



New Jersey Certified Health Services

PERSONNEL and PROGRAM STANDARDS (Revised November 1971)

NEW JERSEY, STATE DEPARTMENT OF HEALTH

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STATE HEALTH AID ACT OF 1966

N.J.S.A. 26:2F-1 et. seq.

1. This act shall be known as the State Health Aid Act of 1966.

2. It is hereby declared to be the public policy of this State to ensure that public health services are provided, protecting all citizens and visitors within this State, by making financial aid available to local health agencies and assisting such agencies to establish and maintain a program of recognized public health activities and to meet minimum standards of performance as prescribed by the Public Health Council in accordance with the provisions of Chapter 177 of the laws of 1947.

3. For the purposes of this act unless the context clearly requires a different meaning:

(a) "Local Health Agency" shall mean and include a county, district, regional, municipal or other local governmental agency organized for the purposes of providing health services.

(b) "Commissioner" shall mean the State Commissioner of Health.

(c) "Special projects and development fund" shall mean the fund established in section 7 of this act.

(d) "Certified health services" shall mean and include those specific administrative activities and health services as planned and provided in a municipality or municipalities by a local health agency or by a person or agency under contract with a local health agency which are approved and certified by the commissioner as being recognized health services meeting personnel and program standards which the Public Health Council is hereby authorized to prescribe.

(e) "State health aid" shall mean State aid for basic health services and State equalization aid for local health purposes but shall not include grants from the special projects and development fund.

(f) "Annual expenditures for health purposes" shall mean the sum expended by a local health agency for certified health services excluding any sum paid to the local health agency as State health aid under the provisions of this act.

(g) "Population" shall mean the number of inhabitants of a municipality or a group of municipalities making up a local health agency jurisdiction as enumerated in the last Federal census, or by a special census made by the Federal Bureau of the Census, or as estimated annually by the Department of Conservation and Economic Development, whichever is most recent, except that military personnel living on military reservations, inmates of State and county institutions and boarding students of schools and colleges shall be excluded.

(h) "Full-time health officer" shall mean a licensed health officer employed by a local health agency to function as such during all the working hours of the regularly scheduled work week of the governmental unit to which the local health agency is attached and not regularly employed during the working hours of that scheduled work week in other activities for which he receives remuneration.

(i) The "foundation program" for each local health agency shall be an amount equal to a capitation for the population within the jurisdiction of the local health agency.

(j) The "distribution table" shall mean a series of percentages of the foundation program establishing the minimum amounts which should be budgeted by a local health agency for each functional activity. The distribution table shall be prescribed by the Public Health Council.

(k) "Criteria for participation" shall mean that a local health agency serving a minimum population of 25,000 is under the administrative direction of a full-time health officer, and all other employees are appropriately qualified and licensed as required by law. The minimum population of 25,000 may be waived at the discretion of the commissioner in the case of a local health agency which from the period beginning January 1, 1960, has carried on and continues to carry on a comprehensive public health program under the direction of a full-time health officer.

4. State aid for basic health services in the amount of \$25,000.00 for each county in this State shall be appropriated annually and shall be made available for distribution by the State Department of Health to the local health agencies which meet the criteria for participation in the county and render certified health services, provided that:

(a) Each municipality which maintains, or participates in, a local health agency eligible for State aid for basic health services shall be entitled to an equal share of the \$25,000.00 allocated for each county.

(b) The maximum amount of State aid for basic health services available to each local health agency shall be the sum of the share or shares to which the municipality or municipalities maintaining or participating in it are entitled.

(c) In no case shall the amount of State aid for basic health services to a local health agency be greater than twice the annual expenditure for health purposes of that agency during the year for which such aid is distributed.

(d) State aid for basic health services shall be expended exclusively for certified health services in administration, environmental sanitation, and communicable disease control.

(e) State aid for basic health services shall not be provided for use in substitution for moneys expended for specific activities, positions or personnel derived from the annual expenditure of the agency for health purposes during either of the 2 years immediately preceding the year for which the State aid is requested.

5. The local fair share of the foundation program shall be determined for the local government jurisdiction included within a local health agency as a sum equal to 0.2 mills per dollar upon the equalized evaluation of the taxing district or districts of these same local governments as certified by the Director of the State Division of Taxation. In the event that the equalization table certified by the Director of the State Division of Taxation shall be revised by the Division of Tax Appeals on or before January 15, the local fair share of any taxing district affected thereby shall be recomputed accordingly and any determination or certification of State aid made previously pursuant to this act shall be amended to conform therewith.

6. State equalization aid for local health purposes shall be an amount representing the excess of the foundation program over the local fair share but not less than \$0.25 per capita of the population in the area of jurisdiction. Such aid shall be available as a grant for distribution by the State Department of Health to each local health agency which meets the criteria for participation provided that:

(a) State equalization aid for local health purposes shall be used exclusively for the support of certified health services provided by the local health agency;

(b) When the sum of the annual expenditure for health purposes and the State aid for basic health services is less than the local fair share, the State equalization aid for local health purposes shall be reduced by the difference;

(c) When the budgetary allocation for any of the functional activities is less than that prescribed by the program distribution table, the State equalization aid for local health purposes available as a grant shall be determined according to the following formula:

$$\text{Grant} = \left\{ \begin{array}{l} \text{State} \\ \text{Equalization} \\ \text{Aid} \end{array} \right\} - \frac{\text{State Equalization Aid}}{\text{Foundation Program}} \times \left\{ \begin{array}{l} \text{Sum of the amounts} \\ \text{that the budgetary} \\ \text{allocation for each} \\ \text{functional activity is} \\ \text{less than that pre-} \\ \text{scribed in the Dis-} \\ \text{tribution Table} \end{array} \right.$$

(d) State equalization aid for local health purposes shall not be provided for use in substitution for moneys expended for specific activities, positions or personnel derived from the annual expenditure of the local health agency for health purposes during either of the 2 years immediately preceding the year for which the State aid is requested.

7. (a) There is hereby established a special projects and development fund which shall consist of all funds appropriated or otherwise made available for the purposes set forth in this section. The commissioner, with the approval of the Public Health Council, may make grants from the special projects and development fund to local health agencies, to hospitals, and to voluntary health agencies to provide State health assistance for new health services and for special health projects in order to stimulate continued development of health services and to assure the citizens of New Jersey the benefits of the most advanced health protection techniques.

(b) Grants from the special projects and development fund for specific purposes shall be made on an annual basis for a period not in excess of 5 years and such grants shall be in diminishing amounts during this period. The commissioner shall determine the conditions applicable to each such grant including the extent of local financial participation to be required. Grants from the special projects and development fund to voluntary health agencies shall not exceed 40% of said fund.

8. A local health agency may qualify for a grant under one or more of sections 4, 6 and 7.

9. On or before a date set by the commissioner but not later than October 15 in each year, the health officer of each local health agency, or in his absence another person designated by the official body under which the local health agency operates, may submit an application for State health aid for the succeeding year. The application shall include the budget of the agency, the plan of work, the short-term objectives, and such other information the commissioner may require, to be presented in a form prescribed by the commissioner. The application shall be certified, under the penalties of perjury, as true to the best knowledge of the person making it.

10. On or before November 15 in each year the commissioner shall determine in accordance with the provisions of this act the amount estimated to be payable during the succeeding year to each of the local health agencies which have submitted a proper and completed application for State health aid.

11. The sum payable as State health aid to each local health agency shall be payable 1/4 on January 1, 1/4 on April 1, 1/4 July 1, and 1/4 on September 1, on the basis of planned expenditures, provided that subsequent payments shall be adjusted so that payment is made upon the basis of actual expenditures. Payments shall be made by the State Treasurer upon certificate of the commissioner and warrant of the Director of the Division of Budget and Accounting.

