



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Chapter:	A	Forms	
Subchapter:	1	Forms	
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Click here to view the CP&P Form [26-52](#).

WHEN TO USE IT

This form is used to document the following:

- Events and facts gathered during a protective service investigation, including what the Worker and/or Supervisor observed
- Events and facts gathered during a child welfare assessment and case management
- All Structured Decision Making (SDM) assessment results;
- Information gathered as a result of family engagement
- In-person visits (including MVR - minimum visitation requirement), the purpose of visits, and whether or not the contact is successful
- Other significant contacts related to the case including collateral contacts
- Visits between a parent and a child in placement
- Visits between a child in placement and his or her siblings or other relatives
- Any placement or change in placement
- Significant decisions or relevant events
- Case conferences between the Worker and his or her Supervisor. The Supervisor uses the NJ SPIRIT application to document case conferences and record casework decisions and directives concerning the case/child.
- Litigation decisions and conferences with the DAG
- Visits by the Worker to the parent's home in preparation for return from placement
- The names and relationships of the persons seen during the contact
- Resource parent observations regarding significant events. See [CP&P-IV-B-4-100](#)

- Where, when, and why the Worker mails letters and notifications associated with the case

HOW TO USE IT

Access the form through the NJS Desktop > Contact/Activity Notes Window > Options 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

The form prefills entirely from the Contact/Activity Notes Window.

DISTRIBUTION

- | | | |
|----------|---|---------------------------|
| Original | - | Child's Case Record |
| Copy | - | NJ SPIRIT Resource Record |