



New Jersey Department of Children and Families Policy Manual

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Family Preservation Services

Introduction 6-13-91

The separation of a child from his family is a traumatic event which can leave the child and his family irreparably damaged. In order to prevent the unnecessary disruption of a family, the Division of Child Protection and Permanency makes a concerted effort to prevent out-of-home placement of a child. These efforts may include activities such as working with the family and appropriate community agencies to create and ensure an environment in the family home which is safe and stable. Family Preservation Services may be used to provide direct crisis intervention services to a family in its own home.

(Note: The policy and procedures outlined in this subsection are applicable to CP&P cases only. Therefore, referrals and case handling of non-CP&P cases by FPS are subject only to the guidelines and policies of the local FPS-contracted provider agencies.)

Definition 4-15-2002

The Family Preservation Services (FPS) program is an intensive, in-home, short term, crisis intervention family education program which utilizes the services of a trained professional to provide a variety of contracted services to a client family in its own home.

The program has provided CP&P with in-home, crisis intervention services focused upon maintaining children in their own homes since 1987. It is designed to reflect the CP&P Mission Statement by ensuring the safety, permanency, and well-being of children and by supporting families.

FPS-contracted services are currently available in several counties. See the directory at the end of this issuance for list of counties and specific information.

Eligibility and Referral Process 6-13-91

Families for whom the program is appropriate are those which have children:

- who are at imminent risk of out of home placement unless changes in family coping strategies and behavior patterns occur;
- who are at risk of replacement; and those;
- who are preparing for reunification within the next seven days.
- Some examples of crisis situations in which there is a risk of placement and which are appropriate for referral are those in which: a child's behavior is "out of control"; there is family violence; parent-child relationships are severely dysfunctional; there is a risk of abuse or neglect; and those in which a child is emotionally disturbed or is a substance abuser.

Families in which a child is at imminent risk of placement which are either new to CP&P or which are already actively receiving services should be referred to the program when other appropriate and/or available services have been considered and:

- are unavailable;
- are inappropriate; or
- have been unsuccessful.

The CP&P Worker determines that available community supports and services will not behave not been successful in resolving the family crisis, or that there are no community services which can provide necessary services, and that the child will not be at substantial risk of serious harm if he is not removed immediately. The Risk Assessment Matrix may be used as a guide when assessing the level of in-home risk for children for whom placement is being considered.

The Permanency Assessment Matrix may be used to assess the probability of the return home of a child for whom family reunification is being considered.

After the assessment is made, the CP&P Worker and his supervisor conference the case to ensure that all other appropriate alternatives have been considered and that the family's situation is appropriate for referral to FPS. The CP&P Worker explains Family Preservation Services to the family and elicits their interest in participating in it.

When it has been determined that the family meets the eligibility criteria, information necessary to complete the referral form is obtained by the CP&P Worker and entered on the FPS Referral Form. The Supervisor reviews the completed referral form and enters his signature indicating approval of, and agreement with, both the referral and the information, and the family is referred to the FPS program through the FPS

Screener (see note). The FPS Screener reviews the Referral Form and ensures that it is complete and contains information indicating:

- that other services are not appropriate/available;
- that other, less intensive services were provided;
- how the child's situation causes him to be at imminent risk of placement;
- that there was a face-to-face contact between the CP&P Worker and the family within 3-5 days prior to the referral to FPS.

If the above criteria are not met, the FPS Screener returns the FPS Referral Form to the CP&P Worker and Supervisor for necessary adjustments. If the information cannot be provided, the referral may be deemed inappropriate for FPS.

When the FPS Screener determines that the case is appropriate for referral to the FPS program, the FPS Referral Form is forwarded to the FPS Supervisor for assignment to a counselor. The FPS counselor then completes an initial evaluation within 72 hours of the referral to FPS.

After initial acceptance into FPS there sometimes arise circumstances such that a family is not appropriate for intervention by Family Preservation Services. When this occurs, the CP&P Worker will be notified within 72 hours of the initial referral to FPS. Reasons for non-acceptance into the Family Preservation Services program are:

- client unavailability;
- client refusal of services;
- placement of the child;
- child is missing or has run away;
- child is no longer at risk of placement;
- other reason as specified.

In these situations, the FPS Counselor completes the Turnback Assessment Form which specifies why the family could not be served by FPS, and forwards copies to the referring CP&P Worker and the FPS Screener. The counselor may include suggestions for other, appropriate community services on the Turnback Assessment Form.

