



New Jersey Department of Children and Families Policy Manual

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| Manual: | CP&P | Child Protection and Permanency | Effective Date: |
| Volume: | X | Forms | |
| Chapter: | A | Forms | 7-12-2010 |
| Subchapter: | 1 | Forms | |
| Issuance: | 1.1 | DCF Form 1-1, Screening Summary | |

Click below to view or print a Screening Summary:

- DCF Form [1-1a](#), CPS version
- DCF Form [1-1b](#), CWS/RI/NAR/I&R version
- DCF Form [1-1c](#), Information Only version.
- Intake Reference Values (Access these values to complete the form when NJS is not available.)

WHEN TO USE IT

SCR Screeners document each call taken at SCR in NJ SPIRIT by gathering, recording, and documenting essential information at the Intake Window, to produce a printable DCF Form 1-1, Screening Summary.

The form is used to generate an intake - a CPS report, a CWS referral, etc. - completed by a State Central Registry Screener. The NJS application produces different versions of the form, based on the intake type documented.

Interstate Services Unit staff also screen service requests through NJS in accordance with the Interstate Compact on the Placement of Children, to generate DCF Form 1-1 (CWS version only).

DCF Form 1-1 documents:

- Child Protective Services (CPS) reports and CWS assessment referrals (including Interstate Service requests)
- Related Information (RI)

- No Action Required/Referral to Differential Response Lead Case Management Agency (NAR)
- Calls handled as Information and Referral (I&R)
- Information Only (IO) calls

DCF Form 1-1 is forwarded from SCR (or Interstate Services) to field offices electronically to make primary, secondary, and courtesy assignments for investigation, response, or notification. The Screening Summary "form" replaces BOTH the NJS Child Protective Services Report and the NJS Intake Summary, which, taken together, replaced DYFS Form 9-7, the Referral/Response Report.

DCF Form 1-1 creates a "report" in NJS, or is linked to a pre-existing case.

HOW TO USE IT

DCF Form 1-1 is entirely derived from the NJS application.

- Access DCF Form 1-1 through the NJ Spirit Desktop > Intake Window >Options Dropdown.
- Only complete a template outside of the NJ Spirit application (DCF Form 1-1 version a, b, or c) 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.

DISTRIBUTION

Distribution - Assignment for investigation, response, and/or follow-up is electronic. The field office prints DCF Form 1-1 to make paper copies, as needed.