



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

To: Local Educational Agency Leads, Directors of Nonpublic Schools
Route to: Principals, School Nurses, Staff Involved with Community Outreach, Students, Guardians and Parents
From: Sanford Starr, Assistant Commissioner
New Jersey Department of Children and Families
Date: October 11, 2023
RE: **NJ4S District/School Representative Access**

Dear colleague,

Over the past month, DCF has been encouraging public middle and high schools, K-8 elementary schools (for grades 6-8) and charter schools to submit a point of contact in order to access the NJ4S information system. This access provides these schools (the principal or a delegate) with the ability to apply for evidence-based prevention programming (Tier 2) and brief counseling interventions (Tier 3) for students, as well as consultation to school faculty. The NJ4S information system also allows district representatives (Superintendent or delegate) to have access to a district-wide dashboard of information.

Based on requests we have received from a number of school and district representatives, we would like to clarify these important roles in the NJ4S program.

One School Representative at a Time

- *School Representatives: Have access to create applications to request NJ4S services.*

While we are thrilled that schools are requesting multiple representatives per building, the NJ4S program is designed to have a single point of contact per school to serve as a liaison to the NJ4S Hub. We believe that having a single point of contact for each school will help to avoid duplicate requests from each school. It will also ensure that the requests for prevention programming are vetted internally by the school and that there is a clear point of contact for Hub staff that are interacting with many schools and districts simultaneously. NJ4S puts the school in the driver's seat with the application for services, but one driver at a time will help to ensure clear communication between the school and the Hub. The school representative can be changed at any time within the system. This change does not require returning to the survey that we have used to gather initial point of contact information.

The Need for Unique Representative Email Addresses for Each School

We have also received a number of requests for a single school representative to apply for services for multiple schools. Based on how the NJ4S system establishes and maintains security, this is not possible. The system build for NJ4S has security features in place that require each school to have its own representative, with a unique email address. We hope that even in instances in which a single individual may have a role in determining applications across different schools within a district, that a unique school representative can be identified for each school.

Schools will have to determine for themselves their internal business processes that happen prior to the submission of a request for Tier 2 or Tier 3 services through the NJ4S online portal. But in order to comply with system requirements, we must ensure that each school has one person designated with system access, and that no person has access to more than one school at a time.

The Same Requirements for School District Representatives

- *School District Representative: Only have access to dashboards and reports of NJ4S activity happening in the school(s) within their district. To fully benefit from NJ4S, school districts should sign up both a district representative (one per district) and a school representative for each school in the district (one per school).*

These same requirements apply to a school district representative. It is important to have a single point of contact at the district level. As with the school representative, this point of contact can be changed at any time within the NJ4S system. **Please note that a district representative cannot also serve as a school representative.**

If your school or school district has a unique set of circumstances that makes it impossible to have a single and unique representative per school building, and a single unique district representative, please contact us at NJ4SFeedback@dcf.nj.gov so we can help to facilitate a solution.