



State of New Jersey  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF LICENSING  
PO BOX 707  
TRISTON, NJ 08625-0707

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
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Commissioner

December 18, 2012

Robert N. Davison  
Executive Director  
Mental Health Association of Essex County  
33 South Fullerton Avenue  
Montclair, New Jersey 07042

Dear Mr. Davison:

On behalf of the site review team, I wish to express my appreciation for the cooperation provided by you and your staff during the site review of the Mental Health Association of Essex County. Your Mental Health program licenses are attached to this report. In accordance with licensing regulations N.J.A.C. 10:190-1.1(d), *"A license specific to each separate site shall be issued for every mental health program and shall be conspicuously posted at that site, so as to identify the mental health program and its address."* The original license(s), not copies, must be prominently displayed at each respective licensed program location.

Changes in program service locations and/or new program locations must be reported to the Office of Licensing before they occur. Licenses are not transferable to a new location.

Please review the licenses and notify me immediately of any discrepancies or omissions. I may be reached by phone at 609-292-0211, by e-mail at [alex.burak@dhs.state.nj.us](mailto:alex.burak@dhs.state.nj.us), or by fax at 609-777-1217.

The program review report is attached. It includes the observations of all review team members. A formal response/improvement plan should be provided within forty days of report receipt. The improvement plan should address **all** standards noted in italics in relation to the accompanying surveyor comments. The enclosed "Site Review Remediation Plan" form should be used for this purpose.

Your improvement plan will be attached to the report when it is disseminated as a public document. Thank you for your continued efforts in providing quality mental health services to

New Jersey's citizens. If you have any questions, please feel free to contact me at (609) 292-7261 at your earliest convenience.

Sincerely,



Alex Burak, Quality Assurance Coordinator  
Office of Licensing

c:     SharePoint  
       Joseph Scarpelli, County Mental Health Administrator

Attachments (attached to original letter only):

- Site Review Remediation Plan form
- Original License

**DEPARTMENT OF HUMAN SERVICES**

**OFFICE OF LICENSING**

**SITE REVIEW REPORT**

**Mental Health Association of Essex County**

**33 South Fullerton Avenue  
Montclair, New Jersey 07042**

**SITE REVIEW DATES: August 7, 2012**

**TEAM:**

Amaris Reyes, Team Leader, Office of Licensing, DHS  
Stuart Waldorf, Office of Licensing, DHS  
Crystal Thomas, Office of Licensing, DHS  
Denise Bradeen, Office of Licensing, DHS  
Joseph Scarpelli, Essex County Mental Health Administrator  
Theresa Wilson, Program Analyst, DMHAS

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**EXECUTIVE SUMMARY: MENTAL HEALTH ASSOCIATION OF ESSEX COUNTY**

**DESCRIPTION:**

The Mental Health Association of Essex County was founded in 1950. The agency provides services throughout all of Essex County, with an emphasis on under-served urban populations. The programs and services are designed to promote mental health and to improve the care and treatment of individuals with mental illness. It is a not for profit agency that is funded by the Division of Mental Health Services.

**MENTAL HEALTH SERVICES PROVIDED:**

The agency provides Outpatient, Adult Partial Care, Intensive Family Support Services (IFSS), and Supportive Housing. The type of license being issued for each program is listed in the addendum. Integrated Case Management Services (ICMS) are also provided but the program was not included in the review because there are no regulations for the program and it is not licensed.

**ACCREDITATION:**

The agency is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) from August 2010 through August 2013. Therefore, at the agency's request, deemed status was considered in this licensing review and in accordance with N.J.A.C. 10:190-1.4(c). For those programs granted full deemed status, full licensure was granted based upon Office of Licensing (OOL)'s review of documentation related to licensing history, accreditation, operations, quality improvement, risk management, and any required reporting to DHS. For those programs receiving partial deemed status, the site review primarily focused on staff credentials, clinical records, medication counseling, client rights/grievance procedure and compliance with Level I regulations not addressed by the accrediting body. Any agency programs licensed or inspected by OOL which did not qualify for deemed status received full site reviews or, in selected cases, focused site reviews.

<i>Programs granted full deemed status</i>	<i>Programs granted partial deemed status</i>	<i>Programs receiving focused site reviews</i>	<i>Programs receiving full site review</i>
Adult Partial Care	Outpatient		
Intensive Family Support Services		Supportive Housing	

The agency has developed and implemented a policy and procedure that assures compliance with N.J.A.C. 10:44D, Central Registry. A sample of staff personnel files reviewed included copies of the required "Employee/Volunteer Consent for Employers to Check Form." The forms included dated caregiver signatures as well as the dated signature of the CEO/Executive Director or designee affirming that the Central Registry was checked and that the caregiver is not listed on the Central Registry.