The CP&P Worker may appeal the FPS program's decision to turn back a referral by requesting a joint CP&P-FPS conference to discuss their reasons for the Turnback decision.

(Note: The FPS Screener is, in most counties, a CP&P employee who has been trained by the CP&P Central Office FPS Support Unit to screen cases specifically for Family Preservation Services. In counties which do not have a CP&P FPS Screener, the Screener is someone from the community agency contracted to provide FPS services.)

Case Management 2-3-93

Coordinated and mutually developed case management goals and objectives are necessary to ensure the safety of children in the family home, and to achievement of family preservation. Case planning, utilization of resources, information sharing, and visitation require the cooperation of all parties involved with the family.

Goal Development and Case Planning 2-3-93

The first treatment planning conference is held by FPS within a week after the initial visit to the family and must be attended by the CP&P Worker and/or his Supervisor. CP&P and FPS will seek to arrive at a consensus regarding the initial (and subsequent) treatment plan.

Determination of the overall plan for the family, time frames for implementation, resource identification, case monitoring, and delineation of responsibilities are addressed at the initial planning conference. FPS will complete an Intake Assessment Summary and a Goal Sheet. Subsequent case consultations are held weekly and are attended by FPS staff.

The CP&P Worker and the FPS counselor must maintain weekly telephone contact and/or office conferences in order for the treatment plan to be successful. Such contacts provide an opportunity for both parties to work together to maintain, modify, or, if necessary, discontinue a treatment plan. These contacts must be documented by the CP&P Worker on the CP&P Form [26-52](#), Contact Sheet.

Use and Coordination of Support Services 6-13-91

Supportive services, e.g., homemaker services, respite care, therapy, sheltered workshops, parenting skills classes, housing assistance, family counseling, are often used in concert with FPS and/or after termination from FPS in order to create and maintain a stable home environment. These, as well as other related services, require extensive coordination by the CP&P Worker, as well as frequent visitation with the client family to monitor progress.

The FPS counselor discusses the need for and use of support services with the CP&P Worker, and, when a decision has been made to utilize such services, the CP&P Worker has primary responsibility for their coordination and delivery. The FPS counselor assists the CP&P Worker as necessary and appropriate, but may also arrange support services independently.

Visitation 6-13-91

Client contact is a required component of the Division's provision of services. Home visitation, in particular, provides the CP&P Worker and FPS counselor with a first-hand opportunity to assess a family's needs and progress. Thus, while telephone contact and contact through other sources, e.g., a homemaker, are helpful to monitoring a case plan, face-to-face contact is also required.

Whatever the treatment plan and individual goal for a family receiving services from FPS, it may be beneficial for the CP&P Worker to accompany the FPS counselor to the family's home during the counselor's initial visit to the home which takes place within 24 hours of referral to FPS. This provides the CP&P Worker with an opportunity to re-explain the reasons for involvement by FPS, introduce the counselor to the family, answer any questions, and explain and demonstrate to the family that CP&P and FPS are working as a team to help them. The family's problems are identified with input from the family, goals are discussed, and the Service Agreement/Application is updated. An initial visitation schedule is discussed with the family and they are advised that a schedule for continued visitation will be developed with them by the counselor which will include, at a minimum, five hours of face-to-face contact per week with the counselor. Subsequent joint visits by the CP&P Worker and the Family Preservation Services counselor are mutually agreed upon.

The counselor answers any questions the family members have regarding his role and the Family Preservation Services program, and provides them with a telephone number through which he can be reached 24 hours a day. At this time, the counselor and family decide when the next visit from the counselor will take place.

The CP&P MVR (Minimum Visitation Requirement) schedule for FPS cases is no less frequent than monthly. See [CP&P-III-C-3-100](#) , In-Person Visits with Clients and Out-of-Home Placement Providers (MVRs).

Role of Family Preservation Services Counselor in Providing Direct Services 6-13-91

The Family Preservation Services counselor is a trained professional who provides at least 5 hours of in-home services per week to a family for a period of from four to eight weeks. The FPS counselor is available to the client family 24 hours a day in order to respond to family crisis. Among the services which the counselor can provide are crisis intervention, conflict resolution, family therapy, parenting skills, household management, and linkage to other community resources.

Once the family is stabilized and the conditions causing a child to be at risk of placement have been ameliorated or eliminated, the family is mainstreamed into community resources.

