider negatively impacts the treatment a client is receiving from the provider.

**B.** If the Department rescinds the approval of a provider, the Department shall:

1. Provide written notice of the rescindment to the provider that includes a list of the requirements with which the provider is not in compliance,
2. Remove the provider from the Department's list of approved treatment providers, and
3. Provide written notice of the rescindment to any referring courts identified by the provider.

**C.** To obtain approval after a rescindment, a provider shall submit:

- ~~1. The application required in R9-20-203, and,~~
- ~~2. A written recommendation for approval of the provider from a referring court notified in subsection (B)(3).~~

**D.** The Department shall review the application and recommendation in subsection (C) and issue an approval or notice of non-approval no sooner than 60 days, but not later than 90 days, after the Department receives the application and recommendation.

**R9-20-207. Administration, Monitoring**

**A.** A provider shall designate an administrator who meets qualifications established by the provider.

**B.** An applicant or A provider shall allow provide the Department ~~immediate~~ access to all areas of a facility, a client, or records, according to A.R.S. § 41-1009 within two hours of the Department's request.

**R9-20-208. Misdemeanor Domestic Violence Offender Treatment Standards**

- A.** An administrator shall ensure that:
1. A program description is developed that includes a method for providing treatment;
  2. Treatment:
    - a. Is based on methodologies developed by behavioral health professionals and supported by published research results;
    - b. Does not disproportionately or exclusively include one or more of the following:
      - i. Anger or stress management,
      - ii. Conflict resolution,
      - iii. Family or couples counseling, or
      - iv. Education or information about domestic violence;
    - c. Emphasizes personal responsibility;
    - d. Identifies domestic violence as a means of asserting power and control over another individual;
    - e. Does not require the participation of a victim of domestic violence;
    - f. Is not provided at a location where a victim of domestic violence is sheltered;
    - g. Includes individual counseling, group counseling, or a combination of individual counseling and group counseling that:
      - i. Is conducted by a behavioral health professional; and
      - ii. Requires each counseling session to be documented in the client record;
    - h. Does not include more than 15 clients in group counseling; and
  3. Treatment is provided to a client according to subsection (C).
- B.** An administrator shall ensure that policies and procedures are developed, documented, and implemented that:
1. Unless the period of time for a client to complete treatment is extended, require a client to complete treatment in not less than three months and no more than 12 months after the date the client begins treatment; and
  2. Establish criteria for determining whether to extend the time for a client's completion of treatment, such as:
    - a. Receiving a recommendation from a behavioral health professional, or
    - b. An occurrence of one of the following during the 12 months after the date the client is admitted for treatment:
      - i. The client serving jail time,
      - ii. Illness of the client or a client's family member, or
      - iii. Death of a client's family member, or

c. The court requiring the client to complete more than 52 sessions of treatment.

**C.** An administrator shall ensure that:

1. Except as provided in a court order, treatment includes, at a minimum, the following number of sessions, to be completed after the applicable offense for which the client was required to complete treatment:
  - a. For a first offense, 26 sessions;
  - b. For a second offense, 36 sessions; and
  - c. For a third offense or any subsequent offense, 52 sessions;
2. The duration of a session in subsection (C)(1) is:
  - a. For an individual session, not less than 50 minutes; and
  - b. For a group session, not less than 90 minutes and not longer than 180 minutes; and
3. Except if extended according to subsection (B)(2), treatment for a client is scheduled to be completed in not less than three months and no more than 12 months after the client is admitted into treatment.

**D.** An administrator shall ensure that policies and procedures are developed, documented, and implemented for providing treatment that:

1. Establish:
  - a. The process for a client to begin and complete treatment;
  - b. The timeline for a client to begin treatment;
  - c. The timeline for a client to complete treatment, which shall not exceed 12 months, except as provided in subsection (B)(2); and
  - d. Criteria for a client's successful completion treatment, including attendance, conduct, and participation requirements;
2. Require notification to a client at the time of admission of the consequences to the client if the client fails to successfully complete treatment;
3. Require notification, in writing, to the entity that referred the client to the provider on behalf of the court, within a timeline established by the referring court or the entity that referred the client to the provider on behalf of the court, when any of the following occurs:
  - a. A client referred by the court has not reported for admission to treatment,
  - b. A client referred by the court is ineligible or inappropriate for treatment,
  - c. A client is admitted for treatment,
  - d. A client is voluntarily or involuntarily discharged from treatment,

- e. A client fails to comply with treatment, or
- f. A client completes treatment;
- 4. Are reviewed and revised as necessary by the provider at least once every 12 months; and
- 5. Are maintained at the facility.

**E.** An administrator shall ensure that:

- 1. Treatment is provided by a behavioral health professional who:
  - a. Has at least six months of full-time work experience with domestic violence offenders or other criminal offenders, or
  - b. Is visually observed and directed by a behavioral health professional with at least six months of full-time work experience with domestic violence offenders or other criminal offenders; and
- 2. Policies and procedures are developed, documented, and ~~implement~~ implemented that establish education and training requirements for a behavioral health professional providing treatment that demonstrate that the behavioral health professional is qualified to provide treatment.

**F.** An administrator shall ensure that:

- 1. All employees are provided orientation specific to the duties of the employee,
- 2. An employee completes orientation before the employee provides treatment,
- 3. Annual training requirements are established for an employee, and
- 4. Orientation and training required in this subsection are documented.

**G.** An administrator shall ensure that:

- 1. A behavioral health professional completes an assessment of each client;
- 2. The assessment includes a client's:
  - a. Substance abuse history,
  - b. Legal history,
  - c. Family history,
  - d. History of trauma or abuse,
  - e. Behavioral health treatment history, and
  - f. Potential for self-harm or to harm another individual;
- 3. The following information is requested:
  - a. The case number or identification number assigned to the client by the referring court;
  - b. Whether the client has any past or current orders for protection or no-contact orders issued by a court;



- c. The client's history of domestic violence or family disturbances, including incidents that did not result in arrest; and
  - d. The details of the misdemeanor domestic violence offense that led to the client's referral for treatment; and
4. The assessment and information in subsection (G)(3) are documented in the client record.

**H.** For a client who has completed treatment, an administrator shall:

- 1. Issue a certificate of completion that includes:
  - a. The case number or identification number assigned to the client by the referring court or, if the provider has made three documented attempts to obtain the case number or identification number without success, the client's date of birth;
  - b. The client's name;
  - c. The date of completion of treatment;
  - d. The name, address, and telephone number of the provider; and
  - e. The signature of an individual authorized to sign on behalf of the provider;
- 2. Provide the original of the client's certificate of completion to the client;
- 3. Provide a copy of the client's certificate of completion to the referring court according to the timeline established in the provider's policies and procedures; and
- 4. Maintain a copy of the client's certificate of completion in the client record.