

## **N.J.A.C. 10:37G**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS***

### **Title 10, Chapter 37G -- Chapter Notes**

---

#### **Statutory Authority**

---

##### **CHAPTER AUTHORITY:**

N.J.S.A. 30:4-27.8, 27.9, and 27.10.

#### **History**

---

##### **CHAPTER SOURCE AND EFFECTIVE DATE:**

R.2015 d.101, effective May 21, 2015.

See: 47 N.J.R. 252(a), 47 N.J.R. 1323(a).

##### **CHAPTER HISTORICAL NOTE:**

Chapter 37G, Short Term Care Facility Services, was adopted as R.1997 d.153, effective April 7, 1997. See: 28 N.J.R. 2310(a), 29 N.J.R. 1313(a).

Chapter 37G, Short Term Care Facility Standards, was readopted as R.2002 d.221, effective June 17, 2002. See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

Chapter 37G, Short Term Care Facility Standards, was readopted as R.2008 d.19, effective December 14, 2007. See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 37G, Short Term Care Facility Standards, was scheduled to expire on December 14, 2014. See: 43 N.J.R. 1203(a).

Chapter 37G, Short Term Care Facility Standards, was readopted as R.2015 d.101, effective May 21, 2015. As a part of R.2015 d.101, Subchapter 3, Confidentiality of Patient Records, was adopted as new rules, effective June 15, 2015. See: Source and Effective Date. See, also, section annotations.



## N.J.A.C. 10:37G-1.1

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 1. GENERAL PROVISIONS***

### **§ 10:37G-1.1 Scope and purpose**

---

**(a)**The rules in this chapter shall apply to all Department designated short-term care facilities (STCF) for adults.

**(b)**The Mental Health Screening Law, N.J.S.A. 30:4-27.1 et seq., authorizes the establishment of STCFs to provide assessment services and short-term, intensive psychiatric care to individuals with acute mental illness. Patients are admitted to STCFs through a Department-designated screening center, which has determined that the patient meets the commitment standard of mentally ill and dangerous to self or others, needs intensive treatment, and that appropriate, less restrictive services or facilities are not otherwise available for the patient. The goal of STCFs is to resolve the psychiatric emergency precipitating admission in a location close to the patient's home within an acute length of stay. Services are provided to restore the individual as soon as possible to a level of functioning, which promotes return to community residence and ambulatory treatment, or to ensure further inpatient treatment if needed.

### **History**

---

#### **HISTORY:**

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

In (a), substituted "Department" for "Division" and inserted the hyphen following "short"; and in (b), substituted ", N.J.S.A. 30:4-27.1 et seq.," for "(N.J.S.A. 30:4-27.1 et seq.)" and "Department-" for "Division", and inserted commas following "center" and "functioning".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

## **N.J.A.C. 10:37G-1.2**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 1. GENERAL PROVISIONS***

### **§ 10:37G-1.2 Definitions**

---

The following words and terms, as used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Acute care" means community and in-patient psychiatric services designed to provide stabilization during the acute phase of psychiatric illness.

"Acute care system" means those services either contracted for or designated by the Division in consultation with the appropriate county mental health board or licensed by the Department as part of a geographic area's acute care services. They include, but are not limited to: screening center, affiliated emergency services, short-term care facility, inpatient psychiatric service, acute partial care, crisis housing, integrated case management services (ICMS), acute family support services, and programs of assertive community treatment (PACT).

"Assessment" means evaluation of the individual in crisis in order to ascertain his or her current and previous level of functioning, psychosocial and medical history, potential for dangerousness, current psychiatric and medical condition, factors contributing to the crisis, and support systems that are available for the purpose of developing an appropriate individualized treatment plan that concludes with treatment recommendations. Assessments may include, but shall not be limited to, nursing assessments, psychiatric assessments, psychosocial assessments, rehabilitation/creative arts assessments, and co-occurring disorder assessments, as further delineated at N.J.A.C. 10:37G-2.2.

"Assistant Commissioner for Mental Health and Addiction Services" means the Assistant Commissioner of the Department of Human Services responsible for the Division of Mental Health and Addiction Services.

"Certified screener" means an individual who has fulfilled the requirements set forth in N.J.A.C. 10:31-3.3 and has been certified by the Department as qualified to assess a patient to determine if he or she meets the standard for commitment.

"Comparable STCFs" means:

1. Facilities in the same region;
2. Facilities which are similar in size; and/or

**3. Facilities which serve similar populations (for example, urban, suburban, etc.).**

"Consensual" means the type of admission applicable to a person who has received face-to-face assessments from a certified screener and screening psychiatrist at a designated screening center, which have determined and documented that he or she is dangerous to self, others, or property by reason of mental illness, and who understands and agrees to be admitted to an STCF for stabilization and treatment.

"Dangerous to others or property" means that by reason of mental illness there is a substantial likelihood that the person will inflict serious bodily harm upon another person or cause serious property damage within the reasonably foreseeable future. This determination takes into account a person's history, recent behavior and any recent act or threat.

"Dangerous to self" means that by reason of mental illness the person has threatened or attempted suicide or serious bodily harm, or has behaved in such a manner as to indicate that the person is unable to satisfy his need for nourishment, essential medical care or shelter, so that it is probable that substantial bodily injury, serious physical debilitation or death will result within the reasonably foreseeable future; however, no person shall be deemed to be unable to satisfy his need for nourishment, essential medical care, or shelter if he is able to satisfy such needs with the supervision and assistance of others who are willing and available.

"Department" or "DHS" means the Department of Human Services.

"Designated screening service" means a public ambulatory care service designated by the Commissioner of the Department of Human Services and located in or adjacent to an emergency department in a general hospital, which provides mental health services, including assessment, screening, emergency, and referral services for mentally ill persons in a specified geographic area. A designated screening service is the facility in the public mental health care system wherein a person who may be in need of treatment at a short-term care facility (STCF) or a State or county psychiatric hospital or a unit in a special psychiatric hospital undergoes an assessment to determine what mental health services are appropriate for the person and where those services may be appropriately provided.

"Designation as a short-term care facility" means that a facility has received approval for a certificate of need (CON) application by the Department of Health in consultation with the Department of Human Services and that the Department of Human Services has determined that the STCF applicant meets all of the rules of this chapter and is authorized to begin operating as an STCF, provided that the unit also meets applicable Department of Health licensure requirements. The application for designation shall be submitted at least 60 days prior to planned implementation.

