

Psychiatric Residential Treatment Facilities



Agenda

- Act 636
- Admission Policies
- PASSE Coordination
- Bed Capacity, Usage, and Facility Requirements
- Hiring Practices
- Monthly Reporting

Act 636 of 2025

Act 636 of the 2025 Regular Session required that Psychiatric Treatment Residential Facilities (PRTFs) would no longer be regulated and supervised by the Child Welfare Agency Review Board (CWARB). The oversight of PRTFs was placed under the Office of Long-Term Care (OLTC). All PRTF licensing, inspections, complaints, plans of correction, and incidents will now be regulated by OLTC.

Act 636 of 2025

Key Highlights:

- Total amount of beds shall not exceed nine hundred (900).
- PRTFs are now considered long-term care facilities.
- The facility must have an Administrator who is responsible for the day-to-day activities of the facility. They will be issued a license after completing a course and test.
- Updates Admission Requirements.
- Facilities must post their facility license in the building and any special conditions or limitations must be on the license.
- Defines the services provided at the facility.
- Directed that OLTC promulgate a certification manual and that the Medicaid Program promulgate a provider manual.
- An Emergency Clause was added to the Act.



Admission Policies



Admission Policies

20 CAR 417-405

- An Arkansas Resident
- A child of a parent who is an Arkansas Resident.
- A child placed by or on behalf of another state's child welfare agency.
- A child for whom the Psychiatric Residential Treatment Facility is being paid by another state's Medicaid program.
- A child of an active-duty member or veteran of the uniformed services as defined in Arkansas Code § 6-4-302.

Admission Policies

20 CAR 417-405

- A non-resident child victim of human trafficking when the regulated Psychiatric Residential Treatment Facility maintains responsibility for the return of the child to the out-of-state custodian.
- Medical exam no more than one (1) year before admission; or documented appointment date for an exam within one (1) week after admission.
- Proof of current immunizations, or a letter of exemption in accordance with the Department of Health, or a scheduled appointment within one (1) week after admission.

Admission Policies

20 CAR 417-405

- The Psychiatric Residential Treatment Facility shall obtain written verification of the placing agent's authority to place the child at the time of admission.
- The Psychiatric Residential Treatment Facility shall obtain written authority for medical care for the child from the placing agent at the time of admission.
- The Psychiatric Residential Treatment Facility shall comply with the Interstate Compact on the Placement of Children, Arkansas Code § 9-29-201 et seq., when admitting children from outside Arkansas, if applicable.

Admission Policies

PRTF Manual 215.100

Certification of Need

- Each beneficiary must be evaluated to determine the need for PRTF services by the respective PASSE. The Certification of Need (CON) must be made prior to admission.
- Tests and evaluations used by providers to certify need cannot be more than one (1) year old. All histories and information submitted to certify need must have been compiled within the year prior to the CON.

Admission Policies

20 CAR 417-405

- The Psychiatric Residential Treatment Facility shall not admit any child for whom the Psychiatric Residential Treatment Facility cannot provide adequate care.
- The Psychiatric Residential Treatment Facility shall not admit any out-of-state child without a written agreement from the payor, and responsible party if different, regarding return to the child's sending state upon scheduled or unscheduled discharge

The Psychiatric Residential Treatment Facility shall not admit, after July 1, 2025, a child who is under ten (10) years of age.

PASSE Coordination



PASSE Coordination

- **PASSE roles**
 - Utilization management-serves as the authorizer of covered services. Typically provides feedback regarding authorizations, appeals, denials, etc.
 - Care coordinator- assists beneficiaries with accessing services, especially during transitions from inpatient settings to the community. Often the best source of available services and providers in the beneficiary's region and provider network.
- **Discharge planning**
 - Care coordinators can assist families who are struggling with referrals and options for outpatient services. They can assist with calling providers, verifying whether provider is accepting new patients, appointment availability, and treatment modalities.

