



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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| Manual: | NJAC | NJ Administrative Code Excerpts | Effective Date: |
| Title | 10 | Human Services | |
| Chapter | 37H | Youth Case Management Services | 12/2/2008 |
| Subchapter: | 2 | Program Operation | |
| Section | 5 | Intake (N.J.A.C. 10:37H-2.5) | |

§10:37H-2.5 Intake

(a) The PA shall develop procedures for initial contacts with the youth and family.

(b) The PA shall ensure that face-to-face contact with the youth and family occurs within seven working days of receipt of referral. In the event a face-to-face contact does not occur, the YCM program shall document attempts made to contact the youth, parent or the legal guardian in the clinical record.

(c) When establishing the initial contact, the youth case manager will provide the following information to the youth and family:

1. An introduction;
2. The mission and purpose of the agency;
3. An explanation of why the YCM program is involved with the family;
4. A description of services; and
5. Scheduling of a face-to-face appointment.

(d) The PA shall develop policies and procedures to ensure that intake information is received from both the youth and the family. Such information shall be used to develop the comprehensive assessment. Intake information shall include, but need not be limited to, the following:

1. Current involvement with other agencies;
2. Treatment history; that is, prior hospitalization and use of mental health services;
3. Family dynamics, such as living conditions, family support system and employment;
4. Legal history and current legal situation, if applicable;
5. School history;
6. Social and behavioral history;

7. Risk factors such as recent suicide attempts;
8. Chronic medical problems;
9. Mental status; and
10. Youth's placement history, such as residential or foster care placements.

(e) The PA shall develop written policies and procedures, which ensure that a written comprehensive assessment is developed. The written comprehensive assessment shall be completed within 14 working days of the youth's admission into the YCM program. The written comprehensive assessment shall include, but not be limited to, the following:

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