12. In order to ensure that the State health aid is expended in conformance with the provisions of this act, the commissioner shall, when he deems it in order, have an audit made of the expenditures of moneys and of services provided by the local health agency receiving State health aid and shall, when he shall deem it necessary, have examined all books, papers and vouchers of the agency and its fiscal agent and shall have free and unrestricted access thereto for that purpose.

13. When it has been determined that a local health agency fails to provide certified health services called for in its plan of work as stated in its application for State health aid or ceases to comply with the criteria for participation, State health aid may be reduced or discontinued by the commissioner when, in his judgment, such action serves to further the general purposes of this act.

14. Each local health agency receiving State health aid shall on or before February 15 in each year, following the year for which the State health aid was received, prepare and file with the commissioner an annual report for the preceding calendar year. Such report shall state the condition of the public health within the limits of its jurisdiction, noting therein any special cause for the deterioration of health or of hazard thereto, and shall contain answers to any questions which may have been addressed to the local health agency by the commissioner.

15. The capitation for the purposes of this act shall be specified for each calendar year in the immediately preceding General Appropriation Act.
The capitation for the year 1966 shall be \$1.50.

16. This act shall become effective July 1, 1966 and State health aid provided in this act shall be made available beginning January 1, 1967.

PERSONNEL AND PROGRAM STANDARDS

FOR

CERTIFIED HEALTH SERVICES

AUTHORIZATION

Chapter 36, P.L. 1966 provides in Section 3 (d) that:
" 'Certified health services' shall mean and include those specific administrative activities and health services as planned or provided in a municipality or municipalities by a local health agency or by a person or agency under contract with a local health agency which are approved and certified by the commissioner as being recognized health services meeting personnel and program standards which the Public Health Council is hereby authorized to prescribe. "

_____o_____

Pursuant to Section 3 (d) of Chapter 36, P.L. 1966 the Public Health Council of the New Jersey State Department of Health on November 8, 1971 by resolution prescribed the following "certified health services" and the personnel and program standards therefor. The effective date will be November 8, 1971.

/s/ _____
Harry J. Robinson, M.D.

The Public Health Council of the
New Jersey State Department of Health
ATTEST:

/s/ _____
Michael S. Kachorsky, Secretary

FUNCTIONAL ACTIVITIES

I. ADMINISTRATION AND SUPPORTING SERVICES

GENERAL ADMINISTRATION

Certified Health Service

A. Establish the administrative apparatus to manage the activities of the local health agency.

Program Standards

1. Provide the services of a full-time, licensed Health Officer who will have administrative responsibility for all agency activities.
2. Develop and maintain a health advisory committee when there is no separate, autonomous local board of health.
3. Establish and apply planning techniques in order to:
 - a. Determine and define public health problems and needs based upon analyses and interpretations of health statistics and other pertinent information.
 - b. Establish program priorities based upon needs, resources and local demands.
 - c. Develop pattern of activities to meet the current problems and needs in accordance with Personnel and Program Standards for Certified Health Services.
 - d. Evaluate current programs periodically to determine progress, need for continuation or expansion.
4. Establish staffing and written personnel policies applicable to all persons employed by the health agency.
5. Conduct office practices and fiscal procedures which will:
 - a. Provide for reception and telephone answering services during regular business hours.
 - b. Provide for prompt issuance of licenses and permits during regular business hours.
 - c. Maintain a filing system to make correspondence and records readily available to health agency personnel.

d. Provide records and forms for reporting by health agency personnel. Standard inspection forms shall be based upon the requirements contained in the specific regulation covering each inspection activity.

e. Maintain an accounting system to ensure control of income and expenditures, supplies and equipment, and blank licenses, certificates and permit forms.

f. Institute record management practices in conformity with the records retention schedule for local health records as prepared by the Archives and History Bureau, New Jersey State Library, Department of Education.

6. Provide physical facilities and equipment to include:

a. Safe, sanitary, attractive, well-lighted and heated quarters adequate in size to accommodate the offices and clinics operated by the health agency.

b. Office and communication equipment of a type and quantity to enable personnel to function competently and efficiently.

c. Necessary transportation for field personnel.

7. Provide for recruitment of personnel.

Personnel Standards

Health Officer, administrative and office personnel as needed.

COMPREHENSIVE AREA-WIDE HEALTH PLANNING

Certified Health Service

B. Provide for comprehensive area-wide health planning.

Program Standards

1. Participate with other health agencies in the establishment and maintenance of area-wide comprehensive health planning.

2. Area-wide comprehensive health planning should include:

a. Analysis of community health conditions, problems and needs.

- b. Analysis of community health services, health facilities and health manpower.
- c. Formulation of short-term and long-term area-wide health goals and objectives.
- d. Development of a short-term area-wide health plan and a long-term projection.
- e. Provisions of mechanisms for implementing area-wide health plans.
- f. Provision of mechanisms for continuing evaluation of health problems, resources and progress in implementing plans.

Personnel Standards

Health Officer and other administrative and/or technical personnel.

EMERGENCY MEDICAL SERVICES

Certified Health Service

C. Participate in the establishment and maintenance of local Emergency Medical Services in cooperation with the State Agency designated under the "Highway Safety Act of 1966 (89-564)."

Program Standards

1. Organization of or participation in the operations of an emergency medical care system in accordance with community needs that will:
 - a. Integrate the ambulance services, hospital resources, police activities, and other community resources into an efficient, competent and time-conserving emergency system.
 - b. Utilize ambulance services and hospital emergency services which meet the criteria of the State Agency.
2. Establishment of a Medical Advisory Board that will:
 - a. Develop medical policies for the Emergency Medical Care System.
 - b. Maintain liaison with such groups as the Medical Society, individual physicians, and other appropriate professional groups.

3. Maintenance of or participation in the operation of a 24-hour Medical Emergency Communication Service that will:

a. Dispatch ambulances.

b. Locate available and appropriate treatment facilities.

c. Initiate mobilization of treatment team.

4. Ambulance attendants and drivers must be certified by the State Agency.

5. Secure reports of emergency medical care episodes from ambulance attendants, hospital emergency departments, and other appropriate individuals and/or agencies; forward such reports to the State Agency.

6. Provide training programs for certification of ambulance attendants and drivers, and other emergency care personnel and provide refresher training programs in cooperation with the State Agency.

7. Provide periodic inspections, using a standard inspection form, of ambulances, ambulance equipment and of premises where ambulances are garaged. Make follow-up inspections when deficiencies are found and take necessary enforcement action.

8. Maintain a file in the appropriate health agency office on each ambulance service and hospital emergency department to include records of inspections and enforcement actions taken.

9. Stimulate public education in first aid and medical self-help.

Personnel Standards

Physician, Training Officer, Sanitary Inspector, First Grade, and Emergency Health Coordinators.

HEALTH EDUCATION

Certified Health Service

D. Administer a planned health education program.

Program Standards

1. Identify health education needs, establish objectives, utilize appropriate educational methods and evaluate efforts.

2. Identify and involve local leadership in community action to develop and maintain needed health services at a level meeting accepted standards of quality.
3. Develop cooperative relationships of the health departments with other health agencies serving the community.
4. Determine, secure or develop health education materials and utilize appropriate media to:
 - a. Assist health agency staff in their activities.
 - b. Provide specific health information.
 - c. Inform citizens of the objectives, programs and activities, and accomplishments of the health agency.
5. Utilize appropriate educational techniques and involvement to provide:
 - a. In-service training for agency staff.
 - b. Education for citizens and community groups.
6. Organize a library of current technical and professional textbooks, periodicals and other publications for use by the agency staff.

Personnel Standards

Health Educator.

LABORATORY SERVICES

Certified Health Service

- E. Provide for public health laboratory services.

Program Standards

Laboratories providing the local health agency with services such as bacteriological examination for communicable diseases, for testing of water, milk or foods, and serological tests for syphilis, must hold a certificate of approval issued by the State Department of Health.