"Division" means the Division of Mental Health and Addiction Services.

"DOH" means the Department of Health.

"Integrated Case Management Services (ICMS)" means personalized, collaborative, and flexible outreach services, offered primarily off-site, designed to engage, support, and integrate individuals with serious mental illness into the community of their choice, and

facilitate their use of available resources and supports in order to maximize their independence.

"Licensed independent practitioner" means an individual permitted by law to provide mental health care services, including, but not limited to, medication prescription privileges, without direct supervision, within the scope of the individual's license to practice in the State of New Jersey pursuant to N.J.S.A. 45:1-1 et seq., and may include physicians and advance practice nurses with mental health certification.

"Mental illness" means a current, substantial disturbance of thought, mood, perception or orientation which significantly impairs judgment, capacity to control behavior or capacity to recognize reality, but does not include simple alcohol intoxication, transitory reaction to drug ingestion, organic brain syndrome or developmental disability unless it results in the severity of impairment as defined herein. The term mental illness is not limited to "psychosis" or "active psychosis," but shall include all conditions that result in the severity of impairment described herein.

"OOL" means the Office of Licensing within the Department of Human Services.

"Patient protected health information" or "patient PHI" means all information, certificates, applications, records, and reports that directly or indirectly identify a patient currently or formerly receiving services, or for whom services were sought.

"Personal safety plan" means a plan in which a patient identifies those interventions or coping strategies that are most effective, as well as those which have been harmful.

"Progress notes" means recordings in the medical record that are legible, complete, dated, timed, and authenticated in written or electronic format by persons directly responsible for the care and active treatment of the patient. Progress notes should be goal-oriented and give a chronological account of how the patient is progressing toward the accomplishment of individual goals in the treatment plan.

"Psychiatric facility" means a State psychiatric hospital listed in N.J.S.A. 30:1-7, a county psychiatric hospital, a psychiatric unit of a county hospital, or a special psychiatric hospital.

"Psychiatrist" means a physician who has completed the training requirements of the American Board of Psychiatry and Neurology and the American Osteopathic Board of Neurology and Psychiatry.

"Recovery from a mental illness" means the deeply personal, unique process of changing one's attitudes, values, feelings, and goals, skill or roles to live a satisfying, hopeful, and contributing life even with the limitations caused by a mental illness. A recovery-oriented mental health system enables persons suffering from mental illness to live, work, learn and participate fully in their communities; and the recovery process enables a person to re-establish a sense of integrity and purpose and to live a satisfying, hopeful and contributory life, within the limitations of the illness.

"Rehabilitation/creative arts therapist" means a person who has a degree from an accredited institution of higher learning in a discipline with a defined course of study addressing assessment and treatment for persons with mental illness. The rehabilitation/creative arts therapist will be licensed or credentialed by the appropriate association or licensure or credentialing board, as applicable and except as approved by

Department waiver pursuant to N.J.A.C. 10:37G-2.9. Rehabilitation/creative arts therapists shall include rehabilitation specialists, and/or art, music, dance/movement, drama, occupational, and recreation therapists.

"Short-term care facility (STCF)" means a closed acute-care adult psychiatric unit in a general hospital for short-term admission of individuals who meet the legal standards for commitment and require intensive treatment. The STCF shall be designated by the Department to serve a specific geographic area within the State. All admissions to short-term care facilities must be referred through a designated emergency/screening mental health service.

"Special psychiatric hospital" means a public or private hospital licensed by the Department of Health to provide voluntary and involuntary mental health services, including assessment, care, supervision, treatment, and rehabilitation services to persons who are mentally ill.

"STCF professional staff" means an individual with a master's degree from an accredited institution in a recognized mental health discipline or a staff member appropriately licensed or certified or regarded as qualified, in accordance with the highest professional standards, to provide such services.

"Systems review committee (SRC)" means a group of representatives of State and county hospitals, acute care provider agencies, family members and consumers, including STCFs, who, under the auspices of the county mental health board and the Division, participate in the monitoring of the acute psychiatric services system in a geographic area. These committees also recommend revisions to the acute care service delivery system for the purpose of improving the service delivery for the patients they share in common.

"Wellness" means an conscious, deliberate, active, and ongoing process of becoming aware of and making choices toward a more successful existence. It includes physical, emotional, intellectual, social, environmental, occupational-leisure and spiritual dimensions, and incorporates disease prevention and health promotion approaches. A wellness lifestyle leads to positive outcomes that can be measured in terms of improved health status, greater productivity, enhanced social relationships, and participation in purposeful activity - all of which provide meaningful opportunities for healing, personal growth, and an improved quality of life.

"Wellness and Recovery Action Plan" or "WRAP" means a plan designed by an individual to serve as a guide to maintaining or regaining wellness. A WRAP may delineate a description of the individual in a state of good mental and physical health, those wellness tools that must be used daily to maintain wellness, early warning signs predicting a decline, a crisis plan or Advance Directive to address illness, and a post-crisis plan.

## History

---

### **HISTORY:**

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

Added "Acute care", "Acute care system", "Assessment", "Certified screener", "Comparable STCFs", "Consensual", "Dangerous to others or property", "Dangerous to self", "Department", "DHSS", "Integrated Case Management Services (ICMS)", "Mental illness", "Psychiatric facility", "Rehabilitation/creative arts" and "Special psychiatric hospital"; deleted "Community liaison"; in "Designated screening center", deleted "psychiatric" following "short-term care"; in "Short-term care facility (STCF)", inserted "residents of" preceding "a specific geographic area".

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

Rewrote definitions "Acute care system", "Assessment", "Consensual" and "Integrated Case Management Services (ICMS)"; added definitions "Assistant Commissioner for Mental Health", "Division", "Licensed independent practitioner", "OOL", "Progress notes", "Recovery from a mental illness", "Wellness" and "Wellness and Recovery Action Plan"; in definition "Certified screener", substituted "Department as qualified" for "Division"; in definition "Department", inserted "or 'DHS' "; and substituted definitions "Designation as a short-term care facility" for "Designation as a short term care facility", "Rehabilitation/creative arts therapist" for "Rehabilitation/creative arts" and "Short-term care facility (STCF)" for "Short term care facility (STCF)".

