



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

PO BOX 726
TRENTON, NJ 08625-0726

Visit us on the web at:

www.state.nj.us/humanservices/ddd

Jennifer Velez
COMMISSIONER

Dawn Apgar
Deputy Commissioner

TEL. (609) 631-2200

CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

July 17, 2013

Dear Executive Director,

In 2012, the Department of Human Services' (DHS) Division of Developmental Disabilities (DDD) transitioned its child services to the Department of Children and Families (DCF) in accordance with the Governor's restructuring of state government to streamline supports for children.

Your continued partnership and cooperation in this important process has helped achieve a successful transition. As we mutually work to ensure the continued health, safety and well-being of individuals served by DHS and DCF – and in keeping with our efforts to work through the remaining elements of this initiative – we are asking that you adhere to the following policies for reporting unusual incidents and allegations related to youth up to age 21, with intellectual and/or developmental disabilities:

- a. Incidents/allegations involving children previously registered with DDD and currently assigned to DCF, or involving children who have remained under DDD services, should be reported according to DHS policies on incident reporting: Administrative Order (AO) 2:05.
- b. All acts or suspicions of acts of abuse or neglect involving children under the age of 18 **also must be reported immediately to the State Central Registry (SCR) at 1-877-NJABUSE, or 1-877-652-2873.** State Central Registry will screen the information and determine whether an Institutional Abuse Investigation Unit (IAIU) investigation or Child Protection and Permanency (formerly Division of Youth and Family Services) follow-up is warranted; **Note:** For incidents where SCR is also contacted, please include on the unusual incident report provided to DHS/DDD, a notation that a call was made to SCR and include the date of the call. If known, please also include whether SCR has advised if the incident/allegation will be accepted by DCF for investigation or follow up.

DHS and DCF continue to work together to receive, process and ensure the appropriate routing and closing of unusual incidents and allegations.

Completed incident reports should be faxed to the DDD regional incident reporting unit that covers the county where the incident occurred. See below for contact information.

Northern UIR Unit: Bergen, Hudson, Morris, Passaic, Sussex, Warren
Fax Number: 609-341-2341 Supervisor: Mark Tahmoosh Tel. # 908-412-7766

Upper Central UIR Unit: Essex, Somerset, Union
Fax Number: 609-341-2342 Supervisor: Mark Tahmoosh Tel. # 908-412-7766

Lower Central UIR Unit: Hunterdon, Mercer, Middlesex, Monmouth, Ocean
Fax Number: 609-341-2343 Supervisor: vacant Tel. # 609-292-2016

Southern UIR Unit: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester,
Salem
Fax Number: 609-341-2340 Supervisor: Juan Fontanes Tel. # 609-476-5214

More information on DHS policies regarding incident reporting, including A.O. 2:05, the Addendum, and Division Circular (DC) #14: Unusual Incident Reporting can be found on the DDD website at: <http://www.state.nj.us/humanservices/ddd/providers/>

For questions, please contact Jeff Robinson, Chief, DDD Office of Risk Management at (609) 689-0518.

Thank you for your ongoing efforts and continued partnership.

Sincerely,



Dawn Apgar, PhD., LSW, ACSW
Deputy Commissioner