Personnel Standards

Supervisor of Public Health Laboratory;

Public Health Laboratory Technicians, as needed.

Certified Health Service

F. Provide clinical laboratory services.

Program Standards

Laboratories providing the local health agency with clinical or medical laboratory services must be registered by the New Jersey Board of Medical Examiners. Such laboratories must meet the "Conditions for Coverage of Services of Independent Laboratories" published by the United States Department of Health, Education and Welfare as part of the Health Insurance for the Aged Program. The examination of tissues and cytological specimens shall be under the direction of a physician qualified in laboratory medicine.

Personnel Standards

Laboratory Director; Public Health Laboratory Technicians, as needed.

MIGRANT HEALTH SERVICES

Certified Health Service

G. Conduct a program of health services for seasonal agricultural workers.

Program Standards

1. Provide public health nursing services for seasonal migrant agricultural workers employed in the community.
2. Conduct health educational activities for agricultural workers.
3. Provide prenatal and postpartum services for the dependents of seasonal migrant agricultural workers.
4. Provide child health conferences for examination of infants and preschool children of seasonal migrant agricultural workers based upon the current New Jersey State Department of Health's publication "The Child Health Conference."
5. Conduct a camp sanitation and safety program for camps established for seasonal migrant agricultural workers.
6. Provide ambulatory medical care as needed.
7. Provide social services as needed.
8. Provide emergency dental treatment.

Personnel Standards

Physician, Public Health Nurse and Sanitary Inspector, First Grade and, as needed, dentist.

PHYSICAL THERAPY SERVICES

Certified Health Service

H. Provide physical therapy services.

Program Standards

1. Provide physical therapy services to persons such as: crippled children, the chronically ill and aged; such services should be consistent with "Policies and Procedures for Physical Therapy Services" established by the State Department of Health.
2. Provide in-service training and consultation to the local health agency staff regarding physical therapy procedures.
3. Assist in identification of need for physical therapy services in the community and in provision of consultation to community health agencies.

Personnel Standards

Physical Therapist; Physical Therapist Aides, as needed.

PUBLIC HEALTH NURSING

Certified Health Service

I. Provide public health nursing administration.

Program Standards

1. Plan public health nursing services in accordance with community health needs.
2. Provide clearly defined written purposes or objectives.
3. Provide up-to-date written administrative and personnel policies for nurses and other professional personnel.

4. Establish a professional advisory body, composed of at least three licensed physicians and a registered professional nurse, qualified as a public health nurse director or supervisor, which establishes medical policies and maintains liaison with the medical society and individual physicians.

5. If the agency consists of more than eight staff nurses, at least one public health nurse supervisor is required for each additional ten nurses or fraction thereof.

6. Maintain and use individual, family and other service and clinical records.

7. Provide a staff education program.

8. Prepare an annual summary of services rendered using standard definitions and classifications.

Personnel Standards

Director of Public Health Nursing Service or
Public Health Nurse Supervisor (s).

SOCIAL-WORK SERVICES

Certified Health Service

J. Provide social-work services.

Program Standards

1. Provide direct social case work services to selected individuals and families.

2. Provide consultation to the local health agency staff in assessing social, emotional, and adaptive problems.

3. Advise local health agency staff on community health services to enable them to make appropriate referrals.

4. Collaborate with local health agency staff in analyzing pertinent community health resources, in identifying deficiencies, and in directing community attention toward remedial action.

Personnel Standards

Social Worker - Health.

VITAL RECORDS AND STATISTICS

Certified Health Service

K. Conduct a vital records and statistics program.

Program Standards

1. Secure reporting of births, marriages, deaths and fetal deaths.
2. Make copies of vital records; transmit original certificates and copies to agencies as required by law.
3. Issue copies of vital records as provided by law.
4. Prepare public health statistics from reports of vital events.
5. Provide fire protection system to preserve vital records.

Personnel Standards

Registrar of Vital Statistics; office personnel, as needed.

DRUG ABUSE CONTROL

Certified Health Service

L. Provide a planned drug abuse control program.

Program Standards

1. Identify the drug abuse problem in the community, establish objectives, utilize appropriate educational methods and evaluate efforts.
2. Identify and involve local leadership in community action to develop and maintain interest in the drug abuse problem and its control.
 - a. Maintain liaison with local law enforcement personnel, clergy, treatment centers, etc.
 - b. Coordinate activities with county and State drug abuse control agencies, official and voluntary.

3. Determine, secure or develop education materials and utilize appropriate media to:

- a. Assist drug abuse control agencies and other educational agencies in their activities.
- b. Provide specific drug abuse information.
- c. Inform citizens of the objectives, programs and activities, and accomplishments of drug abuse control programs.

4. Organize a library of current technical and professional textbooks, periodicals and other publications for use by the agency staff.

Personnel Standards

Health Officer and as needed ancillary personnel.

II. ENVIRONMENTAL SANITATION

ACCIDENT PREVENTION

Certified Health Service

A. Conduct an accident prevention program.

Program Standards

1. Establish an accident reporting system in agreement with physicians, hospitals, schools, industries and the police department.
2. Establish liaison procedures with the local Poison Control Center.
3. Follow-up reported accidents and poisonings as to cause of death or injury to determine the prior condition of the victim and the environmental factors involved. Ensure that a standard report on each accident or poisoning investigated is completed; standard reports completed by other agencies may be used.
4. Analyze report forms periodically to determine the frequency that personal and environmental factors are associated with accidents.
5. Plan and evaluate activities for the prevention of accidents on the basis of these analyses.
6. Use educational services and films; conduct safety courses for schools, civic organizations and industries.
7. Conduct a safety program for the staff of the health department.

Personnel Standards

Health Officer and other technical personnel.

AIR SANITATION

Certified Health Service

B. Conduct an Air Pollution Control Program.

Program Standards

1. Enact and enforce a local air pollution control ordinance which has been approved by the State Department of Environmental Protection which is

consistent with the current "Guidelines for Local Ordinances" and "The Plan to Implement the Guidelines."

2. Assist the State Department of Environmental Protection in the administration of the New Jersey Air Pollution Control Code by reporting the sources of air pollution which require the attention of the State program, gathering evidence as required and providing witnesses when needed.

3. Assist in the enforcement of the Air Pollution Emergency Control Act (1967) as recommended by the State Department of Environmental Protection.

Personnel Standards

Health Officer and/or Director of Air Pollution Control; Air Pollution Inspector and/or Sanitary Inspector, First Grade, who is certified by the State Department of Health as qualified to perform smoke control activities.

BATHING PLACES

Certified Health Service

C. Control sanitation and safety at public bathing places.

Program Standards

1. Conduct a sanitation and safety program for public bathing places based upon local ordinances providing standards at least equivalent to the current edition of the "Swimming Pool Code of New Jersey" and the "Lake Bathing Places, Bacteriological, Sanitary and Safety Guides" established by the State Department of Health.

2. Inspect, using a standard inspection form, each public bathing place at least twice during the operating season. Make follow-up inspections when deficiencies are found and take necessary enforcement actions.

3. Maintain a file in the local health agency office on each public bathing place to include records of inspections and enforcement actions taken.

Personnel Standards

Sanitary Inspector, First Grade.

CAMPS

Certified Health Service

D. Conduct a camp sanitation and safety program.

Program Standards

1. Conduct a sanitation and safety program for resident camps and day camps based upon local ordinances providing standards at least equivalent to the current editions of "Requirements for Certificate of Approval for Summer Resident Camps" and "Requirements for Certificate of Approval for Day Camps," established by the State Department of Health.
2. Enforce Chapter XI of the State Sanitary Code.
3. Inspect, using a standard inspection form, each resident camp, day camp, or private campground at least twice during the operating season. Make necessary follow-up inspections and take necessary enforcement actions.
4. Maintain a file in the local health agency office on each resident camp, day camp, or private campground to include records of inspections and enforcement actions taken.

