



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: 12-15-2014
Volume:	X	Forms	
Chapter:	A	Forms	
Subchapter:	1	Forms	
Issuance:	5.77	CP&P Form 5-77, Resource Family Corrective Action Plan	

Click here to view, complete, or print the CP&P Form [5-77](#), Resource Family Corrective Action Plan.

WHEN TO USE IT

Within 30 days of the Resource Family Unit (RFU) receiving an investigation finding determination letter from the Institutional Abuse Investigation Unit (IAIU) regarding the investigation of a resource home, the RFU sends CP&P Form [5-77](#), Resource Family Corrective Action Plan, to the IAIU Corrective Action/Continuous Quality Improvement (CA/CQI) Unit.

The RFU submits CP&P Form [5-77](#) within those 30 days, whether or not corrective action, such as Resource Parent training, has been completed.

Note: Prior to developing the Corrective Action Plan, the Resource Home Unit Supervisor and Resource Family Support Worker hold a conference to discuss the IAIU findings and concerns, and review any previous Corrective Action Plan history.

HOW TO USE IT

The IAIU CA/CQI Unit reviews CP&P Form [5-77](#), and all supporting documents, and either approves or disapproves the plan, or identifies the plan as "pending." The IAIU CA/CQI Unit advises whether the suspension of the Resource Family Home can or cannot be lifted. IAIU forwards the Corrective Action Plan (CAP) and their response to the appropriate Area Office, Resource Family Unit, and the Office of Licensing.

If the CAP is "disapproved" or maintained as "pending" further action, the Local Office Resource Home Unit (LO RHU) must submit a revised Corrective Action Plan.

The final page of CP&P Form [5-77](#) serves as the cover sheet for LO RHU use when submitting a revised CAP to the IAIU CA/CQI Unit, or when confirming that outstanding actions have been completed.

If the CAP is disapproved, the LO RHU enters new recommendations for support, along with required documentation and the Resource Parent(s)'s signatures, indicating that they have reviewed the revised CAP, and agree or disagree with the plan. The IAIU CA/CQI Unit reviews the new plan, all supporting documents, and either approves or disapproves it, or maintains the plan as pending. The IAIU CA/CQI Unit advises whether suspension of the resource home can or cannot be lifted, and forwards their response to the applicable Area Office, RHU, and the Office of Licensing.

IMPORTANT NOTE:

Do not lift the suspension or send a status letter to the Resource Family without prior review and approval of the Resource Family Corrective Action Plan by the IAIU Corrective Action/Continuous Quality Improvement (CA/CQI) Unit.

TIPS FOR COMPLETING THE FORM

- Copy and paste the form template onto your desktop.
- Complete the form, rename it, and save.
- Complete all identifying information on the first page of the template. When the text fields for the Intake ID # and last name of the Resource parent are completed, they will pre-fill on the top of pages 2 through 6 under the form title; the pre-filled fields will become visible when the form is previewed for printing.
- In the section entitled "Previous Investigations Summary," summarize all previous investigations; include dates of previous investigations and findings, issues /concerns noted during each prior investigation, and any corrective action taken as a result of any previous investigation.
- In the section entitled, "Summary of Conclusions and Recommendations for Support," the Resource Family Support Worker documents the Corrective Action Plan and prepares it for the Resource Parent(s)'s review and signature. Document the date the meeting was held to discuss the plan, whether the Resource Parent agreed or disagreed with the recommendations, and, if they disagreed, note the reason(s) why.
- The Resource Parent(s) then signs the Resource Family Corrective Action Plan.

Note: Only give a copy of the Summary of Conclusions and Recommendations pages to the Resource Parent.

- The Resource Family Support Worker prepares the completed CP&P Form and attaches all supporting documents for final approval.

- The signature page of CP&P Form [5-77](#) (where the Resource Family Unit Supervisor, Resource Family Unit Casework Supervisor, and Local Office Manager/Area Director or their designees sign the form), must be completed prior to sending the form to the IAIU Corrective Action/Continuous Quality Improvement (IAIU CA/CQI) Unit.
- Use the last page of the template if the plan is disapproved by IAIU and needs to be revised, or maintained as pending for outstanding documentation.

DISTRIBUTION WHEN RFU SUBMITS TO IAIU (CA/CQI) FOR REVIEW

- Original - IAIU Corrective Action/Continuous Quality Improvement (CA/CQI) Unit
Copy - Resource Family Unit

DISTRIBUTION BY IAIU (CA/CQI) FOLLOWING REVIEW

- Original - Area Office
Copy - Resource Family Unit
Copy - Office of Licensing
Copy - IAIU Corrective Action/Continuous Quality Improvement (CA/CQI) Unit