



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-22-2007
Subchapter:	1	Forms	
Issuance:	22.22	CP&P Form 22-22, Safety Assessment (In-Home Cases)	

Click here to view or print CP&P Form [22-22](#), Safety Assessment (In-Home Cases)

WHEN TO USE IT

Use a CP&P Form [22-22](#), Safety Assessment (In-Home Cases), to assess whether any child residing with his or her family (i.e., "in-home") is currently in immediate and/or impending danger of serious physical harm, which requires protective intervention. When placing a child out of home, CP&P Form [22-22](#) can be used to document the holding of a Pre-Placement Conference.

HOW TO USE IT

- Access it through NJ Spirit Desktop > Safety Assessment Window > Options Drop-down.
- A paper form of CP&P 22-22 is available through the on-line CP&P Forms Manual. The paper form is a tool used to gather data while in the field. The Worker refers to the paper tool when entering information in the NJS windows in order to generate an out-put document.
- If a safety factor is found, develop a Safety Protection Plan or remove the child. See policy at [CP&P-III-B-6-600](#)

TIPS FOR COMPLETING THE FORM

- Complete one form per CP&P case when more than one family reside together. (Complete additional forms if the children in a home have different case names and different case numbers.)
- When a Safety Protection Plan is formulated with a parent/caregiver, the Worker is responsible for entering the plan into the on-line application, word for word. If

the Safety Protection Plan is modified in any way, the parent/caregiver will need to again sign.

- The assigned Worker inputs safety assessment information into NJS as soon as possible, but no later than three (3) working days after the initial response to the current CPS report.

SPECIAL INSTRUCTIONS – SPRU

A SPRU Worker completes a paper version of CP&P Form [22-22](#) whenever he or she conducts a child protective service investigation while serving the After-Hours Response System.

If a new child safety assessment will need to be conducted by day staff the next work day, indicate this in the space, "Conference Notes," in Section 3. Make clear instructions for day staff follow up in the SPRU Worker's report.

DISTRIBUTION

Electronic Copy - If completed with the parent, keep the hard copy of the signed **Safety Protection Plan** in the case record.

Distribute printed copies as follows:

Original (with signatures) - Case record

Copy (page 3) Parent/caregiver

Note: When holding family engagement, ask the parent/caregiver for permission to distribute copies of the Safety Protection Plan (page 3 of the form) to participants. Use the meeting to update/improve the Safety Protection Plan, or to develop/update the Case Plan.