

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Informed Consent

**Chapter:**  
01- General Topics

**Effective Date:**  
01/07/2008

**Revision Date:**

**Policy Number:**  
**01-300-002**

**Executive Director**

## SCOPE:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

## INTRODUCTION:

1. Once an individual has been accepted for admission an acceptance letter and admission packet are sent to the Supports Coordinator/Case Manager to obtain the signature of the Legal Guardian. The admission packets consists of:
  - An outline of the materials needed for admission
  - Keystone Community Resources, Inc. EEO Policy
  - A blank physical exam
  - Personal Data Form (*for 6400 Regulation Homes Only*)
  - Resident's Rights
  - Grievance Policy (*for 3800 Regulation Homes Only*)
  - The Informed Consent (which was developed for obtaining informed consent in circumstances when informed consent is necessary).
  - General Consent and Release Form
  - Consent for Publicity
  - Consent for Financial Management
  - Consent to Participate in Adult Habilitation Program (for individuals who have earned their High School Diploma).
  - Medical/Dental Consent
  - Consent for Emergency Hospital Admission
  - Hepatitis B Vaccine Consent

- Consent for Activity Programs, Day Visits and Therapeutic Leave (*6400 Regulation Homes Only*).
  - Voter Registration Consent (for individuals who are at least eighteen years of age)
2. Once the admission packet has been completed and returned to the Admission Department, the packet will be reviewed by the Admissions Department and the Nursing Department.
  3. Once the packet has been reviewed and a letter confirming funding from the placing agency has been received an admission date will be established.

## **DISCUSSION:**

Persons served under NJDDD contract shall be informed of treatment options and informed consent obtained under guidelines of NJDDD circular #41 attached **Double click on image below to open full text**

**DIVISION CIRCULAR #41  
(N/A)**

**DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES**

**EFFECTIVE DATE:** December 12, 2003

**DATE ISSUED:** December 12, 2003

(Rescinds Division Circular 41, "Informed Consent", issued September 30, 1996)

- I. **TITLE:** Informed Consent
- II. **PURPOSE:** To establish policies to obtain informed consent.
- III. **SCOPE:** This circular applies to all components of the Division as well as providers under contract with or regulated by the Division.
- IV. **POLICIES:**
  - A. Instances where informed consent is required shall be specified in the appropriate Division Circular.
  - B. For minors (individuals under the age of 18), the legal guardians are the natural or adoptive parents unless another guardian has been legally appointed.
  - C. Informed consent shall be required for certain medical, surgical, psychiatric or dental treatments or behavioral interventions and restrictions of individual rights, including the right to privacy.
  - D. Informed consent shall not be coerced.
  - E. A competent individual or the legal guardian of an individual has the right to refuse medical, surgical, psychiatric or dental treatment or behavioral intervention.