Personnel Standards

Sanitary Inspector, First Grade.

FOOD ESTABLISHMENTS

Certified Health Service

E. Maintain surveillance of food establishments.

Program Standards

1. Conduct a food establishment program based upon State law and local ordinance providing standards at least equivalent to the current edition of the "Retail Food Establishment Code of New Jersey."
2. Conduct a vending machine program based upon State Law and local ordinance providing standards at least equivalent to the current edition of the "Food and Beverage Vending Machine Code of New Jersey."

3. Inspect food establishments and food and beverage vending machines on a periodic basis; make follow-up inspections when deficiencies are found; complete a standard report for each inspection made.
4. Initiate appropriate enforcement action to secure compliance with State law and local ordinance; collect and prepare evidence for legal action.
5. Maintain a food establishment and vending machine file at the local health agency office containing inspection reports and reports of enforcement actions taken.
6. Provide or conduct training courses for supervisors of food handlers.
7. Collect samples and provide for laboratory analyses of food suspected of being adulterated, misbranded or unwholesome.
8. Embargo all food known or suspected to be adulterated, misbranded or unwholesome within the meaning of local ordinance or State law.
9. Condemn and destroy, or otherwise dispose of food which is adulterated, misbranded or unwholesome within the provisions of local ordinance or State law.

Personnel Standards

Sanitary Inspector, First Grade, who is also certified by the State Department of Health to accomplish the above activities.

HAZARDOUS SUBSTANCES LABELING

Certified Health Service

- F. Conduct a hazardous substances labeling program.

Program Standards

1. Conduct, at least annually, investigations of local retail sources of hazardous substances to determine if products are labeled in accordance with the "New Jersey Hazardous Substances Labeling Law."
2. Establish liaison with Poison Control Centers, fire and police departments, rescue squads, and hospitals not serving as Poison Control Centers in order to have access to current poisoning data.
3. Perform follow-up investigations of all illnesses, injuries, or deaths reported as being caused by the ingestion, inhalation, or contact with a hazardous substance.

4. Notify the State Department of Health of all products found bearing a manufacturer's label which is not in compliance with the "Hazardous Substances Labeling Law."

5. Conduct a consumer educational and prevention program.

Personnel Standards

Sanitary Inspector, First Grade.

HOUSING

Certified Health Service

G. Conduct a housing program.

Program Standards

1. Conduct a program covering the maintenance and health aspects of housing based upon municipal ordinance providing standards at least equivalent to the current edition of the "New Jersey State Housing Code."

2. Survey the area of jurisdiction for housing code violations; determine localized problem areas.

3. Conduct educational programs directed to owners and tenants in problem areas.

4. Inspect housing and complete standard inspection reports; make necessary follow-up inspections. Primary focus of such activities shall be in problem areas.

5. Initiate appropriate enforcement actions to secure compliance with the housing ordinance; prepare legal evidence for such actions.

6. Maintain a file on each dwelling inspected to include inspection records and enforcement actions taken.

Personnel Standards

Housing Inspector and/or Sanitary Inspector, First Grade, who possesses a certificate issued by the Bureau of Government Research, Rutgers - The State University.

INSECTS AND RODENTS

Certified Health Service

H. Control the prevalence of insects and rodents.

Program Standards

1. Conduct an insect and rodent control program based upon local ordinance providing standards at least equivalent to the current provisions of the "Public Health Nuisance Code of New Jersey" as they relate to the harborage, breeding, and abatement of insects and rodents.
2. Survey the area of jurisdiction to determine localized insect and rodent problem areas.
3. Inspect problem areas; make necessary follow-up inspections and take required enforcement actions.
4. Conduct educational programs directed to owners and tenants in problem areas.
5. Maintain a current file on each insect and rodent problem area to include the person or agency responsible for the premises as well as inspection records and enforcement actions taken.

Personnel Standards

Sanitary Inspector, First Grade.

INSTITUTIONAL SANITATION

Certified Health Service

I. Control sanitation in institutions.

Program Standards

1. Conduct a sanitation program for institutions including, but not limited to, hospitals, nursing homes, extended care facilities, schools, boarding homes for sheltered care, and homes for the aged based upon State law; local ordinances providing standards at least equivalent to the current edition of the "Retail Food Establishment Code of New Jersey," the "Food and Beverage Vending Machine Code of New Jersey" and other pertinent local ordinances and statutes.
2. Inspect all institutions, using a standard inspection form at least once a year. Make follow-up inspections when deficiencies are found and take necessary enforcement actions if indicated.

3. Maintain a file in the local health agency office on each institution to include records of inspections and enforcement actions taken.
4. Notify appropriate State agency of findings and enforcement actions taken.

Personnel Standards

Sanitary Inspector, First Grade.

MILK AND MILK PRODUCTS

Certified Health Service

- J. Regulate milk, milk products and frozen desserts.

Program Standards

1. Regulate milk and milk product distributors through reports issued by the "Reciprocal Milk Inspection and Sampling Programs" of the State Department of Health.
2. Inspect and collect product samples at least semiannually from establishments preparing frozen desserts for sale at retail level; complete and file standard inspection reports.
3. Inspect routinely milk depots and vehicles transporting milk and milk products for sanitation and refrigeration.
4. Inspect labeling and refrigeration of milk and milk products during routine food establishment inspections.
5. Collect samples and provide for laboratory analyses of milk, milk products and frozen desserts when products are suspected of being adulterated, misbranded, or unwholesome.
6. Initiate appropriate enforcement actions to secure compliance with State law and local ordinance; collect and prepare evidence for legal actions.

Personnel Standards

Sanitary Inspector, First Grade.

MOBILE HOME PARKS

Certified Health Service

- K. Conduct a mobile home park sanitation and safety program.

Program Standards

1. Conduct a sanitation and safety program for mobile home parks based upon State law and "Chapter IX of the State Sanitary Code."
2. Inspect each mobile home park on a periodic basis, as needed, to ensure compliance; make necessary follow-up inspections and take necessary enforcement actions; complete a standard report for each inspection.
3. Conduct educational programs directed to park operators.
4. Maintain a file in the local health agency office on each mobile home park to include records of inspections and enforcement actions taken.

Personnel Standards

Sanitary Inspector, First Grade, who is in addition certified by the New Jersey State Department of Health as qualified for mobile home park inspection activities.

OCCUPATIONAL HEALTH

Certified Health Service

- L. Control sanitation in places of employment.

Program Standards

1. Conduct a sanitation program in places of employment based upon:
 - a. A local ordinance, adopted by the governing body, which is at least equivalent to the provisions of the "Worker Health and Safety Act, Chapter 154, P. L. 1965," and to regulations on industrial sanitation promulgated pursuant to this Act;
 - b. Local ordinance containing requirements equivalent to the current editions of the "Retail Food Establishment Code of New Jersey," the "Food and Beverage Vending Machine Code of New Jersey" and the "Coin Operated Dry Cleaning Establishment Code of New Jersey."
2. Inspect at least annually, using a standard inspection form, each place of employment as defined in 1.a. above. Make follow-up inspections when deficiencies are found; take necessary enforcement actions.
3. Maintain a file in the local health agency office for places of employment to include records of inspections and enforcement actions taken.

Personnel Standards

Sanitary Inspector, First Grade.

PLUMBING

Certified Health Service

M. Conduct a program regulating the installation and alteration of plumbing.

Program Standards

1. Conduct a plumbing control program based upon local ordinance providing standards at least equivalent to the current edition of the "Plumbing Code of New Jersey."
2. Inspect plumbing installations and alterations in accordance with local ordinance; take required enforcement actions.
3. Maintain a file of plumbing plans, inspection reports and enforcement actions at the health agency office.

Personnel Standards

Full-time Plumbing Inspector, First Grade.

