

**TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH
CHAPTER 635. CERTIFICATE OF NEED STANDARDS FOR PSYCHIATRIC AND
CHEMICAL DEPENDENCY SERVICE BEDS**

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Appendix A. Mental Health Service Areas

Appendix B. Hospital Service Regions

[**Authority:** 63 O.S. § 1-880.1 et seq. and § 1-104 et seq.]

[**Source:** Codified 12-31-91]

310:635-1-1. Purpose

This Chapter implements the Psychiatric and Chemical Dependency Facility Certificate of Need Act (63 O.S. Supp. 1990, Section 1-880.1 et seq.). Section 1-880.4 of the Act authorizes the Board of Health to adopt rules and regulations necessary to carry out its functions under this program, and to establish and administer review criteria and standards.

310:635-1-1.1. Definitions

The following words or terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Emergency" means the urgent need to admit a person under 18 years of age for psychiatric or chemical dependency treatment services due to the imminent threat to life, health and/or safety of the person to be admitted and/or others.

"Temporary" means the period of time, but not to exceed 72 hours, from when a person under 18 years of age presents at the hospital for emergency psychiatric or chemical dependency treatment services in a bed ordinarily used for an adult until the earliest time as determined by the physician that the person can be transferred appropriately within the hospital to a bed that is certified for persons under 18 years of age, or to another hospital where such a bed is available, or the emergency ceases.

"Appropriate transfer" means a transfer in which the transferring hospital or unit provides the required treatment within its capability which minimizes the risks to the person's life, health and safety and such risks that may relate to others; and, in which the receiving hospital or unit has available space and qualified personnel for the psychiatric or chemical dependency

treatment of persons under 18 years of age, and has agreed to accept transfer of the patient and to provide the indicated treatment.

[Source: Added at 9 Ok Reg 1975, eff 6-11-92]

310:635-1-2. Applicability

These standards apply to psychiatric or chemical dependency facilities, and to psychiatric or chemical dependency units or services operated in any hospital or related institution as defined in Section 1-701 et seq. of Title 63.

[Source: Amended at 19 Ok Reg 2083, eff 6-27-2002]

310:635-1-3. Burden on applicant

Each applicant who proposes psychiatric or chemical dependency service beds has the burden to clearly demonstrate conformity to these standards.

310:635-1-4. Service area

The service area for a psychiatric and/or chemical dependency application shall be the mental health service area in which the service is to be located. The mental health service areas as most recently adopted by the Department of Mental Health are shown in Appendix A.

(1) **Alternative service areas.** The Department may consider an alternative service area if the applicant clearly demonstrates the applicability of a different service area, based on the following factors:

(A) The availability or lack of practicing psychiatrists, psychologists, and other counseling or support personnel.

(B) The existence of an underserved population large enough to support an adequately sized hospital-based and/or freestanding psychiatric or chemical dependency service.

(C) The availability of appropriate community mental health services to ensure a continuum of treatment.

(2) **Determination of beds.** In determining the number and occupancy of existing beds in a service area, licensed beds from one of the three state hospitals shall be prorated to the service area based upon the service area population as a percentage of the population of the Hospital Service Region in which the service area is located. The Hospital Service Regions published by the Oklahoma Department of Mental Health and Substance Abuse Services are shown in Appendix B.

(3) **Excluded beds.** In determining the number and occupancy of existing beds in a service area, beds which are dedicated to Department of Corrections patients shall be excluded.

[Source: Amended at 19 Ok Reg 2083, eff 6-27-2002]

310:635-1-5. Population-based need

The applicant shall demonstrate that existing psychiatric and chemical dependency service beds are not and will not be adequate to meet the needs in the service area described in 310:635-1-4.

(1) **Need.** The applicant shall demonstrate that there are persons who need services in the area but are unable to obtain

those services due to the inadequacy of existing psychiatric and chemical dependency service beds.

(2) **Impact.** The applicant shall demonstrate the probable impact of the proposed beds on the ration of psychiatric and chemical dependency beds to the population statewide. The statewide ratio must not exceed 145 beds per 100,000 persons, while moving towards an optimal target ratio of 117 beds per 100,000 persons.