Responsibility in Situations of Child Abuse or Neglect 6-13-91

Use of the Risk Assessment Matrix, CP&P Form 26-60, may be helpful to the FPS counselor for case planning and assessment of risk to the children in the home. If at any time the counselor becomes concerned about the continued safety of a child, or other family member, or if child abuse or neglect is suspected, he is responsible for immediately contacting the CP&P Worker or SCR (after hours) as appropriate.

If the counselor believes that the children are at risk of serious harm despite attempts by CP&P and FPS to ameliorate family problems or otherwise resolve them, the counselor will clearly make a recommendation for placement and will arrange a conference with the CP&P Worker to further present and clarify the recommendation.

The CP&P Worker will evaluate the family's current situation, discuss it with the Supervisor, and a determination will be made as to whether or not out-of-home placement of the child is necessary at that time. The FPS counselor will be advised of CP&P's decision within 24 hours after CP&P has received the recommendation to place the child.

Termination of Family Preservation Services 6-13-91

The decision to end FPS intervention is made by the FPS counselor and his supervisor. A termination conference is held with the CP&P Worker prior to the termination unless both parties agree that a conference is unnecessary. When CP&P disagrees with the reasons for termination, or there is disagreement regarding the time frame, a conference (in-person or telephone) should be held between the CP&P Worker, CP&P Supervisor, and the FPS counselor and supervisor in an effort to come to a mutual agreement.

No family shall be terminated from the FPS program until both the family and the CP&P Worker have received prior notice of a minimum of five work days. Notification shall be in writing, using the Notice of Intent to Terminate Family Preservation Services form, although a telephone call may also be made at the time the notification is sent.

The FPS counselor advises the family of the pending termination of Family Preservation Services intervention and sends a Notice of Intent to Terminate Family Preservation Services to the CP&P Worker. One of the following outcomes at termination is specified:

- Family has successfully utilized program and has met FPS treatment goals;
- Family has completed program;
- Child is not at imminent risk of placement and less intensive community services are recommended;
- Family does not want to continue FPS services but does not want child placed;

- Family does not want to continue FPS services and wants child placed;
- FPS believes that child should be placed and is recommending termination from FPS program;
- The identified child has left home and is not expected to return in the near future;
- Other (reason as follows).

The FPS counselor will provide the CP&P Worker with a written Termination Summary of the intervention within five work days of a client family's termination. The Termination Summary shall include descriptions of the treatment goals, the interventions used or attempted, the progress achieved, and recommendations for continuation or initiation of community services to the family. The CP&P Worker reviews the Termination Summary.

A family may be re-referred to FPS if the child is at risk of placement at a future time.

CP&P Continuation of Service to Families 6-13-91

The CP&P Worker reviews the information and recommendations in the FPS Termination Summary and discusses with the Supervisor the manner in which CP&P will carry out, oversee, or otherwise comply with the recommendations. The Termination Summary is then placed in the client family's case record by the CP&P Worker.

CP&P supervision to families after termination from the Family Preservation Services program will continue for a period of three months to ensure that necessary follow-up services are in place and that services already being provided will continue, unless an alternative termination plan is agreed to by all parties.

The family will also remain on a monthly MVR schedule for the three-month period after FPS termination.

Procedures Related to Family Preservation Services 6-13-91

RESPONSIBILITY	ACTION REQUIRED
CP&P Worker and Supervisor	1. Determine that client family is appropriate for FPS.
CP&P Worker	2. Complete FPS Referral Form.
FPS Screener	3. Review FPS Referral Form and determine that the case is appropriate for FPS and that the family meets criteria for program. 4. Forward copy of Referral Form to FPS Supervisor for assignment.

FPS Supervisor	5. Review referral and assign to counselor for initial evaluation.
FPS Counselor	6. Make initial visit within 24 hours, complete initial evaluation within 72 hours of date referral was made, and determine family's appropriateness for continued services from FPS.
FPS Supervisor	7. Notify FPS Screener case has been accepted and forwarded to FPS.
FPS Counselor	8. If family is not appropriate for services, complete Turnback Assessment Form and forward copies to the referring Worker within 72 hours. 9. If family is appropriate for continued FPS intervention, arrange and conduct treatment planning conference with CP&P Worker and/or his Supervisor.
FPS Counselor, CP&P Case Manager and/or Supervisor	10. Attend FPS treatment CP&P Case planning conference and/or Supervisor determine an FPS Counselor, CP&P Worker overall plan for client and/or Supervisor family.
FPS Counselor	11. Complete Intake Assessment Summary and Goal Sheet.
CP&P Worker	12. Place family on a monthly MVR schedule.
FPS Counselor	13. Provide in-home services appropriate to client family's needs.
CP&P Worker and FPS Counselor	14. Maintain bi-weekly contact to share information. 15. Arrange joint visits to family when necessary and appropriate.