POTABLE WATER SUPPLIES

Certified Health Service

N. Control potable water supplies.

Program Standards

1. Examine plans, issue certifications and permits, and take water samples from newly constructed or altered individual and semipublic water supply systems to ensure that they conform to requirements not less than those of the "Standards for the Compliance of Water Supply Systems for Realty Improvements (Chapter 199, P. L. 1954)" and the current edition of the "Individual and Semi-public Water Supply Code of New Jersey."
2. Inspect individual water supplies, collect samples and provide for the laboratory analyses of water when there is reason to believe that the supply may be contaminated or open to contamination.
3. Inspect semipublic water supplies and collect samples semiannually or more often if indicated.

4. Participate upon request of the State Department of Health in its statutory sampling program of public water supply systems.

5. Survey premises served by semipublic and public water supply systems for plumbing cross connections to ensure compliance with the "Plumbing Code of New Jersey;" secure the abatement of such plumbing cross connections.

6. Survey premises for unapproved physical connections between public water supplies and nonpublic water supplies; secure removal of such unapproved physical connections or require installation of approved physical connections in accordance with R.S. 58:11-9.1 et seq.

7. Perform initial inspections, quarterly follow-up inspections including annual internal inspections of approved physical connections to ensure compliance with R.S. 58:11-9.1 et seq.

8. Maintain a record of all plans, certifications, inspections, sampling analyses and actions taken relating to nonpublic water supply systems and cross connections.

Personnel Standards

Sanitary Inspector, First Grade; full-time Plumbing Inspector, First Grade, as needed.

RAGWEED AND POISON IVY

Certified Health Service

0. Control ragweed, poison ivy, and other noxious weeds.

Program Standards

1. Conduct a weed control program based upon local ordinance providing standards at least equivalent to the current edition of the "Weed Control Code of New Jersey," on both public and private property.

2. Survey for ragweed and poison ivy and other noxious weeds to identify problem areas; take necessary enforcement actions.

3. Conduct educational programs for municipal weed control officials and property owners covering the identification of noxious weeds, the proper use of herbicides and other effective weed control measures.

4. Maintain a current file on each area of noxious weed growth to include type, magnitude and person or agency responsible for premises, as well as inspection records and enforcement actions taken.

Personnel Standards

Sanitary Inspector, First Grade.

SEWAGE DISPOSAL

Certified Health Service

P. Regulate private sewage disposal systems.

Program Standards

1. Examine plans, issue certifications and permits and inspect new and altered individual sewage disposal systems to ensure that they conform to requirements not less than those of the "Standards for the Construction of Sewage Facilities and Realty Improvements (Chapter 199, P. L. 1954)" and the current edition of the "Individual Sewage Disposal Code of New Jersey."
2. Investigate nuisances caused by overflowing sewage disposal systems; take necessary enforcement actions.
3. Determine problem areas through survey; inspect areas to include dye testings; accumulate evidence for the need for a public sewage collection system.
4. Maintain a file of all plans, certifications, inspections and enforcement actions taken pertaining to individual sewage disposal systems.

Personnel Standards

Sanitary Inspector, First Grade; Plumbing Inspector, First Grade, as needed.

SOLID WASTE DISPOSAL

Certified Health Service

Q. Control the storage, collection and disposal of solid waste.

Program Standards

1. Conduct a solid waste program based upon local ordinance providing standards at least equivalent to the current edition of the "Solid Waste Code of New Jersey."

2. Inspect, using a standard inspection form the area of jurisdiction on a periodic basis for code violations. Make follow-up inspections as necessary; take enforcement actions if required.

3. Keep a current file of records of violations and abatement actions taken.

Personnel Standards

Sanitary Inspector, First Grade.

STREAM POLLUTION

Certified Health Service

R. Control Stream Pollution.

Program Standards

1. Conduct a stream pollution program based upon "New Jersey State Revised Statutes, Title 58, Chapter 12."
2. Survey stream banks to locate outfall pipes discharging sewage and/or industrial waste.
3. Collect effluent and stream samples, when indicated, and provide for laboratory analyses to aid in evaluating stream pollution.
4. Determine sources of pollution through physical inspections and dye testings.
5. Take enforcement actions as necessary.
6. Maintain a current file on each source of stream pollution to include the type, magnitude and person or agency responsible, as well as inspection reports, laboratory reports and enforcement actions taken.

Personnel Standards

Sanitary Inspector, First Grade.

III. COMMUNICABLE DISEASES

ACUTE COMMUNICABLE DISEASES

Certified Health Service

A. Control acute communicable diseases.

Program Standards

1. Secure reporting of reportable diseases; transmit reports as required by the "State Sanitary Code and R.S.26:4."
2. Institute control measures as required in the "Regulations Concerning Isolation of Persons Ill or Infected with a Communicable Disease."
3. Make prompt investigations of reported illnesses as well as unusual manifestations of disease not listed as reportable in "Chapter II of the State Sanitary Code." Promptly report all findings to the State Department of Health.
4. Disseminate and exchange information relative to outbreaks with physicians, boards of education and other responsible health agencies.
5. Maintain surveillance of carriers of causative agents of disease as required by the "State Sanitary Code;" provide for exchange of information concerning carriers with other local health agencies and the State Department of Health.
6. Maintain the reporting and surveillance of specific diseases for purposes of research, and in response to technological developments in disease control as specifically directed by the State Commissioner of Health under the authority of "Regulation 2, State Sanitary Code;" provide for exchange of information regarding the occurrence of these diseases with other local health agencies and the State Department of Health.
7. Inspect annually, or more often if necessary, records of dealers in psittacine birds as required by the "State Sanitary Code."
8. Analyze reported data to provide a basis upon which to plan and evaluate an effective program for the prevention and control of infectious diseases.

Personnel Standards

Health Officer, Field Representative (Disease Control), and other technical personnel.

Certified Health Service

B. Promote and provide immunizations for protection against the acute communicable diseases.

Program Standards

1. Conduct an ongoing survey to determine adequacy of community immunization levels.
2. Promote and provide to specific susceptible segments of the population primary and booster immunization for protection against diphtheria, pertussis, tetanus, smallpox, poliomyelitis, rubella and measles in accordance with current recommendations of the New Jersey State Department of Health.

Personnel Standards

Health Officer and Physician.

RABIES CONTROL

Certified Health Service

C. Conduct a rabies control program.

Program Standards

1. Provide canine control by ensuring that all dogs are licensed.
2. Provide for the pick up of stray dogs, pound operations and the enforcement of local ordinances and State law.
3. Provide rabies vaccination for the pet population.
4. Inspect, using a standard inspection form, at least once a year, kennels, pet shops, shelters and pounds, to determine compliance with the laws and regulations relating to rabies control as prescribed by the State Department of Health; issue licenses to facilities in compliance.
5. Investigate animal bites; ensure that persons bitten are advised to see a physician; quarantine biting animals; advise the owner of the biting animal that it should be examined by a veterinarian initially, during (when abnormal signs occur) and

at the end of quarantine period. If an unowned animal is involved, provide suitable veterinary supervision to assure that the animal is properly observed.

6. Report immediately to the State Department of Health clinically suspicious cases of rabies in animals as determined by a veterinarian.

7. Ensure that heads of animals that have died within 10 days after biting a person are delivered immediately to the State Department of Health laboratory for examination.

8. Conduct an educational program directed to pet owners and animal handlers.

Personnel Standards

Veterinarian; Dog Warden.

TUBERCULOSIS CONTROL

Certified Health Service

D. Control tuberculosis.

Program Standards

1. Secure reporting of tuberculosis; transmit reports as required by the "State Sanitary Code."

2. Provide for prompt investigation of diagnosed cases of tuberculosis to ensure effective isolation and treatment, and to identify household and other close contacts.

3. Ensure that contacts, suspects and tuberculin reactors are brought to examination and diagnostic conclusion.

4. Ensure that the diagnosis of tuberculosis is supported by acceptable laboratory examination.

5. Promote and provide prophylactic treatment in accordance with current recommendations of the New Jersey State Department of Health.