PASSE Coordination

- Families and providers are still responsible for completing necessary referral and intake paperwork to ensure timely start to services
- Care coordinators can help family and providers with questions they may have regarding necessary paperwork
- Make sure that discharge planning includes necessary counseling and home and community-based services for each beneficiary
- Outpatient provider should ensure outpatient services can begin in a timely manner
- Care coordinator's track the medications a member is receiving, so timely updates are important
- Communications should include care coordinator, parent/guardian, and provider to assume outpatient care
- When discharging a beneficiary with medication orders, it is critical to follow-up on authorizations because the prescriber has the information regarding previous treatment and effectiveness needed for medication authorizations

Bed Capacity, Usage, and Facility Requirements



Bed Capacity, Usage, and Facility Requirements

Additional beds authorized under the new legislation shall not exceed a cumulative 900 for the purpose of operating as a psychiatric residential treatment facility.

The Health Services Permit Agency issued new Permits of Approval stating the facility's total approved beds. OLTC then issued new facility licenses.

Today, there are 884 permitted and licensed PRTF beds.

Bed Capacity, Usage, and Facility Requirements

20 CAR § 417-202. Licensing application process.

The bed capacity allowed by the permit issued by the Health Services Permit Agency includes both **in-state and out-of-state Residents**.

All increases or decreases in the total number of PRTF authorized beds, must be approved by the Arkansas Legislative Council prior to receiving a permit from the Health Services Permit Agency, or license from the Office of Long-Term Care.

Any expansions of bed capacity or new construction exceeding \$250,000 by an existing licensee shall require a license from the Office of Long-Term Care and a permit from the Health Services Permit Agency.

Bed Capacity, Usage, and Facility Requirements

20 CAR 417-707. Video camera surveillance.

All PRTFs shall have video cameras in all common areas that, at a minimum, capture movement.

All reportable incidents require camera footage to be saved and will only be deleted upon a closed investigation by the Office of Long-Term Care.

All camera footage must be saved for a **minimum of thirty (30) days** regardless of whether a known incident occurred.



Staffing Ratios



Staffing Ratios

20 CAR 417-304. Staffing ratios and required personnel.

The Psychiatric Residential Treatment Facility shall meet minimum licensure requirements for staffing, staff qualifications, and staffing ratios:

- One (1) staff person per four (4) Residents, for a minimum ratio of (1:4), from 6:00 a.m. to 10:00 p.m., **or** 7:00 a.m. to 11:00 p.m.; and
- One (1) staff person per eight (8) Residents, for a minimum ratio of (1:8), from 10:00 p.m. to 6:00 a.m., **or** 11:00 p.m. to 7:00 a.m., **depending on age and need.**



Staffing Ratios

20 CAR 417-304. Staffing ratios and required personnel.

The staff, for purposes of this ratio, shall be

- Staff dedicated to provide direct care in that particular milieu.
- Awake at all times.
- Provide and document a visual check on each child at least every (15) minutes but no greater than twenty (20) minutes during the 1:8 ratio.
- Provide supervision and treatment on each child during the 1:4 ratio.

A PRTF shall modify staffing patterns to fit their increased needs.

*******Staffing ratios listed above are a minimum standard.*******



Staffing Ratios

20 CAR 417-304. Staffing ratios and required personnel.

The Psychiatric Residential Treatment Facility shall have written policies and procedures that:

- Demonstrate how the staffing pattern will be adjusted when necessary to meet the individual needs and acuity of youth as those fluctuate over time;
- Document how the Psychiatric Residential Treatment Facility continuously monitors the appropriateness of its staffing pattern to ensure the safety of both the Residents and the staff;

The Psychiatric Residential Treatment Facility shall maintain a daily census report to include the child's name and room or building assignment.



Hiring Practices



Hiring Practices

20 CAR 417-303. Required policies around staffing.

A Psychiatric Residential Treatment Facility must conduct each of the following checks:

- Criminal background checks for all staff as required by Arkansas Code § 20-38-101 *et. seq.*, prior to hiring and at least every five (5) years thereafter.
- Arkansas Child Maltreatment Central Registry check on each employee prior to hiring and at least every two (2) years thereafter.
- Arkansas Adult and Long-Term Care Facility Resident Maltreatment Central Registry check on each employee prior to hiring and at least every two (2) years thereafter.
- Arkansas Sex Offender Central Registry search on each employee prior to hiring and at least every two (2) years thereafter.