Amended by R.2015 d.101, effective June 15, 2015.

See: 47 N.J.R. 252(a), 47 N.J.R. 1323(a).

Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law



## N.J.A.C. 10:37G-2.1

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.1 Admission**

---

- (a)**As a recovery-oriented system, the STCF program shall offer a high degree of accessibility with written procedures that shall require the immediate admission of patients who meet the admission criteria whenever an STCF bed is available.
- (b)**STCF policy and procedures shall specify patient responsibility and expectations that include that, as a result of their involvement with an STCF, patients will be better able to manage their illness and improve the quality of their lives.
- (c)**All patients admitted to the STCF shall be referred exclusively through a designated screening service. Prior to admission, all patients shall receive a face-to-face assessment, as defined in N.J.A.C. 10:31, by both a certified screener and a psychiatrist formally affiliated with the screening service to confirm that the patient is mentally ill, the mental illness causes the person to be dangerous to self or dangerous to others or property and the patient needs care at an STCF because other services are not appropriate or available to meet the person's mental health care needs.
- 1.The STCF shall maintain written policies and procedures that describe the referral function of the designated screening service regarding transfers to the STCF from other hospitals or from beds within the same hospital to assure that patients meet the criteria noted at (c) above.
  - 2.The STCF policies and procedures shall specify that the psychiatrist who treats the patient in the STCF shall not also have been the psychiatrist who completed the face-to-face screening evaluation to determine committability or who completed the screening certificate, unless and only after reasonable but unsuccessful attempts were made to have another psychiatrist conduct the evaluation and execute the certificate.
    - i.The STCF policies and procedures shall stipulate that the "reasonable attempts" referred to in (a)2 above shall include but shall not be limited to reassignment, scheduling changes, or any other mechanism that may result in another psychiatrist treating the patient in the STCF.

**ii.**The STCF policies and procedures shall require the documentation of all reasonable but unsuccessful attempts made to avoid the same psychiatrist completing both the screening and clinical certificates.

**(d)**STCF staff shall develop and implement written comprehensive affiliation agreements between the designated screening service, State and county hospitals, and community mental health service providers, to facilitate transfer, linkage, and access to appropriate aftercare services for patients.

**(e)**All the affiliation agreements shall be approved by the Division's Assistant Director responsible for the geographical area served by the STCF or his or her designee biannually during the re-designation process. Affiliation agreements between STCFs and State or county hospitals shall comply with the requirements set forth at N.J.A.C. 10:37G-2.4(d) and (e).

**(f)**The affiliation agreement with the designated screening service shall clearly delineate the STCF admission criteria and the requirement that all referrals to the STCF emanate from the designated screening service.

**(g)**The STCF's written policies and procedures shall specify inclusionary and exclusionary admission criteria that describe the diagnostic and patient characteristics appropriate for the STCF.

**1.**Admission criteria shall include the requirement that only individuals who meet the statutory standard of dangerousness to self or others due to mental illness (N.J.S.A. 30:4-27.2h, i and r) and who require intensive treatment shall be admitted to the STCF.

**2.**Admission criteria shall identify the geographic area or areas in which individuals must reside in order to be considered appropriate for admission to that STCF.

**3.**Pursuant to Division-approved written agreements among designated screening services and STCFs, an STCF shall also be contacted regarding a possible admission of a new patient from outside its geographic area whenever all the STCF beds assigned to that patient's county of residence are full or no STCF exists in the patient's county of residence.

**4.**STCFs can expect the designated screening service with the new admission to inquire regarding the feasibility of such transfers and such approved out-of-county placements and shall cooperate in avoiding clinically unnecessary State or county hospital stays by making unused beds available to consumers from outside their geographic area.

**5.**Admission criteria shall include the requirement that patients with a co-occurring disorder of substance abuse and psychiatric disorder shall be admitted when they meet the other provisions of the admission criteria.

**6.**Admission criteria shall require that patients with a diagnosed organic condition or dementia shall be admitted if their behavior symptoms pose a danger to self or others and if those behavioral symptoms can be ameliorated by the short-term psychiatric intervention available in a STCF.

**7.** Admission criteria shall adequately address clinical and safety concerns and shall not permit the exclusion of a patient for the sole reason of pending criminal charges indicated by a detainer or a requirement that the patient register as a sex offender.

**8.** Admission criteria shall include a provision that no individual otherwise eligible for admission shall be denied admission due to inability to pay or type of insurance coverage.

**9.** Admission criteria shall include a provision that no individual otherwise eligible for admission shall be denied admission due to a medical condition unless the unresolved condition precludes discharge from the screening service.

**(h)** When a new patient meets the admissions criteria and all STCF beds are full, all current patients shall be reassessed for possible transfer to the less restrictive acute unit, to nursing facilities or intermediate care beds, or to State or county hospitals, as appropriate, to allow the admission of the new patient.

**(i)** STCF staff shall comply with the applicable provisions of N.J.S.A. 26:2H-102 et seq., the New Jersey Advance Directives for Mental Health Care Act, and its implementing rules, N.J.A.C. 10:32, including the adoption of such policies and practices as are necessary to provide for routine inquiry at the time of admission and at such other times as are appropriate under the circumstances, concerning the existence and location of an advance directive, pursuant to N.J.S.A. 26:2H-65(a)1.

## History

---

### HISTORY:

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

Rewrote the section.

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

Added new (a) and (b); recodified former (a) through (e) as (c) through (g); in the introductory paragraph of (c), inserted ", as defined in N.J.A.C. 10:31," and substituted "an" for "a" preceding the second occurrence of "STCF"; in (c)1, substituted "(c)" for "(a)"; in (e), inserted "biannually during the re-designation process" and "and (e)"; added new (g)3 and (g)4; recodified former (g)3 through (g)6 as (g)5 through (g)8; in (g)5, substituted "co-occurring disorder" for "dual diagnosis"; in (g)7, inserted "or a requirement that the patient register as a sex offender"; added (g)9; deleted former (f) and (h); recodified former (g) as (h); and rewrote (h) and (i).

Amended by R.2015 d.101, effective June 15, 2015.

See: 47 N.J.R. 252(a), 47 N.J.R. 1323(a).

