

**DIVISION CIRCULAR #4
(N.J.A.C. 10:40)**

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES**

EFFECTIVE DATE: March 27, 2009

DATE ISSUED: July 31, 2009

(Rescinds Division Circular #4, "Principles and Goals of the Division of Developmental Disabilities, issued May 4, 2004)

- I. **TITLE:** Principles and Goals of the Division of Developmental Disabilities
- II. **PURPOSE:** To identify the Division of Developmental Disabilities' mission and goals for its delivery of services to eligible individuals.
- III. **SCOPE:** This circular applies to all components of the Division.
- IV. **GENERAL STANDARDS:**

NOTE: The remainder of this circular is the adoption of the Principles and Goals of the Division of Developmental Disabilities as it appears in N.J.A.C. 10:40.



Kenneth W. Ritchey
Assistant Commissioner

CHAPTER 40

ORGANIZATIONAL RULE

SUBCHAPTER 1 - GOALS AND RESPONSIBILITIES

10:40-1.1 Goals of the Division of Developmental Disabilities

- (a) The goals of the Division of Developmental Disabilities (Division) are as follows:
1. To provide evaluations and functional services to Division eligible individuals;
 2. To ensure and advocate for the rights of individuals served, to provide for their health, safety and welfare, and to protect individuals served from abuse, neglect and exploitation;
 3. To develop an individualized habilitation plan for each individual admitted to ongoing services;
 4. To provide prompt, effective and individually appropriate care, treatment, training and habilitation to eligible individuals served;
 5. To establish and implement procedures for determination of eligibility for services of the Division;
 6. To develop an array of services to enable eligible individuals to be sustained in their own home or other living arrangements as may be most appropriate for the individual and to offer options for self directed support and service delivery for individuals to live as independently as possible;
 7. To help families of eligible individuals to develop an understanding and acceptance of both the capabilities and needs of their relatives;
 8. To establish standards for services, whether provided or purchased on behalf of eligible individuals. Such standards shall address the scope and quality of the services, as well as recognize unique needs. The Division strives to offer individualized choices, flexibility in planning and family participation whenever possible;

9. Through continual assessment of the Division's programs, to ensure that the individual's needs are met and that established program standards are maintained;
10. To provide consultation to organizations and committees (public or private) which work toward improving opportunities for individuals with developmental disabilities;
11. Through research and public education, to contribute to an increased understanding of developmental disabilities and its preventable causes;
12. To integrate and maximize the use of Federal, State, local and private resources in providing essential services to eligible individuals and their families;
13. To develop and sustain working relationships with other public and private agencies to ensure a continuum of services;
14. To provide effective management of the Division's programs and services within the appropriation; and
15. To promote positive employee relations through adherence to policies of non-discrimination, fair employment practices, promotional opportunities and good work environments.

SUBCHAPTER 2. COMPOSITION OF THE DIVISION

10:40-2.1 Organization for the provision of mandated services

- (a) The Division of Developmental Disabilities (Division) operates as an integral part of the Department of Human Services.
- (b) Programs and services of the Division are administered by an Assistant Commissioner, who is appointed by the Commissioner, Department of Human Services.
- (c) A Chief of Staff of Operations administers the Division's support services for all components of the Division including, but not limited to, quality management and planning, legal, administrative practices, communication, fiscal, budget, information technology, building administration and human resources.

- (d) A Chief of Staff of Direct Services administers the Division's community-based services including, but not limited to, residential services, day programs for individuals over age 21, supported employment programs, case management and referral services. Community-based services are provided in the Division's four regions under the direction of a Regional Assistant Director of the northern half of the State and one for the southern half of the State. The Chief of Staff of Direct Services administers the service delivery to the Division's seven developmental centers, each of which is operated under the direction of a Chief Executive Officer.

SUBCHAPTER 3. Public Information

10:40-3.1 Accessing Information

The Division of Developmental Disabilities (Division) has posted information regarding the Division on its website. Available resources, contact information and additional information about the Division can be accessed on its website at:

<http://www.state.nj.us/humanservices/ddd/>.