

ADMINISTRATIVE ORDER 3:20
(Revised 11/1/77)

DEPARTMENT OF HUMAN SERVICES

EFFECTIVE DATE: 1 November 1977 DATE ISSUED: 15 October 1977

SUBJECT: Inspection of Public and Private Institutions
and Facilities

This Administrative Order establishes the policies and procedures for discharging the Department's responsibility for the inspection of public and private institutions and facilities for which the Commissioner is responsible under RS 30:1-7, RS 30:11-1, RS 30:11A-1, RS 30:4C-4 and RS 30:1-14-17.

I. DIVISION OF MENTAL HEALTH AND HOSPITALS

- A. The Division of Mental Health shall inspect at least once a year all private and public institutional facilities providing congregate maintenance, care and treatment of mentally ill persons.
- B. The Division of Mental Health shall develop standards and procedures for making inspections of private and public psychiatric facilities.
- C. Results of inspections of private and public facilities, with recommendations, will be submitted by the Division of Mental Health to the Department of Health for licensing action, when indicated. Copies of the results of inspections shall also be made available to the Commissioner, Chief Executive Officer of the institution inspected, and to the Chairman of the State Board of Institutional Trustees, where applicable.

II. DIVISION OF MENTAL RETARDATION

- A. The Division of Mental Retardation shall inspect at least once a year all private and public institutional facilities providing congregate maintenance and personal care of mentally retarded persons.
- B. The Division of Mental Retardation in collaboration with the New Jersey Department of Health, shall

develop standards and procedures for making inspections of private and public mental retardation facilities for joint approval by the Division of Mental Retardation of the Department of Human Services and the Department of Health. Consistent with Administrative Order 1:44, the Division of Mental Retardation shall develop standards and procedures for the operation and inspection of Department of Human Services facilities for approval by the Commissioner.

- C. Results of inspections of private and public facilities will be submitted by the Division of Mental Retardation to the New Jersey Department of Health with recommendation for licensure. Copies of the results of inspections of Department facilities shall be made available to the Commissioner, the Chief Executive Officer of the institution inspected, and the Chairman of the Board of Institutional Trustees, where applicable.

III. DIVISION OF YOUTH AND FAMILY SERVICES

- A. The Division of Youth and Family Services shall visit all public and private institutions for the care, custody and welfare of children for which the responsibility of inspection is not otherwise assigned in the other sections of this Order.
- B. The Division of Youth and Family Services shall inspect all child care centers subject to the regulations governing licensure of such facilities.

IV. DIVISION OF VETERANS PROGRAMS AND SPECIAL SERVICES

- A. Inspections for the Soldiers Homes are conducted by the New Jersey State Department of Health under the Nursing Home License Act. In addition, the Veterans Administration conducts annual inspections of each institution.
- B. Copies of all inspections are presented to the Superintendent of the Institution and made available to the Director of the Division.



Ann Klein
Commissioner

DEPARTMENT OF HUMAN SERVICES

EFFECTIVE DATE: August 17, 1984

DATE ISSUED: August 17, 1984

SUPERSEDES: A.O. 3:30, Controls for Depressant and Stimulant Drugs
A.O. 3:31, Control Procedures for Narcotic Drugs
A.O. 3:32, Reports on Users of Narcotic Drugs: Control
of Hypodermic Syringes and Needles

SUBJECT: Controlled Dangerous Substances

I. PURPOSE

The purpose of this administrative order is to supersede the administrative orders noted above and to establish the New Jersey Controlled Dangerous Substances Act, amended April 1983, as the single document containing the guidelines to be followed by Department of Human Services institutions with regard to controlled dangerous substances, as defined in the Act.

II. SCOPE

This order applies to Department of Human Services institutions under the jurisdiction of the Division of Mental Health and Hospitals, Division of Mental Retardation, or Division of Veterans' Programs and Special Services.

III. POLICY

Chief Executive Officers/Superintendents and Chief Pharmacists at Department of Human Services institutions shall each possess a copy of the New Jersey Controlled Dangerous Substances Act, as amended in April 1983, shall be familiar with the contents of the Act, and shall abide by all applicable requirements and procedures contained therein.

IV. PROCEDURES

A. All Chief Executive Officers/Superintendents and Chief Pharmacists at Department institutions will be furnished a copy of the Controlled Dangerous Substances Act as an attachment to this administrative order.

- B. All other individuals wishing copies of the Act may obtain them by writing or telephoning the following office:

New Jersey Department of Health
Division of Narcotic and Drug Abuse Control
129 East Hanover Street, 4th Floor
Trenton, New Jersey 08625
Attention: Legal Liaison

609-292-7232



George J. Albanese
Commissioner