Hiring Practices

20 CAR 417-303. Required policies around staffing.

A Psychiatric Residential Treatment Facility must also conduct a five (5) panel drug screen that tests for the use of illegal drugs on each employee prior to hiring for employees hired after November 1, 2025, and at least every two (2) years after hiring. For employees hired prior to November 1, 2025, a PRTF will have 120 days from November 1, 2025, to administer the initial drug screen.

A Psychiatric Residential Treatment Facility must conduct an Arkansas Sex Offender Central Registry search on each employee prior to hiring and at least every two (2) years thereafter.

Hiring Practices

20 CAR 417-402. Requirements and recording of staff training.

Training shall be conducted immediately upon hire and annually thereafter and must be completed in order for staff to be included in staffing ratio requirements and shall include, without limitation:

- (1) Confidentiality including the restricted use of social media and HIPAA;
- (2) Resident grievance process;
- (3) Fire and disaster plans;
- (4) Suicide awareness and protocol;
- (5) Crisis de-escalation and the management of aggressive behavior including acceptable/prohibited responses;



Hiring Practices

20 CAR 417-402. Requirements and recording of staff training.

- (6) Seclusions and restraints;
- (7) Trauma-informed care;
- (8) Knowledge of appropriate relationships with clients;
- (9) Record Keeping: observing beneficiary, reporting or recording observations;
- (10) Knowledge of behavioral health illnesses;
- (11) Group interaction;
- (12) Childhood development;
- (13) Agency policies and procedures;
- (14) Child Maltreatment Mandated Reporter rule; and
- (15) First Aid and CPR



Monthly Reporting



Monthly Reporting

The following monthly reports are required to be submitted to the Office of Long-Term Care (OLTC):