Substituted "service" for "center" throughout; in (c)1 and (g), substituted "that" for ", which"; in (d), inserted a comma following "hospitals" and following "linkage"; in (e), deleted "herein" following "forth"; and in (g)3, substituted "Division-approved" for "Division approved".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

---

End of Document

## **N.J.A.C. 10:37G-2.2**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.2 Assessment and service planning**

---

**(a)**The STCF's written procedures shall require that STCF staff shall inquire as to the existence of a Wellness and Recovery Action Plan for each patient and shall provide services consistent with that plan.

**(b)**The STCF's written procedures shall require that STCF staff shall complete written diagnostic evaluations of each patient. These evaluations shall provide clear descriptions of each patient's psychiatric, psychosocial, medical and social service needs, trauma history, and other life domains that shall be addressed during their stay in the STCF.

**(c)**The STCF's written procedures shall require that, within 24 hours of admission, the following evaluations, at a minimum, shall be completed:

- 1.A psychiatric assessment and mental status examination, which includes the patient's psychiatric and trauma history and family's psychiatric history and concludes with a diagnosis, and treatment recommendations;
- 2.A physical examination, including a medical, alcohol and substance abuse history and resulting in a summary with conclusions; and
- 3.A nursing assessment by a registered nurse, concluding with individualized clinical treatment recommendations and reflecting nursing staff interventions.

**(d)**The STCF's written procedures shall require the completion, within 24 hours of admission, of an initial treatment plan. This plan shall be completed by a board certified or board eligible psychiatrist or a licensed psychiatric resident under the supervision of a board certified or board eligible psychiatrist to minimally address the patient's presenting problem(s) and any emergent medical or physical needs.

**(e)**The STCF's written procedures shall require that prior to the development of the comprehensive treatment plan, the following evaluations shall be completed:

- 1.A social assessment, including information regarding family, educational, and employment history, current mental health and social services used by the patient, financial status, and current living arrangements, and concluding with clinical treatment recommendations and discharge planning; and

2.A rehabilitation/creative arts assessment that evaluates functional performance and interests related, but not limited to, psychosocial, lifestyle, and environmental factors, and concluding with treatment recommendations.

3.A psychological evaluation, as appropriate;

4.A comprehensive assessment of any known co-occurring disorder, including history and pattern of use or incidence, completed by a person qualified by education and experience to conduct an assessment of mental disorders with co-occurring features; and

5.A nutritional assessment, if clinically indicated.

**(f)**A written comprehensive treatment plan for each patient shall be completed within 72 hours of admission. This written comprehensive treatment plan shall be updated every five days or more frequently as the patient's needs change, and shall:

1. Identify and build upon patient strengths and areas of health, identify needs, and enhance existing skills and supports and shall consider the development of a patient-driven personal safety plan;

2. Be patient-driven and reflect the input of the patient, the patient's family, the psychiatrist, the registered nurse, the social worker, the rehabilitation/creative arts therapist, any other significant hospital staff involved in treatment, and, as appropriate, the findings and recommendations of the ICMS or PACT worker or current treatment provider. Where applicable, STCF staff shall document an invitation to a family member, other relative, a close personal friend of the patient or any other person identified by the patient, as permitted with patient's consent, to participate in treatment planning activities;

3. Include stabilization goals to be achieved by the patient which are discharge-oriented and which address mental, medical, and social goals, as appropriate; and

4. Be based upon the assessment of the life domains necessary for the patient's recovery and return to the community and shall include specific measurable objectives that relate to those goals, indicate frequency of interventions, identify responsible staff and include anticipated time frames for achievement.

**(g)**Clinical privileges shall be provided to ICMS and PACT staff so that they shall have access to the clinical records of the patients they serve and so that they may participate in both the assessment process and the discharge planning process.

**(h)**STCF staff shall document in the patient's record in chronological order the following information:

1. Treatment provided and the patient's response;

2. Implementation of the treatment plan and changes made in the treatment plan;

3. Significant incidents or events occurring during the patient's treatment;

4. Attendance at and level of participation in unit activities and therapies; and

5. Discharge planning.

**(i)**The psychiatrist or licensed independent practitioner shall document all patient contacts and describe the patient's clinical status.

1. Every patient shall receive a face-to-face visit by a psychiatrist or licensed independent practitioner every day unless there is a clinical basis to justify the patient not receiving such a visit, which is documented in the medical record by the psychiatrist or licensed independent practitioner. In all cases, a patient shall receive a visit by a psychiatrist or licensed independent practitioner at least once every two days.

**(j)**The social worker shall document in the patient's record discharge-oriented progress notes twice per week indicating progress toward treatment goals as identified in the assessment and treatment plans.

**(k)**The rehabilitation/creative arts therapist shall document in the patient's record individual discharge-oriented progress notes twice per week indicating progress toward treatment goals as identified in the assessment and treatment plans.

**(l)**Nursing staff shall document in the patient's record individual discharge-oriented progress notes twice per week indicating progress toward treatment goals as identified in the assessment and treatment plans.

## History

---

### HISTORY:

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

Rewrote the section.

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

Added new (a); recodified former (a) through (j) as (b) through (k); in (b), inserted "and other life domains that shall be addressed during their stay in the STCF"; in the introductory paragraph of (e), deleted ", within 72 hours of admission or" preceding "prior"; rewrote (e)2 and (e)4; in the introductory paragraph of (f), inserted "for each patient" and substituted "within 72 hours of admission" for "for the patient"; rewrote (f)1; in (f)2, substituted "Be patient-driven and reflect" for "Reflect", inserted "the patient's family," following "the patient," and deleted "the patient's family," following "therapist,"; rewrote (f)4; in the introductory paragraph of (i), inserted "or licensed independent practitioner"; rewrote (i)1; in (j) and (k), inserted "indicating progress toward treatment goals as identified in the assessment and treatment plans"; and added (l).

Amended by R.2015 d.101, effective June 15, 2015.

See: 47 N.J.R. 252(a), 47 N.J.R. 1323(a).