(3) **Ratio.** The applicant shall demonstrate the probable impact of the proposed beds on the ratio of psychiatric and chemical dependency beds to the population in the service area. No application shall cause an excessive increase in the bed to population ratio of a service area. The determination of whether or not an increase is excessive shall be based on the percentage of increase in a project will cause in an area's bed to population ratio, and on a comparison of the area's bed to population ratio against the statewide ratio.

(4) **Population projection.** The most recent population figures published at the time the application is filed shall be used. The source of population projections for current and future years shall be based on year 2000 census data as published by the Oklahoma Department of Commerce.

(5) **Target population.** If the applicant proposes a special service area under 310:635-1-4, then the applicant shall demonstrate that the target population will have access to the proposed services through public or private transportation.

[Source: Amended at 19 Ok Reg 2083, eff 6-27-2002]

310:635-1-6. Availability of alternative services

The applicant shall demonstrate that alternative or substitute services are not and will not be available or are and will be inadequate to meet the needs of the population.

(1) **Alternatives.** The applicant's demonstration shall include consideration of residential, halfway house, outpatient, day hospitalization, or other less restrictive care settings in the service area.

(2) **Mean occupancy.** An overall mean occupancy rate of 75% shall be maintained in psychiatric and chemical dependency beds in the service area described in 310:635-3-1, above, as a prerequisite to the approval of additional beds whether in new or existing facilities. This mean must be based upon data from all psychiatric and chemical dependency beds in the service area using month reports submitted to the Department of Health. This mean shall be calculated using data for the most recent six month period for which reports are available as of the first day of the month during which an application is initially filed.

(3) **Outstanding beds.** The applicant shall demonstrate that the proposed beds are needed in addition to any beds previously approved or exempted from review under the State Certificate of Need law but not yet in operation in the service area.

(4) **Availability.** The applicant must demonstrate the availability of appropriate linkages such as referral protocols or joint venture agreements with similar or complementary

services.

310:635-1-7. Financial resources

(a) The applicant shall demonstrate adequate financial resources for the new or expanded services and for the continued operation thereof.

(b) Sufficient capital must be available to initiate and operate the proposed project.

(c) Financial arrangements shall be reasonable and secure.

(d) The project shall be financially viable through three years beyond completion.

(e) Proposed charges must be in line with prevailing rates of similar institutions providing similar services in the general area.

310:635-1-8. Staffing

The applicant shall demonstrate that sufficient personnel will be retained or employed to meet the needs of all residents and to comply with all requirements for licensure and/or certification, if applicable. That demonstration shall include documentation of the availability or plans for recruitment of the following personnel as applicable to meet the program's needs.

(1) The medical administrator (supervisor) or treatment coordinator must be a psychiatrist in a psychiatric program, and may be an internist or family practice physician for chemical dependency programs. This person may be retained on contract, or used through referral for non-medical subacute programs. The number of medical administrators or treatment coordinators shall be sufficient to meet program needs.

(2) The Director/Administrator may be in lieu of or in addition to the medical administrator, subject to training and experience.

(3) The numbers of case workers, family therapists, psychologists, and social workers shall be adequate to meet the demands of the program design.

(4) The activities assistant will organize and supervise occupational and recreational programming.

(5) The applicant shall provide for at least one R.N. on duty at all times, with additional R.N.s adequate to meet program needs.

(6) Psychiatric technicians/mental health workers may be non-licensed staff in addition to licensed nursing staff, and the number shall be commensurate with the intensity of illness to be treated.

(7) Medical records clerks shall be sufficient to meet program needs.

(8) The applicant shall provide an education specialist for school age patients.

(9) Clerical and support staff shall be sufficient to meet program needs.

(10) Ancillary support personnel shall be sufficient to meet program needs.

310:635-1-9. Other

(a) A ten bed psychiatric or chemical dependency unit is assumed

to be the minimum size to sustain services and staffing for an acute care hospital based psychiatric or chemical dependency unit.

(b) If coordination with a teaching or training program in the area is a part of the proposed project, the applicant shall submit documentation of the participation by, and the probable impact on, health personnel teaching or training programs.

310:635-1-10. Temporary emergency admissions

(a) Any temporary emergency shall be fully documented by the physician and the hospital to include an explanation of the emergency, the services rendered to the patient, an explanation of why an adult bed was used, and the length of stay in the bed ordinarily used for an adult.