- Census and Reportables
- Discharges
- Restraints
- Psychotropic Medication



**ALL REPORTS DUE:
5th day of the month
following the
reporting period**

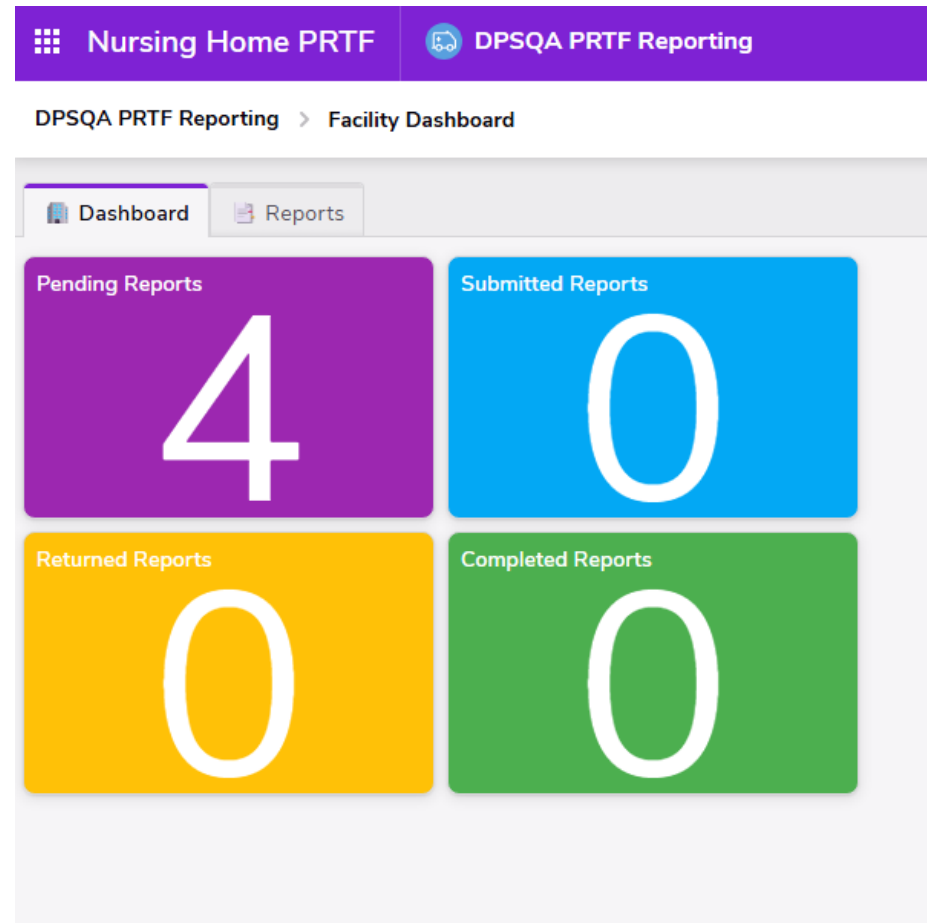
Monthly Reporting

PRTF Administrator Training

How do I report?

On 10/1/2025, DPSQA launched the PRTF Reporting QuickBase system. This system allows providers to electronically submit required data directly to DPSQA's PRTF staff and allows reports to be easily returned and resubmitted.

This system allows us to print reports and run reports from the data entered into the system.



Monthly Reporting

Census & Reportables

Objective:

To capture the facility's monthly census (per sending state) and the number of reports (via hotline or reportable events) that occurred during that period.

The screenshot displays the ARDHS reporting interface. At the top, there are tabs for 'Census', 'Notes', 'Documents', and 'Status Log'. Below these, a message states: 'Census: Enter total census at time of reporting.' The main section is titled 'Aggregate Reporting' and contains six input fields arranged in a 3x2 grid:

- Number of beds approved for PRTF *
- Number of residents served during month *
- Number of hotline reports created during the reporting month *
- Total number of reportable events that occurred during the reporting month *
- Total census at time of reporting *
- Total number of census related to human trafficking victimization *

Below the 'Aggregate Reporting' section is the 'State Census' section, which includes a blue 'Add Census State' button and a search bar labeled 'Search records'. A large red arrow points from the 'Add Census State' button to the 'Aggregate Reporting' section.

<https://ardhs.quickbase.com/nav/app/bvdybra97/action/appoverview>



Monthly Reporting

Out of State Discharges

Objective:

To capture the facility's discharge activities that occurred during that period and where/to who the resident was discharged to.

The screenshot shows the 'Discharges' tab in the ARDHS system. A red rectangular overlay is positioned over the 'Aggregate Reporting' section, which contains the following fields:

- Aggregate Reporting**
- Number of Non-Arkansas residents served during the reporting month: 0
- # of Discharged Residents (Total): 0
- ☐ No Discharges for Month

A large black checkmark is placed over the '0' in the '# of Discharged Residents (Total)' field. Below the red overlay, a table header is visible with columns 'Resident Name', 'Arkansas Resident', and 'Human Services'. The table body is empty, and a message 'No records found' is displayed at the bottom.

<https://ardhs.quickbase.com/nav/app/bvdybra97/action/appoverview>



Monthly Reporting

Out of State Discharges

Discharge Log

First Name *	Last Name *
Arkansas Resident *	
☐ Yes ☐ No	
Human Trafficking Victim *	
☐ Yes ☒ No	
Reason for Discharge *	
Select one	Q v
Notes	

Discharge Date *
MM-DD-YYYY
Receiving Type *
☐ Parent ☐ Guardian ☐ Facility ☐ Foster Parent
Receiving Person (Name or Entity) *
Discharge Location *
Search
Street address 1
Street address 2
City
ZIP code
State

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Monthly Reporting

Restraints

Objective:

To capture all physical and chemical (including PRN sedation) restraints that occur within the facility.

Facility Name Sympo Test Facility	Facility Number 999	Reporting MM/YYYY 08/2025	Report Type Restraint	Report Status Pending	Print Report
Person Completing Report	Official Title/Position				

[Restraints](#) [Notes](#) [Documents](#) [Status Log](#)

● **Restraints Entered:** Please enter at least 1 restraint below or check the "No Restraints for Month" checkbox.

