

DIVISION OF MENTAL HEALTH AND HOSPITALS

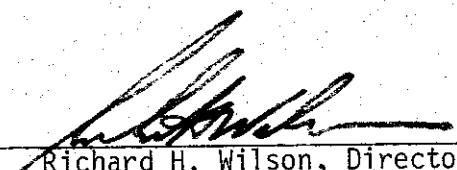
Administrative Bulletin Transmittal Memorandum No. 57

February 6, 1984

SUBJECT: Administrative Bulletin 3:12
Transfer of Resident and Non-Resident Mentally Ill
Patients Under the Provisions of the Interstate Compact
on Mental Health

This Administrative Bulletin establishes the procedures for the transfer of mentally ill patients under the terms of the Interstate Compact on Mental Health.

Standard Procedures 71-3, dated April 8, 1971 is hereby repealed.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

RHW:PK:dj

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 3:12

DATE: February 6, 1984

SUBJECT: Transfer of Resident and Non-Resident Mentally Ill Patients
Under the Provisions of the Interstate Compact on Mental Health
Applicability: H, CO

I. Purpose

To establish the administrative practices and operational procedures for effective, cooperative and reciprocal interstate arrangements with signatory states to assure full compliance with compact provisions in the transfer of mentally ill patients. This Administrative Bulletin supersedes Standard Procedures 71-3, dated April 8, 1971, and incorporates recent administrative changes and revisions to the State travel regulations.

II. Authority

N.J.S.A. 30:7B-1 et seq.
N.J.S.A. 30:4-91

III. General

As the Interstate Compact Administrator for New Jersey, the Commissioner of the Department of Human Services acts as general coordinator of activities under the Compact and receives copies of all reports, correspondence, and other documents relating to any patient processed under the Compact by the State, either in the capacity of sending or receiving. The designated representative for the Division of Mental Health and Hospitals who acts on behalf of the Administrator, shall be appointed by the Assistant Director, Institutional Services, and will report thereto concerning all matters pertaining to Divisional responsibilities for implementation of the Compact agreements.

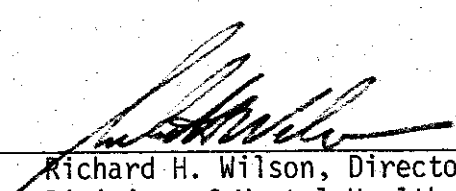
IV. Procedures

All requests for authorization of interstate transfers shall be directed to the Office of Institutional Services, attention Interstate Compact Coordinator. It will be the responsibility of the individual institution to obtain concurrence for the transfer from the receiving institution and to arrange appropriate travel plans through the State's travel agency, in accordance with travel regulations (Circular Letter 83-15, dated 2/1/83) promulgated by the Department of the Treasury. The justifying data, along with the approval of the receiving institution, shall be forwarded to the Interstate Compact Coordinator. Upon approval, the request for travel authorization (Form PB-141) will be forwarded to the Office of Fiscal and Management Operations for processing.

The expense of returning non-resident patients to their home states will be borne by the Central Office, the person transferred or legally responsible relatives. Funds will be authorized from the Central Office Travel Account to reimburse the institution's travel expenditures through Debit and Credit certificate for such transfers. The expense of returning residents of this state to New Jersey shall be borne by the state making such a return.

V. Divisional and Departmental Procedures

The Office of Institutional Services shall approve or disapprove the transfer in accordance with Divisional and Departmental policies under the Interstate Compact on Mental Health. See Attachment A for Department of Human Services Administrative Order 2:04, Interstate Compacts and Agreements.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

RHW:PK:dj