6. Provide for collection of current pertinent data and report promptly to Case and Contact Register all significant findings on cases and contacts and changes thereof.

7. Ensure continuous medical supervision and treatment of cases of active tuberculosis under private medical care or clinic supervision by providing for public health nursing supervision and instruction of tuberculosis patients at home.
8. Ensure supervision of all cases of inactive tuberculosis for a period of five years.
9. Ensure appropriate handling of recalcitrant tuberculosis patients through use of quarantine and commitment procedures prescribed by State law, when necessary.
10. Analyze reported data to provide a basis upon which to plan and evaluate an effective program for the prevention and eradication of tuberculosis.

Personnel Standards

Physician, Public Health Nurse and Field Representative (Disease Control).

Certified Health Service

- E. Provide a tuberculosis detection program.

Program Standards

1. Provide a tuberculosis control program at least as extensive as that called for in Certified Health Service "D. Control Tuberculosis."
2. Provide tuberculosis detection programs based upon an approved intradermal test for specific segments of the population such as:
 - a. School children in grades 1,5,9, and 12.
 - b. Teachers and other school personnel.
 - c. Children age 6 months to 2 years.
 - d. Children age 2 years to 5 years.
3. Ensure that tuberculin reactors are brought to examination and diagnostic conclusion.
4. Ensure epidemiological study of associates of tuberculin reactors age 6 years and under.
5. Ensure that all tuberculosis suspects found on x-ray screening are brought to definitive diagnosis, treatment and isolation, if indicated.

Personnel Standards

Physician; Public Health Nurse; Field Representative (Disease Control).

VENEREAL DISEASES

Certified Health Service

F. Control venereal disease.

Program Standards

1. Cooperate with the State Department of Health in the control of syphilis cases, contacts, suspects and associates.
2. Provide for interviewing gonorrhea and other venereal disease patients for contacts and suspects.
3. Provide for follow-up of gonorrhea contacts and suspects.
4. Provide for diagnostic and treatment facilities.
5. Conduct educational programs for the prevention of venereal disease.

Personnel Standards

Physician, Field Representative (Disease Control) and other technical personnel.

IV MATERNAL AND CHILD HEALTH

BOARDING HOMES

Certified Health Service

A. Control boarding homes for children.

Program Standards

1. Provide inspection, counseling and enforcement time to ensure compliance with "Chapter VI of the State Sanitary Code."
2. License approved boarding homes.
3. Provide public health nurse counseling time.
4. Maintain a file in local health agency office of each boarding home to include records of inspections and enforcement actions taken.

Personnel Standards

Public Health Nurse and Sanitary Inspector, First Grade.

DENTAL HEALTH (CHILDREN)

Certified Health Service

B. Prevent and correct dental disease in children.

Program Standards

1. Provide dental services for dentally indigent children which meet the current "Suggested Procedures for the Operation of Public Health Dental Clinics" as established by the New Jersey State Council on Dental Clinics.
2. Provide dental prophylaxis. This should include cleaning, and in areas where the potable water supply does not contain 1.0 P.P.M. of fluoride, provide topical fluoride application.
3. Provide dental treatment which will include fillings, space maintenance devices, extractions and prosthetic devices necessary for proper dental function.
4. Provide dental health education.

Personnel Standards

Dentist; Dental Aide; Dental Hygienist, if needed.

FAMILY PLANNING

Certified Health Service

C. Provide family planning information and services to those who voluntarily participate in a program.

Program Standards

1. Provide family planning services based upon the recommendations contained in the current New Jersey State Department of Health publication "New Jersey Standards for Family Planning Services, Personnel and Program Standards."
2. Provide family planning services in keeping with the ethical concepts of the individual patient.
3. Develop educational programs to make available family planning information to those who desire it.
4. Provide in-service training programs for health personnel.
5. Provide services and/or referral for problems in childlessness and other health problems.
6. Provide each program participant receiving family planning services with adequate medical supervision by a licensed physician.

Personnel Standards

Physician; Public Health Nurse.

INFANTS AND PRESCHOOL CHILDREN

Certified Health Service

D. Provide health supervision for infants and preschool children.

Program Standards

1. Provide child health conferences for examination of infants and preschool children based upon the current New Jersey State Department of Health's publication "The Child Health Conference."
2. Maintain an informational service and referral procedure to encourage physicians, hospitals and social agencies to refer appropriate cases to the child health conference and the public health nursing agency.
3. Provide for information and guidance on physical and emotional development of infants and preschool children through child health conferences and home nursing visits.

Personnel Standards

Physician; Public Health Nurse.

OBSTETRICS

Certified Health Service

E. Provide public health obstetrical services.

Program Standards

1. Provide a prenatal clinic, preferably affiliated with a hospital, for early examination including serology, hematology, urinalysis and periodic follow-up examinations for expectant mothers.
2. Provide a test for tuberculosis at appropriate time during pregnancy.
3. Take a Papanicolaou smear at the appropriate time during pregnancy or at postpartum examination.
4. Provide, as needed, for the delivery of patients.
5. Provide postpartum examinations.
6. Maintain an informational service and referral procedure to encourage private physicians, hospitals and social agencies to refer appropriate cases to the prenatal clinic.
7. Provide for information and guidance on physical and emotional aspects of pregnancy through home nursing visits, nursing conferences and expectant parents' classes.
8. Investigate and provide public health nursing follow-up of births not attended by a physician or a midwife.

Personnel Standards

Physician; Public Health Nurse.

SCHOOL AGE CHILDREN

Certified Health Service

F. Provide health services for school age children attending nonpublic schools.

Program Standards

1. Determine and define public health problems of nonpublic schools, and the health needs of children attending them; provide leadership in planning activities to meet these needs.
2. Maintain liaison with the Special Consultant for School Health of the New Jersey State Department of Education, and with the Maternal and Child Health and Dental Health Programs of the New Jersey State Department of Health.
3. Provide adequate physical facilities and materials for the school health program, and equipment for the school health examination room.
4. Provide school health services to nonpublic schools based upon written medical policies, including the following activities:
 - a. Provision of written medical policies covering first aid treatment and emergency orders.
 - b. Maintenance of a cumulative health record for each pupil, utilizing form MCH-7 or its equivalent.
 - c. Performance of a medical examination at least every 3 years (in the presence of a parent when possible) and recording the findings on the pupil's cumulative health record (Form MCH-7 or its equivalent) for pupils who have not had such examinations done by their family physicians.
 - d. Review by the school physician of all reports of examinations performed by private physicians and recording of the pertinent findings on the pupil's cumulative health record (form MCH-7 or its equivalent).
 - e. Vision screening performed annually on all pupils, using a method approved by the State Department of Health.
 - f. Hearing screening performed annually on all pupils in the first 4 grades and biennially thereafter, using a method approved by the State Department of Health.

g. Follow-up of deficiencies found in the health appraisal and screening procedures and effective communication by personal contact with the parents. Public health nursing conferences shall be held with parents either at school or at home, facilitating diagnosis and care; nurses shall confer with teachers concerning health problems affecting the individual child in the classroom.

h. Tuberculin testing and follow-up as recommended by the current school tuberculin testing guide prepared by the "School Tuberculin Testing Committee of the Tuberculosis Council of New Jersey."

5. Provide dental health services in accordance with current recommendations of the Dental Health Program of the State Department of Health.

6. Establish a requirement of primary and booster immunizations for protection against pertussis, tetanus, diphtheria, smallpox, poliomyelitis, measles, and rubella, in accordance with current recommendations of the New Jersey State Department of Health.

7. Establish a system of control of communicable disease in accordance with the State Department of Health's current "Regulations Concerning Isolation of Persons Ill or Infected with a Communicable Disease and Restriction of Contacts of Such Communicable Diseases."