	16. Determine whether other community- based support services are needed by client family.
CP&P Worker	17. Arrange for and coordinate support services as appropriate.
FPS Counselor	18. Contact CP&P immediately if there is suspected child abuse/neglect, or if there is concern about the safety of any other family member.
CP&P Worker	19. Take necessary action to assess risk or harm to the child/family member.
FPS Counselor and Supervisor	20. Determine appropriateness of termination of client family and advise CP&P. 21. Send Notice of Intent to Terminate 5 work days prior to intended date of actual termination.
FPS Counselor and Supervisor, and CP&P Worker and Supervisor	22. Conference case if there is disagreement regarding CP&P and Supervisor termination.
FPS Counselor	23. Complete Termination Summary within 5 work days of termination of client family and send copy to CP&P.
CP&P Worker and Supervisor	24. Review FPS Termination Summary.
CP&P Worker	25. File copy of FPS Termination Summary in client's case record. 26. Continue CP&P supervision for three months after FPS termination unless both CP&P and FPS have agreed on an alternative plan. 27. Retain family on monthly MVR schedule for three months. 28. Reassess case at end of three-

	<p>month period and close case or continue services as appropriate.</p> <p>29. Re-refer case if family's circumstances change and child is again at risk of out-of-home placement.</p>
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Directory of Family Preservation Services County Providers

5-14-2012

Atlantic County

Family Service Association of Atlantic County
 3073 English Creek Avenue
 Egg Harbor Township, NJ 08234
 (609) 569-0239

Bergen County

Care Plus at Fair Lawn
 Families First Program
 17-07 Romaine Street
 Fair Lawn, NJ 07410
 (201) 797-4501

Burlington County

Family Service of Burlington County
 Charles Yates Center
 79 Chestnut Street
 Lumberton, NJ 08048
 (609) 518-5470

Camden/Gloucester County

Center for Family Services, Inc.
 180 White Horse Pike
 Clementon, NJ 08021
 (856) 309-5300

Cape May County

Cape Counseling Services
 Route 47
 Rio Grande, NJ 08242
 (609) 465-6031

Cumberland County

Cumberland County Guidance Center
RD #1 Carmel Road
P O Box 808
Millville, NJ 08332
(856) 825-6810,

Essex County

The Bridge, Inc.
589 Grove Street
Irvington, NJ 07111
(973) 371-3771

Hudson County

YCS/Family Preservation Services
711 32nd Street, 1st Floor
Union City, NJ 07087
(201) 271-4801

Hunterdon County

Catholic Charities
Diocese of Metuchen
6 Park Avenue
Flemington, NJ 08822
(908) 782-7905

Mercer County

Family Guidance Center
946 Edgewood Avenue
Trenton, NJ 08618
(609) 393-1626

Middlesex County

Catholic Charities
Diocese of Metuchen
26 Safran Avenue
Edison, NJ 08837
(732) 738-1323

Monmouth County

Community YMCA Counseling and Social Services
613 Hope Road, Bldg. 4, 2nd Floor
Eatontown, NJ 07724
(732) 544-4544

Morris County

Family Intervention Services
20 Vanderhoof Avenue

Rockaway, NJ 07866
(973) 586-5243

Ocean County

Ocean Mental Health Services
122 Lien Street
Toms River, NJ 08753
(732) 349-3535

Passaic County

St. Joseph Hospital Regional Medical Center
Family Preservation Services Dept.
621 Main Street
Paterson, NJ 07503
(973) 754-3184

Salem County

Robin's Nest
40 South Delsea Drive
Glassboro, NJ 08028
(856) 881-8689

Somerset County

Catholic Charities
Diocese of Metuchen
540-550 Route 22 East
Bridgewater, NJ 08807
(908) 722-1881

Sussex County

Family Intervention Services
30 Moran Street
Newton, NJ 07860
(973) 383-4464

Union County

The Bridge, Inc.
589 Grove Street
Irvington, NJ 07111
(973) 372-8079

Warren County

Catholic Charities
700 Sayre Avenue
Phillipsburg, NJ 08865
(908) 454-2074