(b) A report on each admission under the provisions for temporary emergency shall be made to the Department at the end of the month of such admission. The report shall be on a form provided by the Department. The form shall include length of stay, discharge date, diagnosis, and patient record number.

(c) An admission in accordance with the rules governing temporary emergencies, when utilized and fully documented by the admitting physician and hospital, shall not be considered a violation of the act.

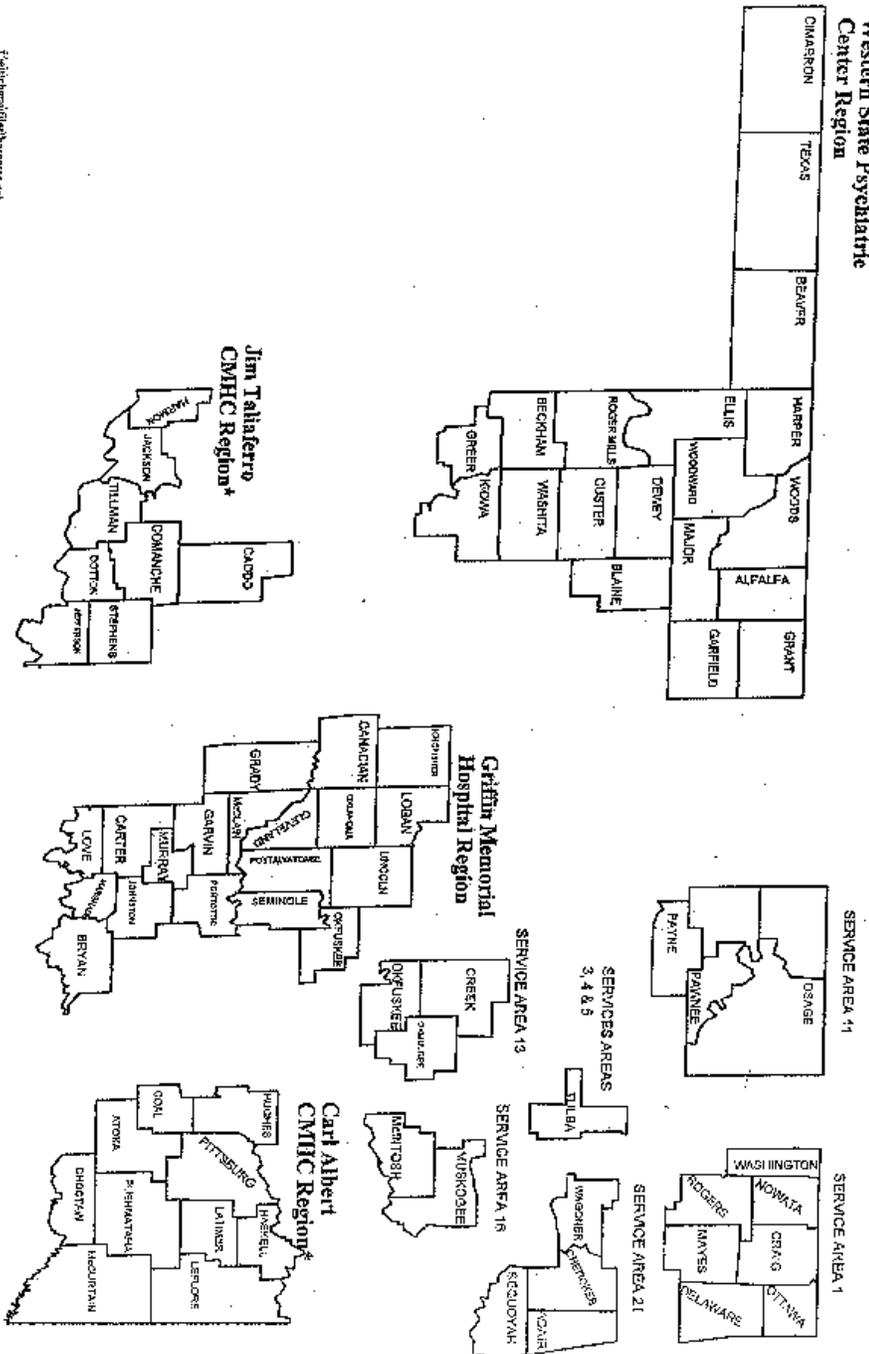
[Source: Added at 9 Ok Reg 1975, eff 6-11-92]