## MANAGEMENT AND INTERNAL CONTROLS

1. *Each PA shall maintain a clean and safe environment which promotes dignity and self respect for staff and clients. [N.J.A.C. 10:37D-2.5 (a)]*

During the review, there was no declining inventory of the agency's sample medication stock. The sample medication log at the time was a running entry that was updated whenever medications were added to the supply of sample medications, and a separate log was used whenever a sample medication was provided to a client. These logs were not reconciled to document what the total for each sample medication logged should be, and whether the total accurately reflected what was actually in stock. However, after the review, the agency developed a process to keep a declining inventory of the medications. No further action is required.

2. *Each PA shall hire clinical staff who are appropriately licensed, certified or trained in order to be able to assume responsibility for the clinical services provided by the PA. [N.J.A.C. 10:37D-2.13 (a)]*

The personnel file for Dr. A.L. lacked evidence of verification of the Federal Drug Enforcement Administration (DEA) Controlled Dangerous Substances (CDS) certificate. However, this was corrected during the review. No further action is required.

## QUALITY ASSURANCE

3. *The RM component of the QA program shall include the following activities: [N.J.A.C. 10:37-9.9 (b) 4]*
  4. *Development of an infection control policy and monitoring of the implementation of the policy.*

The agency has several toys (plush fabric, wood, and plastic) that are utilized in the outpatient program as tools in therapy. The agency needs to modify their current infection control policy to address the toys and their potential to be a conduit for the transmission of contagious diseases, create a process to disinfect them on a regular basis and a method of monitoring to ensure the process is implemented consistently (e.g. a log of when the toys are disinfected that is reviewed periodically and the review results reported to the QA committee).

## Addendum

Mental Health Association of Essex County  
33 South Fullerton Avenue  
Robert N. Davison  
Executive Director

August 7, 2012

License(s) Expiration Date: August 7, 2015

The following table lists each program provided by the Mental Health Association of Essex County, its location, Division of Mental Health and Addiction Services (DMHAS) funding status, and the licensure status resulting from this review. Housing locations for the residential programs are not included. Main office locations for residential programs are provided instead.

<b>Program Element</b>	<b>Program Name</b>	<b>Program Address</b>	<b>Funded by DMHAS</b>	<b>Licensure Status</b>
Outpatient	Center for Low Cost Psychotherapy	33 South Fullerton Avenue, Montclair	Yes	Full
Adult Partial Care	Prospect House	424 Main Street East Orange	Yes	Full Deemed Status
Intensive Family Support Services (IFSS)		33 South Fullerton Avenue, Montclair	Yes	Full Deemed Status
Supportive Housing		60 South Fullerton Avenue, Montclair	YES	Full



# MENTAL HEALTH ASSOCIATION OF ESSEX COUNTY, INC.

Robert N. Davison, M.A., L.P.C.  
EXECUTIVE DIRECTOR

January 15, 2013

## BOARD OF DIRECTORS

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State of New Jersey  
Department of Human Services  
Office of Licensing  
PO Box 707  
Trenton, NJ 08625-0707  
Attention: Alex Burak, Quality Assurance Coordinator  
Office of Licensing

Dear Alex:

In response to your letter dated 12/18/12, attached please find the Site Review Remediation Plan. Here at the Mental Health Association of Essex County, Inc., we strive to provide quality services to the individuals served. We appreciate your input and take your recommendations seriously. We are confident the remediation will meet the requirements.

If you have any questions, please contact me at 973-509-9777 x107 or at [RDavison@mhaessex.org](mailto:RDavison@mhaessex.org).

Thank you,

  
Robert N. Davison, MA, LPC  
Executive Director





Codes: A-I: Accepted (Level I)  
 A-II: Accepted (Level II)  
 N: Not Accepted

DEPARTMENT OF HUMAN SERVICES  
 Office of Licensing

SITE REVIEW REMEDIATION PLAN

Date 1/14/13

Facility Mental Health Association of Essex County, Inc.

PROBLEM #	RESPONSE & ACTIONS (In Measurable Terms)	TARGET DATE MO/DAY/YR	DHS USE ONLY
#3	Policy created to address the process of disinfecting toys on a regular basis & method of monitoring to ensure the process is implemented consistently.	1/15/13	
#1	No further action was required	N/A	
#2	No further action was required	N/A	

**MENTAL HEALTH ASSOCIATION OF ESSEX COUNTY**

**Infection Control Plan for Children's Therapeutic Play Room**

**PURPOSE:**

To establish mechanisms to reduce the risk of nosocomial infection to employees and clients utilizing the Riskin Children's Center Therapeutic Play Room.

