



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date: 10.3.2011
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 11.18.2020
Subchapter:	1	Forms	
Issuance:	22.23	<b>CP&amp;P Form 22-23, Family Risk Assessment</b>	

Click to view, complete, or print CP&P Form [22-23](#), SDM Family Risk Assessment.

Click to view, complete, or print CP&P Form [22-23\(S\)](#), SDM Family Risk Assessment.

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

### WHEN TO USE IT

The form documents the families which have low, moderate, high, or very high probabilities of future abuse or neglect. By completing this process, the Worker obtains an objective appraisal of the likelihood of a future incident of child maltreatment of their children within the next 18 to 24 months. The difference between risk levels is substantial.

Assess risk for all families for whom a child abuse or neglect investigation has been initiated, including new investigations on existing cases. CP&P Form [22-23](#), Family Risk Assessment was designed for completion in which child abuse or neglect is alleged child protective service investigation intakes/cases only. After the initial Risk Assessment, use the Risk Reassessment 22-26 Risk Reassessment. (Do not use CP&P Form 22-23 in a child welfare service intakes/cases assessment. The Risk assessment is completed based on conditions that exist at the time the incident is reported and investigated, as well the family's prior history.

The assigned Worker completes the risk assessment:

- For all CPS investigations including a new case, re-opened case, or when conducting an investigation on an open case,
- After completing a CP&P Form 22-22, Safety Assessment (In-Home), and making a finding determination, regarding the allegation, and
- For cases closed at intake, within 30 days prior to closing the case.

If the investigation is being held open pending receipt of final information, complete the risk assessment within 45 days. If the final information is received more than 30 days following completion of the risk assessment, review the completed risk assessment in light of the final information.

- If the risk score is unchanged, indicate that no changes are needed.
- If the new information would change the risk score, revise the risk assessment and take action as needed.

For new cases, the risk assessment guides the decision to open a case for permanency on-going services, based on the family's assessed risk level. In general, where the risk level is "high" or "very high" CP&P opens cases for continued supervision. For cases opened for permanency services on-going services, the risk level guides minimum monthly visitation requirements (MVR) with parents, caretakers, and children.

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.

After the initial Risk Assessment, use the Risk Reassessment 22-26 Risk Reassessment. (Do not use CP&P Form 22-23 in child welfare service assessments intakes/cases).

## **HOW TO USE IT**

Using information gathered about the family, use CP&P Form 22-23, Risk Assessment, to assess whether any child residing with his or her family (i.e., "in-home") is currently at risk of abuse or neglect.

The Risk Assessment is completed for the household. Assess risk at each household. A child may reside in more than one household.

Always assess the household of the caregiver alleged to have harmed the child. Determine the primary caregiver and the secondary caregiver. The primary caregiver is the caregiver that provides the most care (physical and emotional) for the child.

The Worker completes the Risk Assessment for all CPS investigations, including a new case, re-opened cases, or when investigating on an open case; also prior to closing the case. Assess risk prior to the closure of the investigation, no later than 60 days from State Central Registry (SCR) [CP&P-III-B-6-600](#)

## **INSTRUCTIONS FOR COMPLETING THE FORM**

After a Scored Risk Level is derived in NJS, determine whether any of the four “Very High-Risk Case Status Conditions” exist. Prompt Supervisory consultation is required whenever any of these conditions are present.

The Worker and Supervisor determine whether to apply a discretionary override. If the determination is “yes,” select the override box. Enter the explanation in the text box.

A “Final Risk Level” is determined after completing the above steps. New Jersey Spirit (NJS) derives the score electronically.

The New Jersey CP&P Family Risk Assessment Supplemental Data Collection Items was designed to capture information about New Jersey child protective service cases for research toward future policy and procedures development in risk assessment. Specific case information prefills on the CP&P Form 22-23, page 3.

The Worker signs the forms electronically and forwards it to his or her Supervisor for review and electronic approval.

## **DISTRIBUTION**

Electronic Copy - NJ SPIRIT ELECTRONIC Case Record

## **RELATED POLICIES**

- CP&P-[III-B-6-600](#) Structured Decision Making (SDM)