

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 2:02

DATE: September 22, 1982

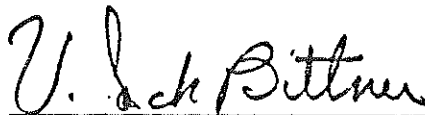
SUBJECT: Administrative Order Transmittal  
Applicability: H, CO

The Division of Mental Health and Hospitals has established a series of numbered Administrative Order Transmittal Memoranda. These memoranda will be numbered sequentially.

A new number will be assigned to each transmittal regardless of the number of Administrative Orders which may be involved in the transmittal.

One copy of the transmittal memorandum will be attached to each copy of the Administrative Order material to be included in the existing series of Administrative Orders.

The most recent transmittal memorandum may be kept in the front of the volume of Administrative Orders to provide assurance that the complete sequence of transmittal memoranda is being received or it may be kept in a separate folder with a log of the date that the Administrative Order was received.



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V. Jack Bittner, Acting Director  
Division of Mental Health and Hospitals

VJB:PK:s1

Division of Mental Health and Hospitals  
Administrative Bulletin 2:01

Date: September 15, 1982

SUBJECT: System of Administrative and Informational Bulletins  
Applicability: H,C,CO

I. Purpose

This Administrative Bulletin establishes a uniform system for the dissemination of policies and information relevant to staff members of the various sections of the Division of Mental Health and Hospitals, through the vehicle of Administrative and Informational Bulletins. These bulletins reflect, clarify and supplement Administrative Orders and other policy directives issued by the Department of Human Services, and implement advice given to the Division by the Attorney General.

II. Authority

N.J.S.A. 30:1-12

N.J.S.A. 30:1-9

Department of Human Services Administrative Order 1:00, revised 11/1/77

III. Responsibilities

A. It is the responsibility of the following persons to ensure conformance, by subordinate staff, with directives and procedures contained in Administrative Bulletins, and awareness of material contained in Informational Bulletins.

Deputy Director  
Assistant Directors  
Chief Executive Officers

B. Staff members who become aware of major inadequacies or inaccuracies in any Administrative or Informational Bulletin, are expected to initiate the process of change described below.

IV. Applicability

Some bulletins will apply primarily to one section of the Division of Mental Health and Hospitals, e.g., State hospitals, but not to community services. For ease of reference, each bulletin will carry one or more of the following symbols indicating its area(s) of applicability.

H: State hospitals\*  
C: Community services  
CO: Central Office

\*These include Arthur Brisbane Child Treatment Center and Glen Gardner Center for Geriatrics, except where explicitly indicated.

To ensure sufficient exposure to the bulletins, each bulletin's applicability will be interpreted as broadly as possible for the purpose of labeling it with these symbols.

V. Criteria for Issuance of Bulletins

A. Administrative Bulletins

An Administrative Bulletin shall be issued on a topic if the following criteria are met:

1. The material to be included in the bulletin requires the active compliance of Division personnel with its provisions; and
2. the material to be contained in the bulletin is relevant to a substantial number of staff members of the Division; and
3. the topic is one which is not sufficiently addressed by other documents.

B. Informational Bulletins

An Informational Bulletin may be issued on a topic if the following criteria are met:

1. The material to be included in the bulletin does not require action by Division staff, but is simply for their information; and
2. the material to be included in the bulletin is relevant to a substantial number of staff members of the Division; and
3. the material is expected to be useful on a continuing basis.

VI. Procedures

A. Initiating the Process

1. Any staff member who determines that a new Administrative or Informational Bulletin needs to be promulgated, or a current one revised, shall refer the matter to the relevant Assistant Director. If the Assistant Director

agrees that a change is necessary, s/he shall appoint someone knowledgeable in the subject area to serve as initiator for the proposed new bulletin or revision.

2. The initiator shall prepare a draft or, in the case of a repeal, a memorandum stating that an existing bulletin should be repealed. The memorandum shall be treated as a "draft".

B. Screening of Existing Bulletins

1. The initiator shall refer the draft to the Special Assistant to the Director, who will search the existing Administrative Bulletins, Informational Bulletins, Administrative Orders, and other relevant documents, for material on related topics.
2. The Special Assistant to the Director shall add to the draft:
  - a. A list of existing bulletins which deal with related topics.
  - b. A recommendation as to which of those bulletins should be revised or replaced when the proposed bulletin is issued.
  - c. A recommendation on the appropriate placement of the proposed bulletin within the bulletin format.
  - d. An indication of applicability.

C. Circulating the Draft for Comment

1. The Assistant Director shall distribute the draft for comment to the following persons:

Director  
Deputy Director  
Special Assistant to the Director  
Assistant Directors  
Chief Executive Officers  
Other appropriate personnel

2. The Assistant Director shall establish a 15 work day time limit for the submission of comments. Persons having no objections will be expected to give their written or oral approval of the draft.

D. Promulgation

1. The Director of the Division may choose to promulgate a bulletin without following the procedures for circulating the draft for comment. In general, the Director will utilize this option when:

- a. The proposed bulletin is a transmittal of a document prepared outside the Division, e.g., a ruling by the Department, Attorney General or Board of Medical Examiners, which is clearly appropriate as a Division bulletin and which the Division does not have the power to revise; or
  - b. the Director determines that the proposed bulletin must be issued without delay; or
  - c. the Director determines that the proposed bulletin must be issued without change.
2. The final version of the proposed bulletin shall be submitted by the Assistant Director to the Director of the Division, with a copy to the Special Assistant to the Director, for signature.
  3. The Director and Special Assistant to the Director shall obtain all necessary approvals from the Department and the Attorney General prior to promulgation.

E. Distribution

1. Copies of the new bulletin will be sent from the Director's office to:

Deputy Director  
Special Assistant to the Director  
Assistant Directors  
Chief Executive Officers  
Commissioner  
Deputy Commissioner  
Special Assistant to the Commissioner  
Deputy Attorney General for DMH&H  
Other appropriate personnel

2. In transmitting new or revised bulletins, the Division will use a series of Bulletin Transmittal Memoranda. These memoranda will be numbered sequentially.

VII. Format

A. Administrative Bulletins

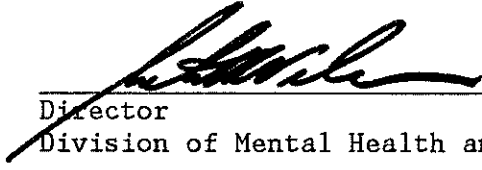
Administrative Bulletins shall be organized according to subject matter as follows:

- |      |   |
|------|---|
| 1:00 | Division of Mental Health and Hospitals Basic Principles  |
| 2:00 | Division of Mental Health and Hospitals Organization, Function and Communications: Unified Services Matters |

3:00 Hospital Operations: General  
4:00 Hospital Operations: Staff Matters  
5:00 Hospital Operations: Patient Matters  
6:00 Community Services  
7:00 Fiscal Operations  
8:00 Legal Matters

B. Informational Bulletins

Informational Bulletins shall be filed according to date of issue, with the oldest bulletin at the back of the book. Informational Bulletins shall automatically expire five years from the date of issue unless formally reissued.

  
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Director  
Division of Mental Health and Hospitals

SP# 200-278