



New Jersey Department of Children and Families Policy Manual

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Chapter:	A	General Placement Considerations	3-9-2009
Subchapter:	2	Child Safety/Safety Assessments	
Issuance:	200	Safety Assessment in Resource Family/Contracted Agency Homes	

Resource Home Profiles 3-9-2009

CP&P Form [22-5](#), Cover Sheet, provides background information needed by the CP&P Representative, when conducting a child safety assessment in a resource family home or contracted agency home.

The Resource Family Support Unit (RFSU) updates each resource home’s CP&P Form [22-5](#), Cover Sheet, in NJ SPIRIT on an annual basis, at the time of the yearly re-evaluation.

Annual update activities include:

- Conduct a new CARI check of each adult in the home;
- Document changes in the household composition in the Foster Home Record, such as, the resource parents give birth to a child, or an adult relative comes to live with the family;
- Conduct CHRI checks on any new adult(s) residing in the home. For policy regarding the procedure to request adult probation records from the Probation Services Division, see [CP&P-IX-G-1-100](#), Procedures to Request Adult Probation Records.
- Consult with the Local Office Child Health Unit (CHU) Nurse to determine the child’s health care status.

The RFSU notifies OOL when there are licensing concerns.

When the RFSU identifies a licensed resource family home for a child in need of placement, the Worker obtains CP&P Form [22-5](#), Cover Sheet, through NJS.

For children in a resource family home out of state, CP&P, through the Interstate Services Unit, requests that the host state CPS agency provides assistance in completing the Cover Sheet. The Cover Sheet for the out-of-state home is updated every six months.

Contracted Agency Home Profiles 3-9-2009

Each Area Office/Local Office maintains a list of Contracted Agencies that provide resource family care or treatment home care.

Contracted Agencies help the Resource Family Support Unit (RFSU) complete the Cover Sheet for Contracted Agency homes:

- The Area Office forwards CP&P Form [22-5](#), Cover Sheet, to the Contracted Agency.
- The agency reviews its files to complete Part 1, Identification of Household Members, Part 3, RFSWLO Contracted Agency Input, and Part 4, Waivers.
- The agency identifies a contact person, to function as a Liaison to CP&P.

The CP&P Area Office (generally through their respective Contract Administration staff):

- Reviews each Cover Sheet;
- Adds any other information to the Cover Sheet from CP&P files;
- Consults with the Local Office Child Health Unit (CHU) Nurse to determine the child's health care status;
- Conducts CARI checks, including out of state CARI, if necessary, on all adults in the home (if not completed during the home study/licensing process), and any new adults living in the home;
- Conducts criminal history record information (CHRI) checks on all adults in the home (if not completed during the home study/licensing process) and any new adults living in the home.

Conducting a Planned Annual Child Safety Assessment 3-9-2009

An annual child safety assessment in a resource family home is meant to determine:

- Whether the child continues to be safe in the resource family home.
- Whether the resource family is still constituted as it was when first (or most recently) studied and licensed.
- How the child is progressing in the home.
- Whether services are needed, or are being requested by the provider or the child.

Different safety decisions may be made for each child placed in a resource family home. If concerns are found, plans may need to be made to assure the safety and well-being of the birth or adopted children in the household as well.

RFSW and Supervisor Conference Prior to Annual Assessment 3-9-2009

Prior to conducting a planned annual child safety assessment in a resource family home, the RFSW meets with his or her Supervisor to identify and/or review:

- The Cover Sheet (CP&P Form [22-5](#)) and printouts;

- Other preliminary information gathered;
- The current composition of the home and any noted changes;
- Ways to approach the CP&P-placed child, particularly if he or she is young, non-verbal, or has a disability or a special need;
- The status of safety in the home, based on prior and current safety assessments, safety protection or corrective action plans;
- OOL issues;
- IAIU investigations since the last child safety assessment;
- Issues or concerns that may require resolution and/or follow-up by the LO, OOL, IAIU, Public Defender's Office, Contracted Agency, and/or the RFSU, such as concerns regarding the results of a previous investigation;
- Collateral contacts, when:
 - The home is supervised by a Contracted Agency. The Worker contacts the designated Liaison to coordinate a joint home visit with a representative from that agency, if possible.
 - A child is placed out of state. The Worker contacts the other state's assigned CPS Worker and the child's teacher, or makes other collateral contacts, as appropriate, to further assure the child's safety and well-being in the out-of-state home.