▼ **Aggregate Reporting**

Number of Physical Restraints 0	Number of Sedations 0	Number of Residents Injured 0
Number of Chemical Restraints 0	Ratio of Aggregate Chemical Restraints to Aggregate Sedations	

☐ No Restraints for Month

▼ **Restrained Residents**

[Add Restraint](#)

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Monthly Reporting

Restraints

Objective:

To capture all physical and chemical (including PRN sedation) restraints that

The screenshot shows the ARDHS PRTF reporting interface. A red callout box highlights the 'Aggregate Reporting' section, which contains the following fields:

- Aggregate Reporting** (with a dropdown arrow)
- Number of Physical Restraints**: 0
- Number of Chemical Restraints**: 0
- ☐ No Restraints for Month

The background interface includes a header with 'Facility Name' (Sympo Test Facility) and 'Facility Number' (999). Below this is a 'Person Completing Report' field. A navigation bar shows 'Restraints', 'Notes', 'Documents', and 'Status Log'. A message states: 'Restraints Entered: Please enter at least 1 restraint below or click here to add a new restraint.' The 'Aggregate Reporting' section is expanded, showing the restraint counts. The 'Restrainted Residents' section is also visible at the bottom, with an 'Add Restraint' button.

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Monthly Reporting

Psychotropic Medications

Objective:

INSTRUCTIONS ON COMPLETING THE PSYCHOTROPIC MEDICATION TEMPLATE

- Reporting period is defined as a full calendar month (e.g., January Reporting Period= Jan 1- Jan 31; August Reporting Month= Aug 1-Aug 31)
- Providers must complete the Data Collection tab and submit to OLTC no later than the 5th day of the month following the reporting period.
- Providers must complete entries on the Data Collection tab for **only the residents who meet the criteria in 20 CAR §415-416:**
 - (1) A Resident is on four (4) or more psychotropic medications;
 - (2) A Resident is on two (2) or more concomitant stimulants (long acting and an immediate release stimulant of the same chemical entity does not constitute concomitant prescribing);
 - (3) A Resident is on two (2) or more concomitant alpha agonists (long acting and an immediate release alpha agonist of the same chemical entity does not constitute concomitant prescribing);
 - (4) A Resident is on two (2) or more concomitant antidepressants;
 - (5) A Resident is on two (2) or more concomitant antipsychotics;
 - (6) A Resident is on three (3) or more concomitant mood stabilizers;
 - (7) A Resident is on a psychotropic medication dose that exceeds usual recommended doses; and
 - (8) A Resident was administered a PRN.
- Providers must ensure that the following information is documented in the Data Collection tab per 20 CAR §415-416:
 - (1) Why the therapeutic benefit outweighs the potential risk;
 - (2) What additional oversight is being provided; and
 - (3) On PRN orders the maximum dose allowed within twenty-four (24) hours and, also, maximum doses allowed

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Monthly Reporting

Psychotropic Medications

Objective:

To capture when a psychotropic medication (either scheduled or PRN) is administered, the benefits of the drug and the oversight provided during its use.

The screenshot shows the 'Add Medication' form in the ARDHS system. The form is divided into several sections. At the top, there is a breadcrumb trail: 'Medications > Reports > Add Medication'. To the right of the breadcrumb trail are 'Save' and 'Cancel' buttons. The form contains the following fields:

- Facility:** A dropdown menu with 'Symposium Test Facility' selected.
- Report:** A date field with '08/2025' selected.
- Resident Name:** A text field with 'Mickey Mouse' entered.
- Medication Details:** A section with a red underline containing several fields:
 - Date of Last Physicians Order:** A date field with a calendar icon.
 - Medication Type:** A dropdown menu with 'Search and select' and a magnifying glass icon.
 - Medication Class:** A dropdown menu.
 - Reason for Prescription:** A text area.
 - Dosage:** A text field.
 - Frequency:** A text field.
 - Observed Side Effects:** A text area.
 - Therapeutic Benefit:** A text area.
 - Medication Start Date:** A date field with a calendar icon.
 - Medication End Date:** A date field with a calendar icon.
 - Oversight:** A text area.

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