In (b), inserted ", trauma history,"; in (c)1, inserted "psychiatric and trauma history"; in (f)1, inserted "and shall consider the development of a patient-driven personal safety plan"; and in (f)2, inserted "or current treatment provider. Where applicable, STCF staff shall document an

invitation to a family member, other relative, a close personal friend of the patient or any other person identified by the patient, as permitted with patient's consent, to participate in treatment planning activities".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

---

End of Document



## **N.J.A.C. 10:37G-2.3**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.3 Services to be provided**

---

**(a)**The principles of wellness and recovery shall be applied to the full range of engagement, intervention, treatment, rehabilitation and supportive services that a person may need.

- 1.The environment in which STCF services are delivered shall encourage hope and emphasize individual dignity and respect.
- 2.The STCF system shall help the patient achieve an improved sense of mastery over his or her condition and shall assist the patient in regaining a meaningful, constructive sense of membership in the community.
- 3.The STCF shall respect the cultural and language preferences of the patient.
- 4.Where clinically appropriate, STCF staff shall include the patient in treatment planning activities, including treatment team meetings.

**(b)**As clinically appropriate, STCF staff shall directly provide the following range of intensive services:

- 1.Crisis stabilization and one-to-one monitoring;
- 2.Psychopharmacological treatment;
- 3.Medication education;
- 4.Group therapy;
- 5.Individual therapy;
- 6.Family counseling;
- 7.Rehabilitation/creative arts therapies;
- 8.Rehabilitation/creative arts activities;
- 9.Integrated treatment for mental disorders with co-occurring features;
- 10.Seclusion and restraint, as required pursuant to N.J.S.A. 30:4-27.11d(a)(3), and other special treatment procedures; and

**11.** Sustainable effectiveness in engaging persons in care, such that they can achieve the highest degree of stability and recovery over a long period of time.

**(c)** STCF staff shall schedule therapies and activities on weekdays and weekends, as well as in the evenings and on holidays.

**(d)** STCF professional staff shall provide a minimum of three hours of therapies per day. STCF shall also provide a minimum of two hours of activities per day, which are purposeful, planned, diversified, and support the treatment plan.

**(e)** STCF staff shall develop and implement a written procedure that requires nursing staff, in addition to other STCF professional staff, to be available to meet with families of patients for a minimum of two evenings per week, and at least once during weekends and holidays.

**(f)** STCF professional staff shall provide treatment for a minimum of two evenings per week, and at least once during weekends and holidays.

**(g)** STCF staff shall develop and implement written procedures to address provisions for the treatment of patients with physical limitations and those with medical needs, including, but not restricted to, human immunodeficiency virus (HIV), pregnancy, diabetes, and dialysis.

**(h)** STCF staff shall develop and implement procedures for ensuring that patients' rights, as delineated at N.J.S.A. 30:4-24.2, 30:4-24.3, 27.11 et seq., 27.11d, 27.14, 27.18 and 27.20 and N.J.A.C. 8:43G-4.1, are not violated.

**(i)** STCF staff shall develop and implement a written procedure for ensuring that the notifications required by N.J.S.A. 30:4-27.9a are performed.

**(j)** As authorized by the patient and consistent with Federal and State law, STCF staff shall include family members and advocates in treatment planning and service delivery.

## History

---

### HISTORY:

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

In (a), inserted "activities and" in 7, substituted "assessment, consultation, and counseling/education" for "assessment or consultation" in 8 and amended the N.J.S.A. reference in 9; in (c), substituted "therapy" for "therapeutic activity" and inserted "from an accredited institution" following "master's degree"; rewrote (d) and (e); in (f), substituted "delineated at" for "promulgated in"; rewrote (g).

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

Added new (a); recodified former (a) through (g) as (b) through (h); rewrote (b)7 and (b)8; added new (b)9; recodified former (b)9 as (b)10; in (b)10, substituted "; and" for a period at the end; added (b)11; in (c), substituted "therapies and activities" for "activities and therapies" and inserted a comma following "weekends"; rewrote (d); in (e), substituted "for a minimum of two

evenings per week, or at least once during" for "on evenings,"; added (e)1; in (f), inserted "diabetes,"; in (g), inserted "30:4-24.2," and "27.11d,"; and added (i).

Amended by R.2015 d.101, effective June 15, 2015.

See: 47 N.J.R. 252(a), 47 N.J.R. 1323(a).

Rewrote (d) and (e); added new (f); and recodified (f) through (i) as (g) through (j).

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

## **N.J.A.C. 10:37G-2.4**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.4 Termination, transfer, and referral of patients**

---

**(a)** Procedures for termination, transfer and referral of patients shall be documented in a STCF policy and shall ensure that the continuing service needs of patients are met.

**(b)** STCF staff shall develop a written discharge and aftercare plan for each patient. With the appropriate consent, the STCF shall assertively engage the patient's family member, other relative, a close personal friend of the patient, or any other person identified by the patient. The STCF shall assertively engage the community program in which the patient will be receiving services, in an effort to jointly develop the appropriate discharge and aftercare plan for that patient. The STCF shall document all attempts to engage the family member, other relative, a close personal friend of the patient, or any other person identified by the patient.

**(c)** STCF staff shall develop appropriate mechanisms to ensure linkage with other needed services if clinically appropriate, including, but not limited to, local self-help and other community support services and continuity of care for patients at time of discharge.

**(d)** Affiliation agreements between STCFs and the State and county psychiatric hospitals shall include criteria and procedures for:

1. STCF staff to transfer patients who meet the standard for commitment to the State or county psychiatric hospital, including compliance with the provision at N.J.S.A. 30:4-27.10(i) prohibiting the transfer of an STCF patient less than five days prior to the scheduled date of a commitment hearing, unless such change is dictated by a change in the person's clinical condition and requiring 24 hours advance notice of the pending transfer to the patient, his or her family and his or her attorney;
2. The determination of which patients may be transferred to other facilities prior to the STCF's average length of stay; and
3. STCF staff to obtain patient consent whenever possible and to notify the patient's family as appropriate regarding further in-patient treatment.

**(e)** The affiliation agreements with the State and county hospitals shall specify the respective responsibilities of both parties with regard to medical clearance and all other activities related to the transfer of a patient from STCF to the State or county psychiatric hospital, including designation of a contact person at each facility. The State or county hospital shall agree to

admit patients from the STCF on a voluntary basis, if the results of a psychiatric evaluation indicate that the patient meets the standard for involuntary commitment and needs longer term care but is willing to be admitted consensually. However, STCF's shall agree to make every effort to discharge the person to appropriate voluntary outpatient services before making a referral to a State or county hospital.

