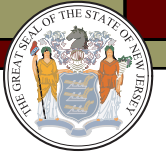


Division of Developmental Disabilities (DDD)

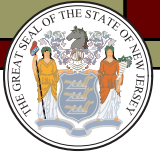
Division Circulars

Carol Jones, Chief, Legal and Administrative Practice Office



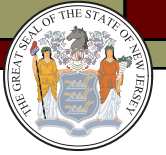
Circulars: Division Policies

- The Standard Language Document requires that you be in compliance with Division Circulars.
- Circulars can be found on the Division's website:
www.state.nj.us/humanservices/ddd/news/publications/divisioncirculars.html



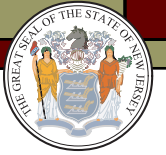
Health Care

- ❑ Circular 10
- ❑ Persons receiving services shall have care that ensures their health, safety and well being.
- ❑ The Division encourages preventive health care.
- ❑ Persons receiving residential services shall have physical and dental examinations at least annually.



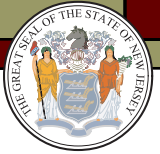
Authorization for Medical Treatment and Informed Consent

- ❑ Circulars 32 and 41.
- ❑ Informed consent required for various medical, psychiatric, and behavioral interventions.
- ❑ In writing unless there is an emergency or behavioral crisis.
- ❑ Informed consent is not to be coerced.
- ❑ In cases where the individual, parent or guardian is not able to give informed consent, contact the Regional Office.



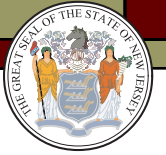
First Aid and CPR Training

- ❑ Circular 31
- ❑ Nationally certified first aid & CPR courses taken by employees with direct contact with persons served by the agency.
- ❑ Training records and copies of certificates maintained by the licensed agency.
- ❑ The licensed agency shall develop a written procedure to ensure that this policy is met.



Background Checks

- ❑ Circular 40.
- ❑ Also found at N.J.A.C. 10:48A.
- ❑ Federal and State background checks.
- ❑ The agency head and all employees who may come into contact with persons served by the agency.
- ❑ Electronic updates completed every two years.
- ❑ Employment disqualifiers include any crime or disorderly person offense involving danger to the person.



Record Confidentially and Access to Client, Division and Provider Records

- ❑ Circular 30.
- ❑ Also found at N.J.A.C. 10:41.
- ❑ The Division is responsible for protecting the confidentiality of client records.
- ❑ Client records are not subject to public disclosure.
- ❑ All client records are the property of the Division and are not to be released except by the Division.
- ❑ Requests for copies of client records shall be referred to the Regional Office.
- ❑ The requirements of this circular conform with HIPAA.