



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date: 2.15.2018
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 11.18.2020
Subchapter:	1	Forms	
Issuance:	22.22	<b>CP&amp;P Form 22-22, Safety Assessment</b>	

Click to view, complete, or print [Form 22-22](#) SDM Safety Assessment.

Click to view, complete, or print Form [22-22\(S\)](#) SDM Safety Assessment.

**Note: This form is a part of the SDM policy.**

### WHEN TO USE IT

- The form documents the child's safety at the time of assessment. Safety assessment is a process that is continual. The form is completed at every investigation and for permanency cases.
- Timeframes to complete Safety Assessment:
  - Initial Assessment:** At the first face-to-face contact following referral.
  - Review:** When circumstances within the home change. If new information changes what was previously scored as threats to safety, or changes the safety decision, a **new** safety assessment shall be created in NJ SPIRIT. It is not necessary to create a safety assessment review document in NJ SPIRIT if there are no changes, or changes only to vulnerabilities, protective actions and strengths, or which in-home interventions are being used in the safety protection plan.

Once every three (3) months thereafter

- Closing:** Prior to terminating a family's involvement with CP&P, create a closing safety assessment documented in NJ SPIRIT. If threat to safety remains present, the case remains open.
- Investigation:** Complete a closing Safety Assessment **ONLY** if a previous safety assessment was unsafe or safe with a safety protection plan and the case is not being transferred for intervention.

## HOW TO USE IT

1. The Worker prints out and completes the form using information gathered about the family. Use 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 or impending danger of serious physical harm, which requires protective intervention.
2. When placing a child out of home, CP&P [Form 22-22](#) can be used to document holding a Pre-Placement Conference.
3. Only complete this template outside of the NJ Spirit application as a 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.

## INSTRUCTIONS FOR COMPLETING THE FORM

1. A paper form of CP&P 22-22 is available through the on-line CP&P Forms Manual. The Worker refers to the paper tool when gathering information to assess child safety.
2. If a safety threat(s) is identified, if possible, develop a Safety Protection Plan with the family or remove the child. If there are no safety threats, the Worker conferences with the Supervisor within three business days. [CP&P-III-B-6-600](#).

## SPECIAL INSTRUCTIONS FOR SPRU

1. A SPRU Worker completes CP&P [Form 22-22](#) when conducting a child protective services investigation while service the After-Hours Response System.
2. Indicate if a new child safety assessment needs to be conducted by the Worker on the next workday. Indicate this in the space, "Conference Notes," in Section 3.

## RELATED POLICY

- [CP&P-III-B-6-600](#)

## DISTRIBUTION

Original (with signatures)	-	Case Record
Safety Protection Plan ONLY	-	Parent or Caregiver
Copy	-	Casework Supervisor for approval
Copy	-	Litigation Specialist or Resource Development Specialist
Copy	-	Private Agency Staff (as necessary for service provision and monitoring the Safety Protection Plan).