



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	191	Children'S Partial Care Programs	10/11/2013
Subchapter:	1	Children'S Partial Care Program Standards	
Section	12	Staffing requirements (N.J.A.C. 10:191-1.12)	

§10:191-1.12 Staffing requirements

(a) Agencies operating children's partial care programs shall employ sufficient numbers of qualified staff to provide the required services.

1. Program staffing shall be based on the clinical needs of the population served. There shall be a written description of the staffing pattern and the roles and responsibilities of staff.

2. For 10 or fewer youths, at least two direct care staff shall be present, except that in those cases where there are five or fewer youths, one staff member may be a volunteer, student intern, or non-direct care staff. For more than 10 youths, an additional direct care staff member must be present for each additional group of five youths or portion thereof.

3. The staffing ratio in (a)2 above shall be maintained when youth are participating in an activity organized by the agency, at a location other than the regular partial care program location, including in the vehicle(s) used to transport the youths to the activity and return from the activity.

i. All vehicles used to transport youth shall have a valid motor vehicle inspection sticker issued by the New Jersey Motor Vehicle Commission (MVC).

ii. All drivers transporting youth shall possess a valid driver's license issued by the MVC or by a contiguous state where the driver resides.

(b) Youth and adults served by the same agency shall have no contact with each other during program time or while being transported by program staff or on program-furnished vehicles.

(c) There shall be a current written schedule for all staff and volunteers providing direct services to youth.

(d) Each program shall have an individual who meets the qualifications of a program director (see N.J.A.C. 10:191-1.13(b)).

(e) The partial care program shall have sufficient availability of psychiatric services, so that required psychiatric services are available for each youth. Each youth's treatment shall be under the direction of a psychiatrist as reflected by psychiatrist participation in the treatment plan. The youth's treatment may be under the supervision of an advanced practice nurse (APN) as specified in N.J.S.A. 45:11-45 et seq., who is certified in the category of psychiatric/mental health, as reflected in the APN's participation in the treatment plan and supported by a collaborative agreement with the program psychiatrist and joint protocol document as specified in N.J.A.C. 13:37-8.1.

(f) The agency may utilize student interns, non-direct care staff and volunteers. Such individuals shall not substitute for direct care staff or supervisors.

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