**(f)**STCF staff shall develop and enforce a written policy which states that patients shall not be discharged solely because their insurance coverage has been discontinued or has expired.

**(g)**STCF shall develop and implement procedures for ensuring that the commitment documents for each patient are completed and accommodate commitment hearings as scheduled.

## History

---

### HISTORY:

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

Rewrote (b); in (d), substituted "standard for" for "involuntary" in 1 and inserted "further in-patient" in 3; in (e), substituted ", including a designation of a" for "and shall include a designated" and substituted "consensual" and "consensually" for "voluntary" and "voluntarily"; deleted former (f); recodified former (g) and (h) as (f) and (g).

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

Rewrote (b); and in (e), substituted "voluntary" for "consensual" and inserted the last sentence.

Amended by R.2015 d.101, effective June 15, 2015.

See: 47 N.J.R. 252(a), 47 N.J.R. 1323(a).

Section was "Termination, transfer and referral of patients". In (b), added the second and fourth sentences; and in (c), inserted "if clinically appropriate, including, but not limited to, local self-help and other community support services".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

## **N.J.A.C. 10:37G-2.5**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.5 Administration and staffing**

---

**(a)**The STCF shall be sufficiently staffed with qualified personnel to provide STCF services as set forth in this chapter. Staff may be engaged on a full-time, part-time or consulting basis, provided that services are adequate to meet the treatment needs of the patients.

**(b)**If it has fewer than seven beds, the STCF may employ a manager on a half-time basis. If it has seven or more beds, the STCF shall employ the equivalent of a full-time manager. The manager shall be given the responsibility and authority for day-to-day operation of the STCF and shall be charged with assuring that the STCF functions as part of a continuum of care. The manager of the STCF or designee shall be required to actively participate in System Review Committee meetings in the geographic area in which the STCF is located.

**(c)**In addition to employing a manager, the STCF shall, at a minimum, meet the following staffing requirements:

- 1.**The STCF shall have policies and procedures ensuring that total staffing equals a minimum of two full-time direct care positions in appropriate disciplines for each designated bed. The equivalent of up to one full-time clerical position per 10 beds may be included in this category;
- 2.**There shall be a minimum of two full-time nursing staff on the STCF unit on every shift;
- 3.**There shall be no less than one full-time nursing staff for every three patients on day and evening shifts and no less than one full-time nursing staff for every five patients on the night shift, with a minimum of one full-time registered nurse per shift on the STCF unit;
- 4.**A medical director shall be employed no less than half time. The medical director shall be responsible for oversight of the treatment provided at the STCF, supervision of other physicians and education of STCF staff; and
- 5.**STCF staff shall develop and implement a written policy which requires a staffing pattern that includes a multi-disciplinary approach to address the diverse clinical needs of patients.

(d)STCF staff shall develop and implement written procedures for increasing staffing when patients' clinical needs so indicate.

## History

---

### **HISTORY:**

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

In (b), inserted the first sentence and rewrote the second sentence; in (c), deleted "full-time" in the introductory paragraph, substituted "STCF" for "short term care facility" and inserted "full-time" preceding "direct care positions" in 1 and inserted "full-time" throughout in 2 and 3.

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

In (b), inserted "the equivalent of".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

## **N.J.A.C. 10:37G-2.6**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.6 Continuous quality improvement**

---

**(a)**STCF staff shall conduct continuous quality improvement to monitor efforts toward incorporating patients' recovery and wellness goals in assessment and treatment planning activities. These activities shall address the following areas:

- 1.**STCF staff shall monitor the quality and appropriateness of clinical performance;
  - i.**Clinical interventions shall have empirical support either as evidence-based, promising or preferred practices (for example, medication algorithms, motivation-based interviewing) and be disorder-specific and relevant to the patient population being served (for example, dialectical behavior therapy for persons with Borderline Personality Disorder, Cognitive Behavioral Therapy for psychosis, etc.).
- 2.**STCF staff shall identify areas for routine monitoring;
- 3.**The STCF manager shall participate on the STCF quality assurance committee to ensure that STCF quality assurance findings are referred to the hospital-wide quality assurance committee;
- 4.**The STCF manager shall ensure that persistent problems are addressed;
- 5.**The STCF manager shall complete the Systems Review Committee (SRC) STCF form and shall submit it to the Division and the SRC monthly, noting, at a minimum, the number and/or kind of:
  - i.**Admissions;
  - ii.**Admission sources;
  - iii.**Non-admissions (include reason - for example, eligible, but no bed available);
  - iv.**Discharges;
  - v.**Discharge destination;
  - vi.**Transfer;
  - vii.**Occupancy rate; and
  - viii.**Length of stay on the STCF;



6.The STCF manager shall utilize various sources of data on acute hospital in-patient care and review statistics from comparable STCFs to identify areas for special review in order to evaluate performance; and

7.The STCF manager shall report any unusual incidents in accordance with the requirements of N.J.A.C. 10:37-6.108.

## History

---

### **HISTORY:**

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

Rewrote the section.

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

Section was "Quality assurance activities". Rewrote the introductory paragraph of (a); added (a)1i; in (a)5, inserted "(SRC)" following "Committee" and substituted "SRC" for "systems review committee (SRC)" preceding "monthly"; and in (a)5iii, inserted "include reason - for example,".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

## **N.J.A.C. 10:37G-2.7**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.7 Designation and redesignation**

---

**(a)**A candidate for STCF designation shall submit a certificate of need application to the New Jersey Department of Health and respond to whatever follow-up application questions DOH and the Division may have. DOH and the Division shall review all statements and responses by the applicant. Pursuant to the certificate of need rules and subsequent to consultation with the Division, DOH shall approve or disapprove the application and shall so notify the applicant.

**(b)**Application for designation as a STCF must be submitted to the Division a minimum of 60 days prior to the planned STCF implementation.

**(c)**Each applicant seeking designation as an STCF shall receive a site review by Department staff. Thereafter, redesignation reviews shall be conducted every other year by Department staff. STCF staff shall conduct a self-assessment in the year that a Department review does not occur.

