



New Jersey Department of Children and Families Policy Manual

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Documentation of SPRU Intervention

Overview 7-5-2011

Staff serving the DCF After-Hours Response System document their case activities electronically, in a format that allows their written work to be copied and pasted into the electronic case record maintained in NJ SPIRIT. SCR creates the case in NJS upon screening the call; SPRU staff build the case upon documenting intervention after hours.

(Consider coming early into the Local Office or, for IAIU Supervisors, the IAIU Regional Office, to prepare typed response reports before the start of the official work day.)

SPRU Workers 2-6-2012

Primary and Back-Up SPRU Workers

A SPRU Worker serving as a Primary or Back-Up is required to document his or her case activities electronically, in a format that allows their written work to be copied and pasted into the electronic case record maintained in NJ SPIRIT. The SPRU Worker documents CPS investigation activities electronically, using the Investigation Summary format, DCF Form [2-1](#). The SPRU Worker documents Child Welfare Service Assessment assignments using the CWS Summary format, DCF Form [3-1](#).

The SPRU Worker "approves" his or her work in NJS. The assigned Supervisor or the Intake Supervisor (day staff) "approve" the SPRU Worker's documentation electronically in NJS. (When the SPRU Supervisor was involved in directing the SPRU Worker's intervention/investigation, decision-making, assessing child safety, etc., the SPRU Supervisor may be asked to approve the SPRU Worker's work.)

The SPRU Worker sends his or her work to the appropriate SPIRIT desktop - to the respective Local Office desktop, to IAIU, etc. The SPRU Worker sends a copy to the SPRU Coordinator.

Caution: Do not "create" work in NJS. "Creating" work results in a case being registered in the SPRU Worker's name/added to his or her regular caseload, which may skew Safe Measure reporting in NJ SPIRIT. The SCR Screener "assigns" work to SPRU, upon making a "Primary Assignment." In turn, when processing completed work, the SPRU Worker "reassigns" the Primary Assignment from SPRU to Intake.

SPRU Worker Buddies

SPRU Buddies are required to complete electronic case recording to document their work.

The SPRU Buddy documents his or her casework activity in a format that permits these entries to be copied and pasted into the assigned SPRU Worker's Investigation Summary, DCF Form [2-1](#), or on a Contact Activity Note in NJ SPIRIT (printable as a Contact Sheet, CP&P Form [26-52](#)). The Buddy, like the Primary SPRU Worker, submits work electronically the next workday.

The SPRU Buddy earns active-hour pay when completing required electronic documentation of his or her casework response activities.

The SPRU Buddy "approves" his or her work in NJS. The assigned Supervisor or the Intake Supervisor (day staff) "approve" the SPRU Buddy's entries electronically in NJS. (When the SPRU Supervisor was involved in directing the SPRU Buddy's activities, the SPRU Supervisor may be asked to approve the SPRU Buddy's written work in NJS.)

The SPRU Buddy sends his or her work to the appropriate SPIRIT desktop - to the respective Local Office desktop, to IAIU, etc. - and sends a copy to the SPRU Coordinator.

Time Stamp Significant Activities

When writing the SPRU report, the SPRU Worker TIME STAMPS events which comprise his or her response within the written narrative. Enter the time when leaving from, and arriving at, each destination/location, to create a time line which illustrates the steps taken in making the SPRU response. When conducting interviews, enter times to illustrate when each family member was seen.

Example: 10:14 am - report received from SCR; 10:47 am - left home to initiate response; 11:15 am - arrived at client's home; 11:20 am - interviewed child victim; 11:45 am - interviewed sibling; 12:05 pm - interviewed mother; 12:22 am - left client home; 12:35 pm - arrived at police station; etc.

SPRU Supervisors 2-6-2012

SPRU Supervisors document case-related consultation and activities electronically by completing a SPRU Supervisor Log (Template), CP&P Form [9-24](#) (from which

information can be copied and pasted into the electronic case record maintained in NJS by day staff the next work day). Complete one form per each individual case/investigation handled. The assigned Worker pastes the contents into NJS in full, to enable the Log to become part of the electronic case record. Do not alter Log entries in any way.

Payment for SPRU Supervisor duty is contingent upon timely case recording/electronic documentation of consultation provided.

See [CP&P-II-D-1-500](#), SPRU Supervisor Documentation Requirements. See CP&P Form [9-24](#), SPRU Supervisor Log, and its form instructions.

IAIU Supervisors 2-6-2012

IAIU Supervisors serving the DCF After-Hours Response System on-call complete IAIU Form 6-2, IAIU Supervisor Log (After-Hours Response), to document consultation/direction given to SPRU Workers, SCR Screeners, and others handling institutional abuse/neglect investigations or other IAIU-related matters after hours. The form is a template, available in the on-line Forms Manual (in "IAIU Forms"), to be completed electronically, to permit information to be copied and pasted into the IAIU investigation file maintained in NJ SPIRIT. One form is completed per individual case/investigation handled. The assigned IAIU Investigator pastes the contents into NJS in full, to enable the Log to become part of the electronic case record. Do not alter Log entries in any way.

Payment for on-call IAIU Supervisor duty is contingent upon completing and processing this form in accordance with IAIU protocol.

See form in Forms Manual (IV), IAIU Forms.

Use of SPRU Case Summary Sheet, CP&P Form 9-26, to Justify Use of Time 1-28-2013

Each SPRU Worker is required to complete a SPRU Worker Case Summary Sheet, CP&P Form [9-26](#), to document his or her "active hours" on assignments from SCR. The Summary Sheet provides a breakdown of the SPRU Worker's time: field/response time, write up time, and travel time - comprising total time.

Every report/referral assigned to a SPRU Worker is entered into a SPRU Case Summary Sheet. The form is available through the on-line Forms Manual, and can be completed by hand in pen and ink, or on-line.

SPRU Coordinators use this form for time use justification/audit purposes. See CP&P Form [9-26](#) in the on-line Forms Manual.