Appendix B. Hospital Service Regions

NEW
Appendix B

OKLAHOMA DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES

INPATIENT SERVICE REGIONS



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[Source: Revoked and Reenacted at 19 Ok Reg 2083, eff 6-27-2002]

Developmental Disabilities Services Area Offices and Institutions



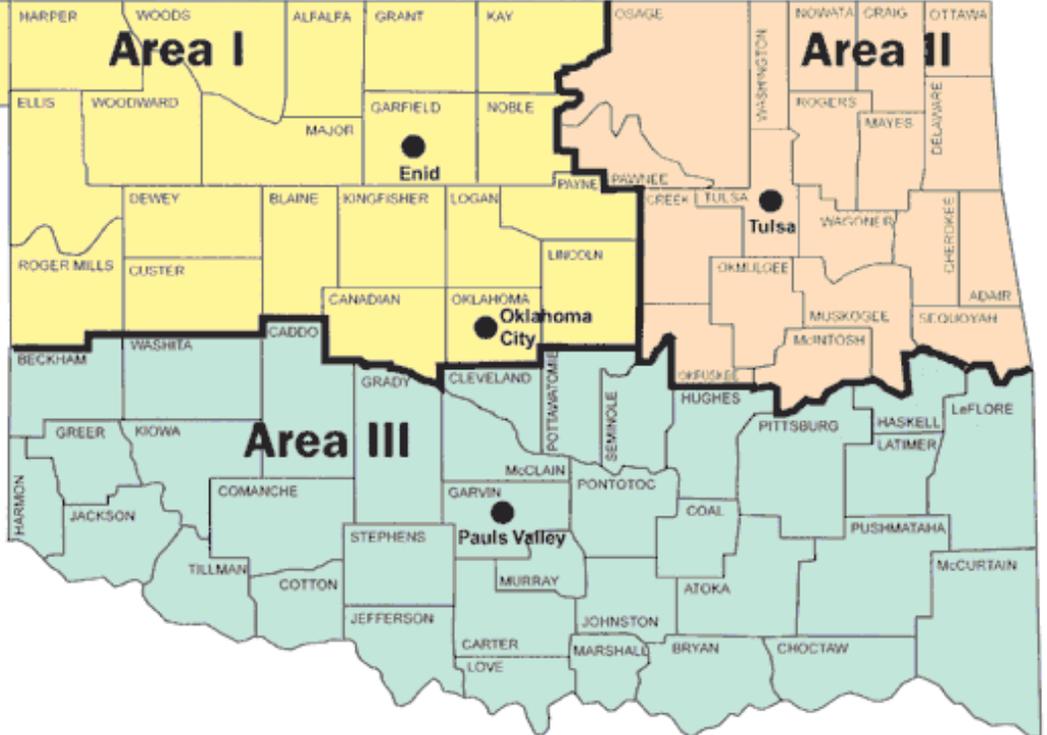
OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Area I (toll free) 1-800-522-1064
Area II (toll free) 1-800-522-1075
Area III (toll free) 1-800-522-1086

Robert M. Greer Center (Enid) . 580-213-2700 Ext. 2599
 2501 N.E. DelawareFAX 580-213-2799
 Enid, OK 73701

**Northern Oklahoma Resource Center
 at Enid (NORCE)**580-237-1027
 2600 E. WillowFAX 580-548-2600
 Enid, OK 73701

**Southern Oklahoma Resource Center
 at Pauls Valley (SORC)**405-238-6401
 Rt. 1, Box 44-AFAX 405-238-2637
 Pauls Valley, OK 73075



DDSD Area I Office (Enid)580-237-0995
 729 Overland TrailFAX 580-237-8304
 Enid, OK 73703

DDSD Area I Office (Oklahoma City)405-522-6925
 4545 N. Lincoln Blvd.FAX 405-522-6995
 Oklahoma City, OK 73105

DDSD Area II Office (Tulsa)918-560-4848
 Laura Dester CenterFAX 918-560-4898
 1427 E. 8th
 Tulsa, OK 74120

DDSD Area III Office (Pauls Valley)405-238-8000
 301 S. Indian Meridian Rd.FAX 405-238-8045
 Pauls Valley, OK 73075