

New Jersey Department of Human Services
Division of Mental Health & Addiction Services
Appendix 1

Mental and Physical State

- Identify any risk assessments completed and describe the results.
- Address any recent psychiatric or medical hospitalizations within the past six months.
- What was the mental and physical state of the consumer on the date last seen? Were there any signs of decompensation, or anything unusual said/observed that could be related to this incident?

Lost to Contact/Engagement

- Describe the consumer's engagement and participation, or lack of participation, and actions taken.
- Provide agency's "Lost to Contact" policy.

Communication

- Address communication and/or barriers to communication within the agency's treatment team, with family members and outside providers/entities.

Policies and Procedures/Agency Issues

- Identify compliance and adherence to agency practices and standards, as well as DMHAS standards, regulations, and related statutes.
- Provide comments on individual practitioner performance (i.e. appropriate judgment, communicated need for higher credentialed staff to evaluate consumer, practiced within scope, etc.).

Other

- Identify if the consumer had a Wellness Recovery Action Plan (WRAP) and/or a Psychiatric Advance Directive (PAD). If yes, was it implemented or followed?

Additional Questionnaires

- Complete any and/or all applicable questionnaires (Appendix 2, Appendix 3 and/or Appendix 4) that relate to the incident.
- Note: Appendix 2 should be completed only when the incident is directly related to consumer's substance use disorder.