



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

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Volume:	X	Forms	
Chapter:	A	Forms	
Subchapter:	1	Forms	
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Click here to view the CP&P Form [26-52](#).

### WHEN TO USE IT

This form is used to document the following:

- Events and facts gathered during a protective service investigation, including what the Worker and/or Supervisor observed
- Events and facts gathered during a child welfare assessment and case management
- All Structured Decision Making (SDM) assessment results;
- Information gathered as a result of family engagement
- In-person visits (including MVR - minimum visitation requirement), the purpose of visits, and whether or not the contact is successful
- Other significant contacts related to the case including collateral contacts
- Visits between a parent and a child in placement
- Visits between a child in placement and his or her siblings or other relatives
- Any placement or change in placement
- Significant decisions or relevant events
- Case conferences between the Worker and his or her Supervisor. The Supervisor uses the NJ SPIRIT application to document case conferences and record casework decisions and directives concerning the case/child.
- Litigation decisions and conferences with the DAG
- Visits by the Worker to the parent's home in preparation for return from placement
- The names and relationships of the persons seen during the contact
- Resource parent observations regarding significant events. See [CP&P-IV-B-4-100](#)

- Where, when, and why the Worker mails letters and notifications associated with the case

## **HOW TO USE IT**

Access the form through the NJS Desktop > Contact/Activity Notes Window > Options Drop-down.

Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ SPIRIT when the application becomes available.

## **TIPS FOR COMPLETING THE FORM**

The form prefills entirely from the Contact/Activity Notes Window.

## **DISTRIBUTION**

- |          |   |                           |
|----------|---|---------------------------|
| Original | - | Child's Case Record       |
| Copy     | - | NJ SPIRIT Resource Record |