Components of a Child Safety Assessment Field Visit 3-9-2009

The CP&P Form [22-6](#), New Jersey Child Safety Assessment (Resource Homes), guides the child safety assessment process. Staff completes the safety assessment at the resource family home, to assess child safety, observe living conditions in the home, interview household members, and note interactions between children and adults.

Always complete the assessment plan (page 4 of CP&P Form [22-6](#)) with the caregiver during the visit. All participants sign the plan and are given a copy of it.

Components of the child safety assessment field visit include:

- Interview each CP&P placed child in private.
- Observe all other children in the home.
- Observe the physical condition of the home to determine whether there are any apparent safety hazards or life-safety concerns present.
- Confirm that all utilities are in working order, including electricity, heat, hot water, and plumbing.
- See each CP&P-placed child's room and bed. (Confirm that the child has his or her own bed.)
- Determine whether each CP&P-placed child's physical needs are being met. (Is the home clean? Is there an adequate supply of food for the children?)

- Interview the resource parent(s). Ascertain how the child is adjusting to, and progressing in, the home. Discuss service needs of the child placed in the home.
- Discuss support needs of the resource parent/household.
- If there are other adults present during the field visit to the home, ask who they are, whether they reside in the home, and whether they have a role in caring for the child placed in the home.
- Observe interactions between the various members of the household
- Confirm the names and relationships of all adults and all children currently residing in the home, as indicated on the CP&P Form [22-5](#), Cover Sheet. If there is a new household member, obtain required identifying information (see, below).
 - If the resource parent has a significant other (i.e., an intimate partner or a paramour) who frequents the home but does not live there, the Worker meets this person and takes action, as appropriate, to assure that he or she does not pose a threat to the safety of the children placed in the home. If this adult is not home at the time of the assessment, the Worker schedules a time to meet him or her. See II R 902, Paramour Policy.
 - Notify OOL when other adults are found to be living in the home
 - Obtain identifying, and licensure (if applicable), information about individuals who provide child care for the CP&P-placed children, to assure that they do not pose a threat to child safety. See [CP&P-IV-B-6-400](#), Foster Parent's Employment and Supervision or Child Care for the Foster Child.
- Have face-to-face contact with all members of the household. Return to the home conduct a follow-up field contact, if an adult or a child household member is not at home during the visit.
- Document service needs, if any.
- If the child is unsafe, see [CP&P-IV-A-2-300](#), Safety Protection Plan.

Actions Taken if a Person(s) Resides in the Home who is Not Listed on the Cover Sheet 3-9-2009

If, during a safety assessment home visit or at any other visit to the resource family home, the Worker, or RFSW, finds another adult or child residing in the resource family home who is not listed on CP&P Form [22-5](#), Cover Sheet, proceed as follows:

- Meet the adult/child.
- Obtain full identifying information, including complete name, maiden name, date of birth, and Social Security number.
- Ask questions to ascertain the adult's/child's relationship to the resource parent(s), role in the home, and caregiving responsibilities for the foster

child.

- Observe interactions between the adult/child and other household members.
- Reiterate the resource parent's responsibility to notify CP&P and OOL of any change in his or her living situation, including a change in the composition of the home and/or a change in the number of persons residing in the household, as indicated in the Resource Family Parent Agreement, CP&P Form [5-5](#).

When a child is residing in the resource home which is not listed on CP&P Form [22-5](#), Cover Sheet, take these additional steps:

- Ask how the child came to reside in the home.
- Observe the child's sleeping arrangements; confirm that the child has his or her own bed.
- Confirm that the child's parents are aware of his or her whereabouts and circumstances.
- Ask questions about the child's demeanor, behavior, social history, special needs.

Finally, the Worker completes the following when an adult not listed on CP&P Form [22-5](#), Cover Sheet, is residing in the resource home:

- Discuss with the resource parent (and the adult household member, if present) the Division's legal authority and mandate, to conduct CARI and CHRI checks on all adult household members, including out-of-state CARI, when applicable.
- If there are concerns, the Worker calls the Local Office from the resource family home. Obtain help from staff, as appropriate, to access NJS to determine whether the adult has any prior CP&P or IAIU history. Obtain help from staff to conduct a Promis Gavel criminal history inquiry.
- If the adult poses an immediate threat to child safety, immediately consult the Supervisor by telephone and proceed in accordance with [CP&P-IV-A-2-300](#), Safety Protection Plan.