**THE POLICY APPLIES TO:**

MHAEC

**NUMBER:**

6.4.07

**POLICY ORIGINATOR:**

Diane Travers, LCSW

**RESPONSIBILITY FOR UPDATING:**

Nurse

**IMPLEMENTATION/REVISION DATE:**

1/08/13

**EXPIRATION DATE:**

None

**APPROVAL SIGNATURE:**



**DATE OF SIGNATURE:**

1/16/2013

**POLICY STATEMENT:** It is the policy of MHAEC that all employees who utilize the RCC Therapeutic Play Room will have a basic understanding of universal precautions and infection control. Preventive practices and control measures will be utilized to minimize the risk of the spread of infection.

**PROCEDURES:**

- The sand tray will be raked and disinfected weekly using an antibacterial spray.
- The therapeutic toys, books and games will be wiped down with an antibacterial wipe after use.
- The therapeutic puppets will be sprayed with an anti-bacterial spray after use.
- Staff responsible for disinfecting the toys and room will initial and date the infection control log which is posted in the play room after each cleaning.
- These steps will be monitored and reported to the Risk Management/Safety Committee to insure compliance. Recommendations of the committee will be supplied to Senior Management Committee and to the Board, if correction or remediation is required.



License No. 302090304

**State of New Jersey**  
**Department of Human Services**  
**Office of Licensing**

**LICENSE**

**Mental Healthcare Association of Essex County**

33 South Fullerton Avenue  
Montclair, NJ 07042

*In accordance with Department of Human Services regulations, NJAC 10-190, is  
hereby licensed to operate*

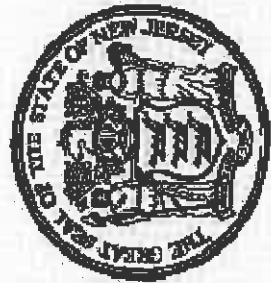
**Outpatient Mental Health Services**  
**Center for Low Cost Psychotherapy**

at

33 South Fullerton Avenue  
Montclair, NJ 07042

**This License is effective from 8/7/2012 to 8/7/2015**

  
Jennifer Velez, Commissioner  
Department of Human Services



License No. 302090405

**State of New Jersey**  
**Department of Human Services**  
**Office of Licensing**

**LICENSE**

**Mental Healthcare Association of Essex County**

33 South Fullerton Avenue  
Montclair, NJ 07042

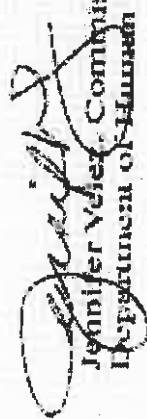
*In accordance with Department of Human Services regulations, NJAC 10-190, is hereby licensed to operate*

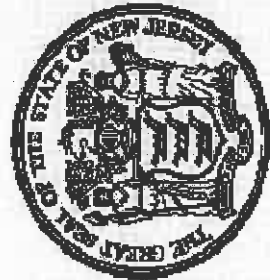
**Adult Partial Care Services**

at

424 Main Street  
East Orange, NJ 07018

**This License is effective from 8/7/2012 to 8/7/2015**

  
Jennifer Velet, Commissioner  
Department of Human Services



License No. 302090312

**State of New Jersey**  
**Department of Human Services**  
**Office of Licensing**

**LICENSE**

**Mental Healthcare Association of Essex County**

33 South Fullerton Avenue  
Montclair, NJ 07042

*In accordance with Department of Human Services regulations, NJAC 10-190, is  
hereby licensed to operate*

**Intensive Family Support Services**

at  
33 South Fullerton Avenue  
Montclair, NJ 07042

**This License is effective from 8/7/2012 to 8/7/2015**

  
Jennifer Velez, Commissioner  
Department of Human Services



**State of New Jersey**  
**Department of Human Services**  
**Office of Licensing**

**LICENSE**

**Mental Healthcare Association of Essex County**

33 South Fullerton Avenue  
Montclair, NJ 07042

*In accordance with Department of Human Services regulations, NJAC 10-37A, is  
hereby licensed to operate*

**Supportive Housing Program**

at  
60 South Fullerton Avenue  
Montclair, NJ 07042

**This License is effective from 8/7/2012 to 8/7/2015**

  
Jennifer Velez, Commissioner  
Department of Human Services