



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	7	Intake (N.J.A.C. 10:191-1.7)	

§10:191-1.7 Intake

(a) Agencies operating children's partial care programs shall develop policies and procedures governing the recording of intake information. Intake information shall include, but not be limited to, the following:

1. Client's identifying information (for example, address, telephone number, emergency contact);
2. Presenting problem, reason for referral as perceived by client, parents, guardian, and significant others, and potential treatment goals and objectives;
3. A brief case history of illness including services received at the agency and elsewhere;
4. A psychiatric diagnosis (if applicable);
5. Indicators of characteristics that identify high risk to service providers in the provision of treatment to the youth;
6. Medical history and medication information;
7. History of drug or alcohol abuse;
8. Current mental health service providers;
9. Other service providers;
10. Family information;
11. Social supports;
12. Relevant educational information; and
13. Legal information relevant to treatment.

