New Jersey Department of Children and Families Policy Manual			
Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	124	Manual Of Standards For Children'S Shelter Facilities And Homes	9/12/2008
Subchapter:	2	Administration	
Section	4	**Records (N.J.A.C. 10:124-2.4.)**	

§10:124-2.4. Records

(a) General requirements for shelter facilities and homes:

1. Records required to be maintained by the shelter facility or home pursuant to this chapter shall be kept on file at the shelter facility or at the shelter home coordinator's office.

2. Records shall be open for inspection by an authorized representative of the Bureau.

3. The shelter facility or shelter home coordinator shall ensure the confidentiality of records, in accordance with State law.

(b) Children's records for shelter facilities and homes: The shelter facility or shelter home coordinator shall keep on file a written record for each child, which shall be retained for at least one year following the discharge of the child. The record shall include:

1. Identifying information, as specified in N.J.A.C. 10:124-2.2(c);

2. Health information, as specified in N.J.A.C. 10:124-2.2(a) and (c) 11; and

3. Educational documentation, as specified in N.J.A.C. 10:124-4.5(e); and

4. Documentation regarding the opening of a child's mail at a shelter facility, as specified in N.J.A.C. 10:124-4.13(c).

(c) Staff records for shelter facilities:

1. The shelter facility shall keep on file a written record of every staff member working at the shelter facility.

2. Staff records shall be retained for at least one year following a staff member's separation.

3. Staff records shall include the following information:

i. Name, address, and telephone number;

ii. Qualifications and references;

iii. Medical information, as specified in N.J.A.C. 10:124-3.2;

iv. Dates of employment and prior work history;

v. Documentation of completion of a Criminal History Record Information background check, as specified in N.J.A.C. 10:124-3.8, and a Child Abuse Record Information background check, as specified in N.J.A.C. 10:124-3.9; and

vi. If terminated, date and reason.

(d) Administrative records for shelter facilities: Every shelter facility shall keep on file for at least one year the following written records:

1. A statement of purpose, as specified in N.J.A.C. 10:124-2.1;

2. A copy of the shelter facility's insurance coverage including:

i. Comprehensive liability insurance; and

ii. Fire insurance.

3. Transportation records, if the shelter facility provides transportation, as specified in N.J.A.C. 10:124-6.4;

4. A record of the performance of required twice monthly fire/evacuation drills, as specified in N.J.A.C. 10:124-5.4(d);

5. A current copy of this chapter (Manual of Standards);

6. Staff members' work schedules and time sheets;

7. A record of in-service training programs for staff members, as specified in N.J.A.C. 10:124-3.6(b);

8. A shift log book, which allows every staff member to comment on the activities of his/her working shift on a daily basis;

9. A medication log book, as specified in N.J.A.C. 10:124-4.1(d);

10. A record of signed parental consent or a record of the attempt to obtain such consent when a child is in need of medical or surgical care;

11. A record of policies and procedures regarding discipline and control, as specified in N.J.A.C. 10:124-4.11(a):

12. A record of all incidents/accidents, recorded on an incident/accident report form, explaining all details of the incident/accident and any action(s) taken by the staff/administration;

13. A record of a listing of approved visitors for each child, as specified in N.J.A.C. 10:124-4.12(c);

14. A record of the health procedures, as specified in N.J.A.C. 10:124-4.1(a);

15. A record of scheduled recreational activities, as specified in N.J.A.C. 10:124-4.7(a).

16. A record of menus of food served to the children for a period of not less than the past 30 days;

17. A record of signed parental consent for a child participating in fund raising, publicity, photographing and audio or audiovisual activities related to the shelter facility; and

18. A list of the current membership of the governing body/citizens board, as specified in N.J.A.C. 10:124-3.7(d).

(e) The shelter home coordinator shall keep the following information on file for each home for at least one year after the shelter home parent's separation:

1. An application to provide shelter home care that shall include:

i. Identifying and background information for all members of the household;

ii. Three personal references for the shelter home parent(s); and

iii. A physician's statement attesting to the satisfactory physical and emotional health of all members of the household; and

2. If terminated or inactive, the date and reason; and

3. Documentation of completion of a Criminal History Record Information background check, as specified in N.J.A.C. 10:124-3.8, and a Child Abuse Record Information background check, as specified in N.J.A.C. 10:124-3.9, for the shelter home parent and each household member at least 18 years of age.

(f) The shelter home coordinator shall keep the following administrative records on file:

1. A current copy of this chapter (Manual of Standards);

2. A record of the health procedures, as specified in N.J.A.C. 10:124-4.1(a); and

3. A record of signed parental consent for a child participating in fund raising, publicity, photographing and audio or audiovisual activities related to a shelter home.

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