

**QUALITY IMPROVEMENT PLAN**

**BH**

Company ID Number: 35919

Survey Number: 68421

**Mental Health Association of Essex County, Inc.**  
33 South Fullerton Avenue  
Montclair, NJ 07042  
US

Accreditation Decision: Three-Year Accreditation  
Accreditation Expiration Date: 8/31/2016  
Survey Date(s): 10/2/2013 through 10/4/2013

**Return to CARF by 2/10/2014**

Completed by (Name): Nadine Venezia

Date Completed: November 25, 2013

Job Title: Associate Executive Director

Standard Number for Recommendation	Action to be Taken	Completion Date (Actual or Estimated)
H.5.a (1) – H.5.b (2)	Policies and procedures will be updated to include specific emergency procedures for fires, bomb threats, natural disasters, and utility failures. Program Directors will review all information with staff.	January 15, 2014
H.8.f (14 – H.8.f (16)	Policies and procedures will be updated to address/define abuse, neglect, and suicide or attempted suicide. In addition, a mandatory training on these topics will be added to all staff curriculum.	January 15, 2014
1.7.b. (1) 1.7.b. (2)	Individualized intern job descriptions will be developed and will be distributed to all current interns. As interns begin working at our agency they will receive individualized intern job descriptions.	December 1, 2013
K.5.a – K.5.b (3)	All formal complaints are reviewed by MHAEC's Performance Improvement Committee. However, these complaints will be analyzed annually for trends and will become part of MHAEC's Annual Management Report.	June 30, 2014
D.2.	It will be part of MHAEC's policy to begin working with individuals served as early as possible to develop a transitional plan.	November 18, 2013
D.4.a (1) – D.4.b	It will be part of MHAEC's policy to develop transitional plans with the input and participation of the person served and the treatment team. If consent is given, MHAEC will also work with referral source, other community service providers, family members, and other relevant individuals/providers as appropriate.	December 1, 2013
E.3.k.	MHAEC's Off-Site Trip policy has been updated to reflect MHAEC's medication procedure which is not to hold/distribute any medication during off-site trips. Staff will remind individuals to bring medications with them on	October 14, 2013



	trips and staff will remind/encourage individuals to take medications as prescribed.	
G.2.c.	Staff have been reminded that all information in clinical records must be completed. Paperwork will be reviewed during monthly chart audits to ensure all areas are in compliance.	November 1, 2013

(Please make additional copies of this form as needed)

**CARF INTERNATIONAL**

6951 East Southpoint Road  
 Tucson, AZ 85756 USA  
 Toll-free 888 281 6531  
 Tel/TTY 520 325 1044  
 Fax 520 318 1129

**CARF-CCAC**

1730 Rhode Island Avenue, NW, Suite 410  
 Washington, DC 20036 USA  
 Toll-free 866 888 1122  
 Tel 202 587 5001  
 Fax 202 587 5009

**CARF CANADA**

10665 Jasper Avenue, Suite 760  
 Edmonton, AB T5J 3S9 CANADA  
 Toll-free 877 434 5444  
 Tel 780 429 2538  
 Fax 780 426 7274