

**Administrative Order 2:05**  
**Division of Mental Health and Addiction Services Community Addendum**  
**Closure of Incidents**

The purpose of this addendum is to establish policy and procedure specific to the closure of incidents reported by the DMHAS Community providers. The information below provides a hierarchical representation of closure responsibility. This DMHAS Community Addendum is applicable to all DMHAS agencies providing services.

**Office of Investigations**

When an incident occurs at a licensed residential or ambulatory agency site or in the presence of agency staff providing services, the agency is to follow the table shown below for closure.

The information below identifies incident types that require direct investigation by the DHS Office of Program Integrity and Accountability (OPIA), Office of Investigations (OI). OI is responsible for investigating unusual incidents occurring in residential programs or ambulatory licensed programs for the following categories:

<b>Incident Description</b>	<b>Incident Code</b>	<b>Reporting Level</b>
Physical Abuse (major injury)	AB 116	A+
Physical Abuse (moderate injury)	AB 114	A
Sexual Abuse (penetration/genital contact)	AB 420	A+
Sexual Abuse (all other forms of sexual contact)	AB 410	A
Exploitation (equal to or above \$100)	EX 135	A
Neglect (major injury)	NE 216	A
Neglect (moderate injury)	NE 214	B

**NOTE:** The Office of Investigations may investigate an unexpected death if additional concerns/allegations are identified. The UIR Coordinators will notify agencies if OI is investigating an identified consumer death.

Provider agencies are responsible to initiate internal investigations and collect staff and witness statements for abuse, neglect, and exploitation incidents unless directed not to do so by the OI or a component authorized by statute to conduct investigations (i.e. law enforcement).

Fax all investigations to OI, at 609-777-4812.

## Critical Incident Management Unit

When an incident occurs at a licensed residential or ambulatory agency site or in the presence of agency staff providing services, the agency is to follow the table shown below for closure.

Administrative reviews of agency investigations are conducted by the DHS OPIA Critical Incident Management Unit (CIMU). CIMU is responsible for the closure of unusual incidents, occurring in residential programs or ambulatory licensed programs for the following categories:

Incident Description	Incident Code	Reporting Level
Physical Abuse (minor injury)	AB 112	B
Physical Abuse (no injury)	AB 110	B
Verbal Abuse	AB 310	B
Exploitation (improper use of SR by staff)	EX 110	A
Exploitation (below \$100 or undetermined)	EX 145	B
Neglect (minor Injury)	NE 212	B
Neglect (no injury)	NE 211	B
Contraband – Alcohol SR Possession/Use	CN 110	B
Contraband – Drug SR Possession/Use	CN 120	B
Contraband – Alcohol Staff Possession/Use	CN 210	A
Contraband – Drug Staff Possession/Use	CN 220	A
Contraband – Weapons SR/Staff Possession/Use	CN 310	A
Environmental Incident	OP 310	A
Fire- Major Event	OP 430	A+
Fire- Moderate Event	OP 420	A
Fire- Minor Event	OP 410	B
Unexpected Staff Shortages	OP 540	A
Public Safety Issues	OP 530	A+
Operational Breakdown	OP 510	A

CIMU will review your completed agency investigation for quality assurance purposes and close the incident on behalf of the Department. Submit your investigations to CIMU at the address and/fax listed below within 45 days of the incident being reported; it is not necessary to send the investigative reports to the UIR Coordinators. CIMU staff will complete its review within 30 days of receipt of your report and only advise you if additional information is needed.

**NOTE:** CIMU will send a letter to notify agencies that an investigation report is overdue and has been open for forty-five (45) days.

All completed investigation reports are to be faxed at **609-341-2260**. If needed, completed investigation reports, requiring additional attachments, can be sent to the address below:

**Critical Incident Management Unit  
Department of Human Services  
222 South Warren Street, 4<sup>th</sup> floor  
P.O Box 700  
Trenton, New Jersey 08625**

## Division of Mental Health and Addiction Services

Any other incidents not listed above. (Refer to DMHAS Community Incident Category List.)

The Division of Mental Health and Addiction Services (DMHAS) is responsible for the follow-up and closure of unusual incidents occurring in residential programs or ambulatory licensed/non-licensed programs for the following categories:

Incident Types
<b>Physical Assault</b>
<b>Sexual Assault</b>
<b>Criminal Activity</b>
<b>Elopement/Walkaway</b>
<b>Injury Major/Moderate</b>
<b>Medical</b>
<b>Operational</b>
<b>Sexual Contact</b>
<b>Suicide Attempt</b>
<b>Expected Death</b>
<b>Unexpected Death (sudden)</b>
<b>Unexpected Death (suicide)</b>
<b>Unexpected Death (accidental)</b>
<b>Unexpected Death (homicide)</b>
<b>Unexpected Death (undetermined manner)</b>

When incident closure is the responsibility of DMHAS, please ensure that the information (including applicable appendices) is forwarded to the appropriate DMHAS UIR Coordinator.

**Submit reports to [dmhs.incidentrept@dhs.state.nj.us](mailto:dmhs.incidentrept@dhs.state.nj.us); a facsimile report will be accepted as a back-up at (609) 341-2324.**

Submit all follow-up Reports within 45 days of the date that the initial incident is known to agency staff. Please utilize the established incident forms for initial reporting and follow-up reporting, in accordance with DHS and DMHAS policy. When completing the incident reports for follow-up, indicate whether the information contained in the report is informational or can be used for closure. Please be sure to include all information regarding corrective actions taken or projected implementation dates for corrective action.