



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 7-19-2019
Subchapter:	1	Forms	
Issuance:	9.26	CP&P Form 9-26, SPRU Worker Case Summary Sheet	

FORM:

Click here to view, print, or complete the DCF Form [9-26](#).

WHEN TO USE THIS FORM:

This form shall be used to document a SPRU Worker's "active hours" on assignments from the State Central Registry (SCR) while serving on call to the Department's After-Hours Response System. The Summary Sheet provides a breakdown of a SPRU Worker's time - field/response time, write up time, and travel time - comprising total "active hours" claimed on a given SPRU "case" assignment.

The SPRU Worker Case Summary Sheet may be used by the SPRU Coordinator or local management when approving an employee's "active hours" declared in the eCATS timesheet. To do so, the SPRU Coordinator will need to use the "total hours" calculated by the worksheet.

HOW TO USE THIS FORM:

The SPRU Worker enters each assignment from SCR into a horizontal "row" on the SPRU Worker Case Summary Sheet.

Complete the form on your computer. Make entries to capture the activity of that particular day of serving as a SPRU Worker on-call.

Each line (row) on CP&P Form [9-26](#) breaks down the SPRU Worker's "active hours" for each specific SPRU case assignment.

For any given shift, the first case should be identified as "Primary" or "Buddy" in the Shift Type column. Each additional case in that shift should be identified as "Primary – Additional" or "Buddy- Additional" depending on shift type. Only one case should be identified as "Primary" or "Buddy" for the shift so that the count of shifts is calculated correctly.

Time for the Field Response, Travel Time and Write up Time columns should be entered as (Hours: minutes) to ensure proper calculations (e.g., a field response that took 1 hour and 20 minutes should be entered as 1:20, a write up that took 30 minutes should be entered as 0:30).

The SPRU Worker submits his or her completed SPRU Worker Case Summary Sheet directly to the County SPRU Coordinator or forwards a copy to the Coordinator by facsimile (fax) machine.

Specific Instructions

- Enter the following information in the first lines of the form:
- NAME - The SPRU Worker enters his or her name.
- HAVING SERVED AS: PRIMARY SPRU WORKER, BACK-UP SPRU WORKER, SPRU BUDDY - Enter a check mark, as applicable, to indicate the position held while serving on SPRU duty.
- Enter the following information for each assignment handled while on SPRU:
- OFFICE – Select the Office the case has been identified for assignment. This section also has a drop-down menu to select the appropriate office.
- DATE(S) - Enter the date each assignment was first assigned to the SPRU Worker.
- SHIFT(S) - Enter the shift(s) worked on the given date (9am-5pm, 5pm-1am, 1am-9am). This section also has a drop-down menu to select the appropriate shift (e.g., 9:00 AM – 5:00 PM, 5:00 PM – 1:00 AM, 1:00 AM – 9:00 AM).
- SHIFT TYPE – Enter the Worker shift status by using the drop-down menu (e.g., Primary, Primary – Additional, Buddy, Buddy – Additional).
- SPRU CASE NAME - Enter the name of the SPRU "case" handled.
- SPIRIT ID - Enter the SPIRIT ID of the SPRU "case" handled.
- FIELD/RESP TIME - Enter the time in hours/minutes spent on the response. This category includes time spent handling the case by telephone (upon making collateral calls, crisis intervention, service referrals, outreach and support, consulting with the SPRU or IAIU Supervisor or SCR, etc.).
- TRAVEL TIME - Enter the time in hours/minutes spent traveling to the first destination associated with the assignment, and time spent travelling back home. Do not count time spent traveling between field destinations: Include interim travel time in the "field/resp time" column.
- WRITE UP TIME - Enter the time in hours/minutes spent writing up the SPRU response report, and other documents (including the child safety assessment, where applicable).

- TOTAL TIME – This field is calculated automatically adding the Field Response, Travel and Write Up times entered on that row
- E-CATS TIME – This field is calculated automatically adding the Field Response, Travel and Write Up times entered on that row and converting that into the decimal format used by eCATS
- Complete the following on the bottom of the form:
- SIGNATURE - The SPRU Worker signs his or her name.
- DATE - The SPRU Worker dates his or her signature.
- Totals
- PRIMARY SHIFTS – Calculated by adding all “Primary” cases in the Shift Type column. This will ignore all other shift types.
- BUDDY SHIFTS – Calculated by adding all “Buddy” cases in the Shift Type column. This will ignore all other shift types.
- PRIMARY HOURS – Calculated by adding all “Primary” and “Primary- Additional” cases in the Shift Type column. This will ignore all other shift types. This data will display as Hours: minutes in the Total Time column and in decimal format for the eCATS time column
- BUDDY HOURS – Calculated by adding all “Buddy” and “Buddy- Additional” cases in the Shift Type column. This will ignore all other shift types. This data will display as Hours: minutes in the Total Time column and in decimal format for the eCATS time column

FORM DISTRIBUTION:

- Original - County SPRU Coordinator
- Copy - SPRU Worker (The SPRU Worker is advised to keep a copy of this document for his or her records.)

RELATED POLICY:

- [SPRU Case Practice Considerations & Procedures](#)
- [SCR Assignment to SPRU](#)