



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	9-29-2006
Subchapter:	1	Forms	
Issuance:	26.90	<b>CP&amp;P Form 26-90, Full Disclosure Checklist for Working with Birth Families</b>	

Click here to view CP&P Form [26-90](#).

### PURPOSE AND USE

In coordination with the Concurrent Planning case practice model, use this checklist as a reference guide while talking with the adults from whom the child were removed (usually the parents). Address the following areas:

- Their rights and responsibilities
- Their child's urgent need for them to be involved in planning, visitation, and decision making about what will happen to them
- Your role as a CP&P representative
- The role of the resource parents
- Their understanding of the circumstances that caused placement as well as the "official" reasons for placement. Keep to the standard of sharing the "minimum necessary" amount of information, in compliance with the HIPAA law.\* (See NOTE below.)
- Permanency planning time frames and the range of permanency options
- Strengths, opportunities and resources that may exist as potential options to resolve problems that brought the family to the agency's attention
- Child's developmental need for safety, connections to family and culture, and continuity of care
- The Division's desire to give first consideration to potential adult relative care providers and assess their capacity to serve as placement and possible permanency resource
- Relative placement funding/licensing options
- Past involvement or present barriers to permanency planning\* (See NOTE below)
- An agreeable visitation plan and behavioral expectations of visitation

- Case planning and assessment process
- Consequences of following through/not following through with the plan
- Progress that is being made or not made
- Any ambivalent behaviors that may be present
- Other case specific issues

**NOTE:** Certain information is protected by state and federal laws and regulations, and sharing may be a breach of confidentiality. Laws and regulations require special releases to share certain information about health, substance use disorder and domestic violence. See [CP&P-IX-G-1-100](#), Disclosure of Client Information, and [CP&P-IX-G-1-200](#), Collection and Retention of Client Information.

## **INSTRUCTIONS FOR COMPLETING THE FORM**

The Worker uses the Full Disclosure Checklist For Working with Birth Families solely for a reference document, or completes the form by checking all appropriate boxes after talking with the family.

## **DISTRIBUTION**

Original - Case Record