8. Provide sanitary inspection of the school's toilets, washrooms, cafeterias, food vending machines, water supply and sewage disposal systems in accordance with local and State regulations.

9. Provide inspections in accordance with the current recommendations of the State and local departments of health, making accident prevention a major goal.

Personnel Standards

Physician, Public Health Nurse or School Nurse with a permanent School Nurse's Certificate, Sanitary Inspector, First Grade, and if needed Dentist and/or Dental Hygienist.

LEAD POISONING

Certified Health Service

G. Control lead poisoning in children.

Program Standards

1. Inspect and collect samples of paint from the interior of dwellings or other areas of high risk.

2. Conduct a casefinding program to include:

a. routine inquiry about pica in children under 7 years.

- b. blood lead level determination in children with a history of pica, and in siblings of children with either positive lead poisoning or pica,
 - c. reevaluation at regular intervals of children with pica who at initial screening had negative blood tests for lead,
 - d. other screening methods approved by the State Department of Health.
3. Conduct a follow-up program which will include:
 - a. parental instruction regarding the seriousness of repeated exposure to lead,
 - b. removal of lead from the environment or the removal of the child from the environment until the lead is removed.
 4. Provide a lead poisoning education program directed to physicians, health workers and the public.
 5. Promote legislation which will:
 - a. prohibit the use of paints containing lead for indoor purposes and on toys and furniture,
 - b. provide for warning labels on all paints containing more than one percent lead.
 6. Refer positive cases to medical supervision.

Personnel Standards

Public Health Nurse; Sanitary Inspector, First Grade.

COMPREHENSIVE AMBULATORY HEALTH CARE FOR INFANTS AND CHILDREN

Certified Health Service

H. Provide comprehensive ambulatory health care for children in the Child Health Conference.

Program Standards

1. Expand the role of the child health conference beyond the care of healthy children of infant and preschool age, to include the care of these children and older children, in illness and in health.
2. Provide through agreement with a community health facility, i.e. hospital or health center, for 24 hour emergency coverage for patients registered with the program.
3. Provide for examination, immunization, laboratory studies, diagnosis, and treatment to all registered infants and children without age group limitation.

4. Provide follow-up at the program site or through a referral system that will utilize other community medical resources.

5. Provide for consultation services with a nutritionist, health educator, social worker, or other ancillary medical personnel, as required.

6. Provide for home visits by public health nurses and community health aides, as needed.

Personnel Standards

Physician; Public Health Nurse(s).

V. CHRONIC ILLNESS

ADULT HEALTH MAINTENANCE

Certified Health Service

A. Provide health maintenance services for the aging.

Program Standards

1. Provide a health maintenance service for information, health education, diet counseling, general medical counseling and referral of senior citizens.
2. Provide for chest X-rays.
3. Provide diabetes screening.
4. Provide for vision acuity testing. Perform ocular tension measurements to detect glaucoma.
5. Provide audiometric testing.
6. Provide other acceptable screening services.
7. Notify physician or other treatment facility of positive findings.
8. Provide follow-up of patient suspected of having defects to encourage diagnosis and treatment.
9. Provide referral service to appropriate community facilities.

Personnel Standards

Physicians; Public Health Nurse.

CANCER SERVICES

Certified Health Service

B. Provide cancer detection services.

Program Standards

1. Direct case finding efforts toward individuals in high risk groups, through medical and dental offices and clinics.
2. Provide cytology laboratory services for processing and interpreting slides meeting standards defined in "Certified Health Service 1 - E Provide for laboratory services".

3. Follow-up all suspects to ensure early diagnosis and appropriate treatment.

4. Provide health education services to the public concerning the use of cytology and other screening methods for the early detection of cancer.

Personnel Standards

Public Health Nurse.

CHRONIC RESPIRATORY DISEASE SERVICES

Certified Health Service

C. Provide for chronic respiratory disease control services.

Program Standards

1. Assist in the establishment of adequate facilities to ensure availability of modern diagnostic and therapeutic procedures.

2. Provide public health nursing services to patients in respiratory disease diagnostic and treatment facilities on referral by physicians.

3. Provide follow-up visits to ensure maximum disease control.

4. Determine the diagnostic, treatment, and rehabilitative services currently available to chronic respiratory disease patients; make such information available to physicians, clinics, public health nurses; stimulate needed referrals.

5. Conduct public education about chronic respiratory diseases and about the contributing factors, such as smoking and air pollution.

Personnel Standards

Physician; Public Health Nurse .

DENTAL HEALTH (ADULTS)

Certified Health Service

D. Prevent and correct dental disease in adults.

1. Provide services for dentally indigent adults which will include:

- a. Examination and treatment for prenatal patients.
- b. Dental prophylaxis.
- c. Fillings, extractions and prosthetic devices necessary for proper dental function.

Personnel Standards

Dentist; Dental Aide; Dental Hygienist, as needed.

DIABETES SERVICES

Certified Health Service

E. Provide diabetes control services.

Program Standards

1. Provide a diabetes screening program for high risk individuals (over 40, overweight, or related to a diabetic), utilizing approved sensitive screening methods.
2. Provide positive screenees with quantitative blood glucose back-up test, preferably 1 to 2 hours after a meal or a glucose drink before referral.
3. Refer all individuals with a positive back-up test to their personal physician or hospital clinic for confirmatory diagnostic tests.
4. Follow-up positive screenees to ensure confirmative diagnostic tests and therapy to include diagnosis and therapy of foot problems if indicated.
5. Maintain liaison with medical facilities, the medical profession and other professional groups and support them in ensuring that diabetics receive necessary education concerning their disease.
6. Provide educational opportunities for professional groups and the general public.

Personnel Standards

Physician; Public Health Nutritionist and/or Diet Counselor and Public Health Nurse; Podiatrist as needed.

EYE SERVICES

Certified Health Service

F. Provide eye health screening services.

Program Standards

1. Provide the following eye screening programs to meet the needs of the community:
 - a. Ocular tension measurements to detect early glaucoma in people forty years of age and over.
 - b. Examination to detect eye defects in pre-school children, e.g., amblyopia and strabismus.
 - c. Vision acuity testing (other than the school population) by a method approved by the State Department of Health.
2. Follow-up of all suspected defects found in the screening program. The family physician shall receive written notification of suspected defects found; follow-up public health nursing conferences shall be held with patient either at home or at the eye clinic.

Personnel Standards

Ophthalmologist and/or Optometrist; Public Health Nurse.

HEALTH SUPERVISION AND REHABILITATION

Certified Health Service

G. Provide public health nursing guidance and rehabilitation services for individuals with chronic disease and/or disability.

Program Standards

1. Through cooperation with physicians, hospitals, case registers and other agencies, secure referral of individuals with chronic disease and disability who can benefit from public health nursing guidance and rehabilitation services.
2. Provide public health nursing visits to the home to interpret medical orders, to instruct in specific health practices, to provide services designed to achieve maximum function for the disabled, to encourage continuation of medical supervision and care, to observe changes in physical, emotional and social status, to report the same to the patient's physician and to arrange appropriate referrals to community service agencies.

Personnel Standards

Public Health Nurse.

HEARING SERVICES

Certified Health Service

H. Provide an audiometric screening program.

Program Standards

1. Provide audiometric testing with use of the individual audiometer test.
2. Follow-up all suspected defects found. The family physician shall receive notification of the suspected defects found; provide a public health nursing conference either at home or at the clinic.

Personnel Standards

Physician (E.N.T.); Public Health Nurse.

HEART AND CIRCULATORY DISEASE SERVICES

Certified Health Service

I. Provide heart and circulatory disease control services.

Program Standards

1. Provide screening programs to detect heart and circulatory diseases, including stroke, in high risk groups using methods approved by the New Jersey State Department of Health.
2. Identify high risk individuals through the correlation of the history of one or more of the following: excessive cigarette smoking, hyperlipemia, hypertension, obesity, history of ancestral vascular disease and other related factors.
3. Provide nutritional consultation to high risk groups.
4. Provide or support as needed a program of therapy and service to obtain maximum rehabilitation and self-sufficiency which may include public health nursing, homemaker-home health aide, speech evaluation and therapy, physical therapy, braces and other specialized equipment as needed.
5. Provide a program of prophylactic medication for persons with rheumatic heart disease.

