



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	3-9-2009
Subchapter:	1	Forms	
Issuance:	22.5	<b>CP&amp;P Form 22-5, New Jersey Child Safety Assessment in Resource Family Homes COVER SHEET</b>	

Click here to view CP&P Form [22-5](#), New Jersey Child Safety Assessment in Resource Family Homes COVER SHEET

### WHEN TO USE IT

The form provides background information needed by a Worker when conducting a child safety assessment in a resource family home or other family-based substitute care setting.

### HOW TO USE IT

Complete this form in the NJ Spirit application, by accessing it through Create >Resource Work > Maintenance 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

- If more than one resource parent, enter the name of the second provider.
- Enter "Notable Concerns" regarding each child residing in the home, such as special needs, disabilities, substance use, fire setting tendencies.
- Enter the names of the resource providers' own children, adopted children or other children residing in the home who were not placed by CP&P.
- Enter information from OOL regarding the status of the license.
- Information prefills to document one incident investigated by IAIU. Enter information about additional incidents in the addendum.

- In Part 2, item C, document contact with the Local Office Child Health Unit Nurse and the status of the child's health care.
- For a contracted foster home, enter information in part 3.
- If a waiver was granted to use the home, enter details.

The Worker and Supervisor sign and date the form.

**DISTRIBUTION**

- Copy - Child's case record
- Copy - Office of Licensing
- Copy - Contracted Agency,  
for a Contracted Agency home
- Copy - IAIU, when appropriate
- Copy - Interstate Services Unit,  
when the home is located out of state
- Electronic Copy - NJ SPIRIT Electronic Case Record