**(d)**Site reviews shall assess whether the STCF services are provided according to the rules set forth in this chapter.

**(e)**Site reviews may include, but need not be limited to, a review of statistical and patient information, the self-assessment, and other documents submitted by the STCF. Reviews may be followed by a visit to the STCF unit by Department staff to review clinical records, to observe programming, to interview STCF administration and staff, and to evaluate the physical environment.

**(f)**On behalf of the Commissioner of the Department of Human Services, the Assistant Commissioner for Mental Health and Addiction Services, in consultation with the Division Assistant Director responsible for the geographical area served by the STCF, shall make the determination for designation or redesignation and shall notify the STCF of the determination.

**(g)**Revocation of designation may occur if it is determined by the Division that a STCF is not in compliance with applicable rules or if the life or safety of patients is endangered.

**(h)**In the event that the Division does not designate the STCF, written notice shall be sent to the STCF's executive director or designee and to the STCF's president of the board of directors by the Division providing the basis for the decision.

**(i)**Whenever designation is denied, revoked, or not renewed and the STCF disputes the basis for the action, the STCF may apply to the Assistant Commissioner for Mental Health and Addiction Services for review and submit relevant written material for the Director's reconsideration. A decision shall be rendered within 30 days of the receipt of the written request for a review.

**(j)**The STCF shall inform the Division of any proposed changes affecting its bed complement, in accordance with N.J.A.C. 10:37G-2.8.

**(k)**If the STCF chooses to appeal the decision of the Assistant Commissioner for Mental Health and Addiction Services made pursuant to this section, the STCF may request an administrative hearing, which shall be conducted pursuant to the Administrative Procedures Act, N.J.S.A. 52:14B-1 et seq. and 52:14F-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1. The Commissioner, upon a review of the record submitted by the administrative law judge, shall adopt, reject, or modify the recommended report and decision no later than 45 days after receipt of such recommendations, pursuant to N.J.S.A. 52:14B-10.

## History

---

### HISTORY:

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

Rewrote (a); added a new (b); recodified former (b) as (c) and substituted "applicant" for "STCF"; recodified former (c) through (h) as (d) through (i); added (j); recodified former (i) as (k).

Amended by R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

In (a), substituted "(DHSS)" for the first occurrence of "DHSS"; in (c), substituted "an" for "a" preceding the first occurrence of "STCF" and "every other year" for "annually", and inserted the last sentence; in (f) and (i), substituted "Assistant Commissioner for Mental Health" for "Division Director"; in (f), inserted "Division" preceding "Assistant"; in (j), inserted ", in accordance with N.J.A.C. 10:37G-2.8"; and in (k), deleted "Director's" following "appeal the", inserted "of the Assistant Commissioner for Mental Health", and substituted "N.J.S.A. 52:14B-10" for "N.J.A.C. 52:14B-10".

Amended by R.2015 d.101, effective June 15, 2015.

See: 47 N.J.R. 252(a), 47 N.J.R. 1323(a).

Rewrote the section.



## **N.J.A.C. 10:37G-2.8**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.8 Change in the number of STCF beds**

---

Before effecting a change in the number of STCF beds, STCF staff shall send written notice to the Division, no later than 60 days prior to such a change.

### **History**

---

#### **HISTORY:**

Amended by R.2002 d.221, effective July 15, 2002.

See: 33 N.J.R. 3887(a), 34 N.J.R. 2451(a).

Rewrote the section.

Repeal and New Rule, R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

Section was "Determination of the need for additional STCF beds".

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

## **N.J.A.C. 10:37G-2.9**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 2. OPERATIONAL STANDARDS***

### **§ 10:37G-2.9 Waiver**

---

**(a)**The Division may grant a time-limited waiver of staff requirements described under this section, provided that the following conditions are satisfied:

**1.**The provider agency shall submit a written request for a waiver of staffing requirements to the Assistant Commissioner for Mental Health and Addiction Services or his or her designee at the following address:

Assistant Commissioner

Division of Mental Health and Addiction Services

PO Box 700

Trenton, New Jersey 08625-700;

**2.**The waiver request shall include all documentation justifying issuance of a waiver, including, but not limited to, the type or degree of hardship that would result to the program if a waiver were not granted, and clear clinical or programmatic justification for such a waiver;

**3.**The Assistant Commissioner for Mental Health and Addiction Services reserves the right to request additional information before processing a waiver request;

**4.**Waivers of specific staffing standards shall be granted at the discretion of the Assistant Commissioner for Mental Health and Addiction Services, in consultation with the DHS Office of Licensing, provided that the waiver does not adversely affect the health, safety, welfare, or rights of patients;

**5.**All waiver requests must be reviewed and approved by the Assistant Commissioner for Mental Health and Addiction Services, in consultation with the DHS Office of Licensing;

**6.**Each grant of a waiver may be for a maximum time period of one year or for a period of time specified at the discretion of the Assistant Commissioner for Mental Health and Addiction Services, subject to renewal upon request; and

7.The Division shall communicate in writing to the provider agency indicating which requirements have been waived, the expiration date of the waiver and any conditions or limitations that have been placed on the waiver.

## History

---

### **HISTORY:**

New Rule, R.2008 d.19, effective January 22, 2008.

See: 39 N.J.R. 2434(a), 40 N.J.R. 716(a).

Amended by R.2015 d.101, effective June 15, 2015.

See: 47 N.J.R. 252(a), 47 N.J.R. 1323(a).

Rewrote the section.

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law



## **N.J.A.C. 10:37G-3.1**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 3. CONFIDENTIALITY OF PATIENT RECORDS***

### **§ 10:37G-3.1 Scope**

---

This subchapter shall apply to the confidentiality of patient records in all Department designated short-term care facilities for adults.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2018 by the New Jersey Office of Administrative Law

---

End of Document



## **N.J.A.C. 10:37G-3.2**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 3. CONFIDENTIALITY OF PATIENT RECORDS***

### **§ 10:37G-3.2 Confidentiality of patient records held by STCFs**

---

**(a)** Patient records held by STCFs are confidential protected health information.

**(b)** STCF staff shall comply with all State and Federal confidentiality laws to maintain the confidentiality of patient PHI, including, but not limited to, the protections mandated by N.J.S.A. 30:4-24.3 and 26:5C-7; the Federal privacy rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 CFR Parts 160 and 164, as they apply to the release of and access to patient PHI; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; 34 CFR 361.38, Vocational Rehabilitation Protection, Use and Release of Patient Information; and the Federal Fair Housing Amendments of 1988, 42 U.S.C. §§ 3601 et seq.

