



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Click here to access [CP&P Form 3-1](#).

WHEN TO USE IT

This form is used by the assigned Worker to document the "response" to DCF Form 1-1, Screening Summary, coded "CWS" by the State Central Registry. Complete it within 60 days of assignment from SCR. The form replaces CP&P Form 9-7, 9-7 1a, and K8-3.

HOW TO USE IT

- Access DCF Form 3-1 through the NJ Spirit Desktop > CWS Assessment Window > Summary Tab > Options Dropdown.
- 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.

DISTRIBUTION

DCF Form 3-1 is saved to the electronic case record in NJS.