


DIVISION OF MENTAL HEALTH AND HOSPITALS
Administrative Bulletin Transmittal Memorandum No. 52

February 29, 1984

SUBJECT: Administrative Bulletin 9:05
Sequence and Procedures for Review of Transitional Homes

This Administrative Bulletin establishes a procedure for determining compliance with life safety codes, patient rights and normalization principles by transitional homes.



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

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ADMINISTRATIVE BULLETIN 9:05

DATE: February 29, 1984

SUBJECT: Sequence and Procedures for Review of
Transitional Homes
Applicability: C,CO

I. Purpose

The purpose of this Administrative Bulletin is to establish a procedure for determining compliance with life safety codes, patients rights and normalization principles by transitional homes.

II. Authority

The Director of the Division of Mental Health and Hospitals for the State of New Jersey has delegated authority to the Bureau of Standards and Inspections (B.S.I.), to evaluate transitional homes annually. Inspection of funded programs is established in N.J.S.A. 30:1-15 et seq.

III. Purpose/focus

B.S.I. surveyors shall annually evaluate life safety, quality of life and patients rights at transitional homes. This review will address levels of service, effectiveness and operational issues only as they impact on the areas noted above. For the few homes also subject to Department of Community Affairs licensing, this evaluation will be supplementary. Life safety evaluation will be left to the Department of Community Affairs to avoid duplication.

IV. Implementation

A. Pre-site Sequence and Procedures for transitional home review.

1. The B.S.I. Coordinator will provide staff with a list of assigned transitional homes and the dates by which the homes

D. Post-site Procedures

1. An evaluation summary will be completed which will include the following:
 - a. Authority.
 - b. Purpose of review.
 - c. Residents, e.g., in each group home/apartment.
 - d. Patients rights.
 - e. Normalization/quality of Life.
 - f. Physical Facility/Life Safety by location.
 - g. Strengths.
 - h. Deficiencies.
 - i. Recommendations.
2. Give to Word Processing.

E. Dissemination of Report

The report shall be completed and mailed within 10 working days of the visit. The cover letter and the evaluation summary shall be sent to the director of the provider agency, with copies to the Director of Residential Services and the Office of Community Services Program Analyst.

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must be reviewed. The B.S.I. Coordinator, or designee, will assign staff to review the transitional homes of a given agency.

2. Two weeks prior to the review, staff shall notify the transitional contract agency and the Office of Community Services Program Analyst of the planned evaluation, and will review reports of previous visits and evaluations in the current file.

B. On-site Procedures

1. The purpose of the visit shall be explained to the transitional home staff. House rules and contracts shall be reviewed. Community resources, patients rights issues, etc., shall be discussed.
2. B.S.I. staff shall tour the facility for life safety, cleanliness and normalization. Feedback shall be given, as appropriate, during the tour. (Note: No life safety inspections will be performed in supervised homes with more than five residents. These homes are subject to Department of Community Affairs license. Currency of the license will be checked, however.)
3. B.S.I. staff may speak with clients, if appropriate.
4. The agency will be informed that a report will be forwarded within two weeks.

C. Reconciliation Process (post-review)

1. Findings will be discussed with other reviewer(s), as applicable.