6. Provide educational opportunities for professional groups and the general public in cooperation with voluntary health agencies.

Personnel Standards

Physician, Public Health Nurse, Diet Counselor, and if needed, Physical Therapist, and Speech Therapist.

HOMEMAKER-HOME HEALTH AIDE SERVICES

Certified Health Service

- J. Provide homemaker-home health aide services.

Program Standards

1. Provide homemaker-home health aide services through a Homemaker-Home Health Aide Agency approved by the State Department of Health in accordance with written policies and procedures.
2. The pamphlet "Presenting Visiting Homemaker-Home Health Aide Services in New Jersey" shall be used as a guide for appropriate activities of the homemaker-home health aide.
3. Use a standardized cost accounting and reporting system acceptable to the State Department of Health.

Personnel Standards

Homemaker-Home Health Aide.

MENTAL HEALTH

Certified Health Service

- K. Provide home nursing services to emotionally disturbed people.

Program Standards

1. Provide follow-up home nursing visits to:
 - a. patients discharged from mental hospitals;
 - b. emotionally disturbed patients referred through physicians, out-patient clinics and community agencies.
2. Maintain liaison with referring physicians, hospitals, out-patient clinics and other community agencies.

Personnel Standards

Public Health Nurse.

Certified Health Service

L. Conduct a program to aid in the prevention of emotional disturbances.

Program Standards

1. Provide staff education in the recognition of emotional patterns and problems.
2. Integrate concepts and practices of mental health with related health programs, e.g., maternal and child health, adult health and chronic illness.
3. Provide members of the health agency with professional assistance in evaluating specific cases and making appropriate referrals.
4. Through individual or group conferences, provide mental health counseling in specific areas of concern, e.g., pregnancy, child growth and development, adolescence, major physical disability and retirement.
5. Make referrals when indicated.

Personnel Standards

Psychiatrist, Psychologist, Social Worker and Public Health Nurse.

NUTRITION

Certified Health Service

M. Provide diet counseling services.

Program Standards

1. Provide diet counseling on physician's or dentist's prescription or orders to:
 - a. Individuals requiring assistance with interpretation of a therapeutic diet.
 - b. Individuals requiring diet modification to meet special needs for growth and development, e.g. children and pregnant women.
 - c. groups or classes with similar diet requirements, e.g., weight control, diabetic or prenatal.
2. Conduct classes for persons with needs for similar

nutritional information, e.g., low income families or parents of infants and/or young children.

3. Provide inservice training to members of the health team regarding the dietary problems of patients and consultation to the supervisory staff of dietary department personnel regarding menu planning, food service and therapeutic diets.

Personnel Standards

Diet Counselor.

Certified Health Service

- N. Provide a program to meet nutrition education needs.

Program Standards

1. Integrate nutrition services with related health programs, e.g., maternal and child health, communicable disease, chronic illness, therapeutic drug communities or others with a nutrition component.
2. Assist other members of the health agency in surveys and inspections of food services, e.g., camps, schools, hospitals, extended care facilities, sheltered care facilities, industry or day care centers.
3. Through individual or group conferences, instruct public health nurses and other case workers in the dietary aspects of prenatal care, child health, adult health, chronic disease and aging; such instruction should include specific information on available food, current food costs, food habits of specific cultural groups and interpretation of special diets.
4. Assist in joint planning among voluntary and official health agencies to develop nutrition education programs and to promote effective use of nutrition and diet counseling staff.

Personnel Standards

Public Health Nutritionist.

AMBULATORY MEDICAL CARE

Certified Health Service

- O. Provide Ambulatory Medical Care.

Program Standards

1. Determine the diagnostic, treatment, and rehabilitative services currently available to various classes of patients; make such information available to physicians, clinics, and public health nurses.

2. Provide a health maintenance service which shall include:

- a. Health Education
- b. Heart Disease Screening Services
- c. Cancer Detection Services
- d. Tuberculosis and Respiratory Disease Screening
- e. Diabetes Screening
- f. Vision Acuity Testing
- g. Glaucoma Detection Services
- h. Audiometric Testing

3. Assist in the establishment, expansion, or provision of adequate facilities to ensure accessibility, availability, or acceptability of modern diagnostic and therapeutic procedures.

4. Provide diagnostic and therapeutic services.

5. Provide follow-up visits to ensure maximum disease control.

6. Through cooperation with physicians, hospitals, case registers and other agencies, secure referral of individuals with disease and disability who can benefit from public health nursing guidance, social case work, diet counseling, health education, and rehabilitation services.

7. Provide homemaker-home health aide services through a Homemaker-Home Health Aide Agency.

Personnel Standards

Physician, Ophthalmologist and/or Optometrist, Public Health Nurse, Diet Counselor, Social Worker, Homemaker-Home Health Aide and/or Health Aide Trainee.

HEARING AND SPEECH SERVICE

Certified Health Service

P. Provide Hearing and Speech Services.

Program Standards

1. Hearing and speech services to be based in a hospital, health department, health center or other approved setting.

2. Provide diagnostic testing for suspected hearing and/or speech defects. Refer individuals with

positive findings to the family physician or hearing and speech clinic; follow-up to be made by public health nurse.

3. Provide therapy for speech disorders to include but not necessarily limited to:

- a. Voice and phonetic problems
- b. Articulation problems
- c. Delayed speech problems
- d. Orthodontia problems
- e. Foreign accent correction
- f. Language concepts, and therapy for those affected with learning disorders
- g. Cleft palate speech
- h. Brain injured children
- i. Aphasia
- j. Cerebral Palsy speech problems
- k. Deaf and hard of hearing

Personnel Standards

Audiologist, Speech Therapist, Public Health Nurse and, if needed, Otolaryngologist.

ALCOHOLISM CONTROL

Certified Health Service

Q. Provide an educational program for alcoholism control.

Program Standards

1. Identify and establish objectives and priorities.
2. Involve local leadership in community action:
 - a. Develop local interest and support in problems of alcoholism control.
 - b. Maintain liaison and coordinate activities with other control agencies, official and voluntary.
3. Provide and support programs of public and professional information and education:
 - a. Develop educational materials.
 - b. Provide consultation and support to other control agencies.
 - c. Establish a speakers bureau.
4. Promote and support prevention and treatment activities approved by the New Jersey State Department of Health.

Personnel Standards

Health Officer; person(s) experienced in alcoholism control activities.

DISTRIBUTION TABLE

AUTHORIZATION

Chapter 36, P.L. 1966 provides in Section 3 (j) that:

"The 'distribution table' shall mean a series of percentages of the foundation program establishing the minimum amounts which should be budgeted by a local health agency for each functional activity. The distribution table shall be prescribed by the Public Health Council."

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Pursuant to Section 3 (j) of Chapter 36, P.L. 1966 the Public Health Council of the New Jersey State Department of Health on June 12, 1967 by resolution prescribed the following distribution table. The effective date will be January 1, 1968.

<u>FUNCTIONAL ACTIVITY</u>	<u>PERCENTAGE OF FOUNDATION PROGRAM</u>
ADMINISTRATION AND SUPPORTING SERVICES	20
ENVIRONMENTAL SANITATION	25
COMMUNICABLE DISEASE	10
MATERNAL AND CHILD HEALTH	10
CHRONIC ILLNESS	10

/s/ _____
(Mrs.) J. Duncan Pitney, Chairman

The Public Health Council of the
New Jersey State Department of Health
ATTEST:

/s/ _____
Nelson S. Butera, Secretary

M6624