## **N.J.A.C. 10:37G-3.3**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 3. CONFIDENTIALITY OF PATIENT RECORDS***

### **§ 10:37G-3.3 Disclosure upon the patient's written authorization**

---

**(a)** Patient protected health information may be disclosed to the extent permitted by a valid, written, unrevoked authorization, signed by the patient or the patient's legal guardian or mental health care representative.

**(b)** The authorization must conform to the requirements of the HIPAA privacy rule at 45 CFR 164.508(a).

**(c)** Authorizations for the release of psychotherapy notes, HIV/AIDS information, and individual drug and alcohol abuse information must specifically identify those records as being subject to release.



## **N.J.A.C. 10:37G-3.4**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 3. CONFIDENTIALITY OF PATIENT RECORDS***

### **§ 10:37G-3.4 Disclosure upon court order**

---

Patient protected health information may be disclosed pursuant to a court order.

NEW JERSEY ADMINISTRATIVE CODE  
Copyright © 2018 by the New Jersey Office of Administrative Law

## **N.J.A.C. 10:37G-3.5**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 3. CONFIDENTIALITY OF PATIENT RECORDS***

### **§ 10:37G-3.5 Disclosure of patient protected health information without authorization or court order**

---

**(a)**In the absence of the patient's authorization or a court order, STCF staff may disclose patient PHI for the following purposes and in accordance with the following conditions:

1. Treatment of the patient. STCF professional staff may disclose the minimum necessary patient PHI that is relevant to a patient's treatment and/or referral for treatment, pursuant to N.J.S.A. 30:4-27.5.c, to staff at a community mental health agency, as defined in N.J.S.A. 30:9A-2, another screening service or a short-term care or psychiatric facility or special psychiatric hospital, as defined at N.J.S.A. 30:4-27.2.
2. Payment related to the patient's care. STCF staff may disclose patient PHI to the extent necessary to conduct an investigation into the financial ability to pay of the patient or his or her chargeable relatives pursuant to the provisions of N.J.S.A. 30:1-12.
3. Individuals directly involved in the patient's care. STCF staff may make the following types of disclosure to the parties indicated in this paragraph, provided that they first comply with (a)4 or 5 below, as applicable:
  - i. STCF staff may disclose to a family member, other relative, a close personal friend of the patient, or any other person identified by the patient, patient PHI directly relevant to the person's involvement in the patient's care or payment related to the patient's care; and
  - ii. STCF staff may use or disclose patient PHI to notify or assist in the notification of (including identifying or locating) a family member, a personal representative of the patient, or another person responsible for the care of the patient, of the patient's location, general condition, or death.
4. Disclosures where the patient is present. If the patient is present for, or otherwise available prior to, a disclosure permitted by (a)3 above and has the capacity to make mental health care decisions, STCF staff may disclose the patient's PHI if they first:

- i. Obtain the patient's verbal agreement;
- ii. Provide the patient with the opportunity to object to the disclosure and the patient does not express an objection; or
- iii. Reasonably infer from the circumstances, based on the exercise of professional judgment, that the patient does not object to the disclosure.

**5.** Limited disclosures when the patient is not present. If the patient is not present, or the opportunity to agree or object to the use or disclosure cannot practically be provided because of the patient's incapacity or an emergency circumstance, STCF staff may, in the exercise of professional judgment, determine a disclosure permitted by (a)3 above is in the best interest of the patient and, if so, disclose only the patient PHI that is directly relevant to the person's involvement with the patient's care. STCF staff may use professional judgment and their experience with common practice to make reasonable inferences of the patient's best interest in allowing a person to act on behalf of the patient to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of PHI.

**(b)** All disclosures of patient PHI shall be documented in the patient's record, and shall describe the patient PHI disclosed, the individual to whom the patient PHI was disclosed, the date of disclosure, and the basis upon which the decision to disclose was made.

**(c)** All decisions to disclose patient PHI pursuant to this section shall be made individually, on a case-by-case basis.

**(d)** A disclosure of patient PHI under this section does not authorize, or provide a basis for, future or additional disclosures.

## **N.J.A.C. 10:37G-3.6**

This file includes all Regulations adopted and published through the New Jersey Register, Vol. 50 No. 18, September 17, 2018

***New Jersey Administrative Code > TITLE 10. HUMAN SERVICES > CHAPTER 37G. SHORT TERM CARE FACILITY STANDARDS > SUBCHAPTER 3. CONFIDENTIALITY OF PATIENT RECORDS***

### **§ 10:37G-3.6 Denials of access to patient protected health information**

**(a)**STCF staff shall comply with the following procedures and standards in the event that a patient request to review the patient's own patient PHI is denied:

- 1.The STCF service's decision to deny a patient access to his or her own patient PHI shall be in writing and given to the patient. The written denial shall state the reason for the denial and shall describe the patient's right to a review of the denial and how the review can be obtained. The written denial shall comply with the additional requirements of the HIPAA privacy rule set forth in 45 CFR 164.524.
- 2.Patients shall be given access to the patient PHI that is not part of the denial.
- 3.Upon the patient's request, the denial decision shall be reviewed by a supervisory licensed health care professional who was not directly involved in the initial denial decision.
- 4.The reviewing official shall uphold the denial decision if:
  - i.The requested information was obtained from someone other than a health care provider under a promise of confidentiality, and where the access requested would be reasonably likely to reveal the source of the information;
  - ii.Disclosure of the requested information, in the professional judgment of a licensed health care professional, is reasonably likely to endanger the life or physical safety of the patient or another person; or
  - iii.The requested information makes reference to another person (unless such other person is a health care provider), and in the professional judgment of a licensed health care professional, access is reasonably likely to cause substantial harm to such other person.
- 5.STCF staff shall provide written notice to the patient of the reviewing official's determination and shall perform whatever other action is necessary to carry out the reviewing official's determination.

NEW JERSEY ADMINISTRATIVE CODE

Copyright © 2018 by the New Jersey Office of Administrative Law

---

End of Document