The Worker, or RFSW, is required to consult his or her Supervisor that day (or, if after hours, first thing in the morning of the next work day), to advise that another adult or child is residing in the home. Immediately upon learning this information, the Supervisor:

- Confer with the Worker to assure that action is taken, as warranted, based on this new information.
- Notifies the RFSU.

The RFSU:

- Notifies each Local Office Supervisor who supervises a child in the home within 24 hours of receipt of this information.
- Assures that the home is in compliance with the CP&P population

limitations. See [CP&P-IV-B-2-100](#)

- , Number of Children in a Foster Home.
- Updates the resource family home record.
- Updates the CP&P Form [22-5](#), Cover Sheet.
- Initiates action, as necessary, to assure that a comprehensive NJS name search is conducted on the child or adult, and that CARI (and out of state inquiries, if applicable) and CHRI checks are completed on the adult.
- Obtains a medical reference.
- Obtains a school/day care reference for the child.
- Notifies OOL that another adult/child lives in the home.

Follow-Up when a Child is “Safe” 3-9-2009

If, during the child safety assessment field visit, the person(s) conducting the assessment finds that the child placed by CP&P is “safe” and well cared for (i.e., there is an absence of immediate concerns for this child in the home), he or she engages the resource parent(s), and together complete the Out-of-Home Safety Protection Plan and Service Needs, page four (4) of CP&P Form [22-6](#), by hand, on site. Document any service needs identified. All participants sign the plan. The resource parent retains a copy.

Once back at the office, the person(s) conducting the assessment:

- Completes CP&P Form [22-6](#) in NJS within 24 hours of the child safety assessment field visit to the home, specifying which children were “observed” and which were “interviewed.”
- Conferences the case with his or her Supervisor within three (3) work days following the child safety assessment field visit to the home.
- The Supervisor signs CP&P Form [22-6](#) in the designated spaces. See form instructions for CP&P Form [22-6](#).

The finding of “safe” may be modified at the conference.

Consult the Casework Supervisor, if the person(s) conducting the assessment and his or her Supervisor do not agree about whether a child is safe, or the actions needed to assure that the child is safe.

The Supervisor may identify collateral contacts to be made, to further assess the safety of the child.

If a child is not safe, [CP&P-IV-A-2-300](#), Safety Protection Plan.

Concerns About a Child Who is “Safe” 3-9-2009

If the CP&P representative has a concern about a child placed in the home (which does not rise to the level of determining that the child is “unsafe”), he or she consults with the Supervisor that day, either from the home, by cell/telephone, or in-person, once back at the office. A course of action is

developed, depending on the nature and severity of the concern. The Supervisor notifies the RFSU of the concern.

Consult DAG with Confidentiality Concerns 3-9-2009

If the child's case is actively involved in litigation, consult the Deputy Attorney General to determine whether any safeguards need to be taken by CP&P to maintain the confidentiality of information contained in CP&P Form [22-5](#), and/or CP&P Form [22-6](#) (such as the names of other children residing in the home, the resource parent's name, address, health information which may be protected by the HIPAA law, etc.).

Assessment by Child Health Unit Nurse 3-9-2009

At regular intervals, based on the child's health acuity level, the Local Office Child Health Unit (CHU) nurse reviews the provision of health care services provided to each child in resource family care. The assigned Worker or RFSW may ask the nurse to accompany him or her to the home. Information gathered during these visits is provided to the Worker/RFSW, who document it in the child's NJ SPIRIT electronic case record. This process:

- Confirms the safety of the resource home for the child from a health care perspective (up-to-date well child visits, immunizations, provision of dental care, etc.);
- Confirms that the resource parent has the available resources needed to address the child's health care needs;
- Confirms that the resource parent knows about the importance of follow-up medical and mental health care appointments and treatment; and
- May identify the need for additional supports and services.

Relevant NJS and Other Forms 3-9-2009

Use the following forms to assess child safety in resource/contracted homes placement settings:

- CP&P Form [22-5](#), New Jersey Child Safety Assessment in Resource Family Homes - Cover Sheet
- CP&P Form [22-6](#), New Jersey Child Safety Assessment (Resource Homes)
- Contact Activity Note (printable as CP&P Form [26-52](#), Contact Sheet)

The Office of Licensing Inspectors complete their own forms, as required by Administrative Code and OOL guidelines. OOL provides copies of the results of the annual licensing inspection to the RFSW. The CP&P representative shares copies of completed safety assessment forms with the Licensing Inspector.

Local Office Child Health Unit nurses complete their own forms to document the child's health care status.

