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| Chapter: | C | Case Oversight & Management | Revised Date: 04-03-2023 |
| Subchapter: | 2 | Services | |
| Issuance: | 200 | Family Preservation Services | |

Purpose:

This issuance establishes policy and procedures for the provision of Family Preservation Services (FPS). FPS is an intensive, in-home, crisis intervention and family education program targeted to families whose children are at imminent risk of abuse and neglect and out of home placement or whose children are returning from out-of-home placement and intensive reunification services are needed.

Authority:

- [P.L. 115-123 Families First Prevention Services Act](#)
- [SEC. 421. \[42 U.S.C. 621\] Stephanie Tubbs Jones Child Welfare Services Program](#)
- [P.L. 116-94 SEC. 430. \[42 U.S.C. 629\] Marylee Allen Promoting Safe and Stable Families Program](#)

Policy:

A) Eligibility for the FPS Program

- 1) Eligibility is determined by the CP&P Worker after completing one of the following Structured Decision Making (SDM) tools and at least one of the following criteria is met:
 - a) Safety Assessment:
 - i.) The Safety Decision is indicated as “Safety Factors Identified/All Children Remain in the Home”; or
 - b) SDM Family Risk Assessment and Risk Re-Assessment:
 - i.) Risk level is assessed as high or very high; or
 - c) Family Reunification Assessment:
 - i.) Risk level is assessed as low to moderate
 - ii.) Part 2 indicates one or more safety factors present

B) Turnback

- 1) A family may be denied services when any of the following circumstances exist:
 - a) The child is not at imminent risk of placement
 - b) In imminent risk circumstances – the child(ren) was placed prior to FPS intervention or within the 72-hour assessment period
 - c) Substance use or mental health issues exists to such a great extent that it impedes a family's ability to engage in services and skills
 - d) The family's presenting situation indicates a need for longer term or less intensive services
 - e) The family declines FPS services
 - f) Family or other circumstances impede full engagement in services – must be explained by FPS program
- 2) The FPS programs will notify the CP&P referral source, using the agency's Turnback Form, within 72 hours of the referral if the family will be denied services.

C) Authorization for Release

- 1) Within 7 business days following the receipt of the CP&P Form 26-15, Authorization for Release of Information form signed by the caregiver, (that specifically permits the Division to provide follow-up information regarding their status for up to one (1) year after being discharged).

Procedures:

A) Referral

The CP&P Worker discusses the appropriateness of Family Preservation Services with the Supervisor

- 1) For families where there is a confirmed or suspected dynamic of domestic violence, the CP&P Worker and RDS together shall consult the contracted Domestic Violence Liaison within the Local Office for appropriateness and potential safety factors regarding a referral (see the [Domestic Violence](#) policy)
- 2) The CP&P Worker discusses the availability of Family Preservation Services with the caregiver(s) whom the child may be removed from or is imminently returning to." If the caregiver agrees to participate in FPS, the Worker completes the CP&P Referral Form 26-93 after completing one of the following Structure Decision Making (SDM) assessments:
 - a) Safety Assessment- one or more safety factors are identified
 - b) Family Risk Assessment/Reassessment- Risk level is assessed as high or very high
 - c) Family Reunification Assessment-Risk level assessed as low to moderate
- 3) The CP&P Supervisor reviews the CP&P Referral Form 26-93 for approval, then submits the form to the RDS to ensure the Referral form is thoroughly completed before the RDS provides a signature. The

CP&P Worker is to maintain communication with Family Preservation Services worker to provide any additional information about the challenges and underlying issues the family is experiencing.

- 4) The RDS forwards the Referral Form 26-93 and SDM assessments to the FPS Supervisor via email or fax.

B) Intake

- 1) In support of teaming and collaborating with FPS, the CP&P Worker makes reasonable efforts to accompany the FPS Worker on the initial visit that is scheduled within 24 hours of the referral. The intake process is completed with the family during the initial visit.

C) Mid-case Conferences

- 1) These conferences are conducted with all interested parties, including the CP&P Worker and/or Supervisor, family members and FPS Counselor and/or Supervisor. The purpose of this conference is to: update all parties regarding the family's progress; identify any outstanding issues; begin aftercare planning; and set a tentative FPS termination date. To ensure continuity of serves and in preparation for case closing, during this conference, responsibility for securing aftercare service referrals are delineated between the FPS contracted agency, CP&P and the family.

D) Termination

- 1) The FPS Supervisor will provide the CP&P worker a written notice of their intent to terminate services 5 workdays prior to the family's termination date of services. The CP&P Worker may request to conference the case with FPS Supervisor if there is disagreement regarding termination. The CP&P Worker will maintain contact with FPS worker during the termination phase to coordinate after-care plans for the family and provide information and referral to community-based resources.

E) Follow-up Protocol

- 1) Resource Development Specialists are the primary CP&P representative point of contact to conduct a search of the NJ SPIRIT system and provide information regarding subsequent incidents of abuse/neglect and out-of-home-placements during the specified interval and may return the *Follow-Up Report* to the FPS agency.
- 2) The FPS program model requires that DCF-contracted agency representatives provide follow up evaluations be conducted at three (3), six (6) and twelve (12) month intervals with families who have completed the program. Follow up may only occur after the FPS agency receives written caregiver consent that specifically permits the CP&P to provide follow-up information regarding their status for up to one (1) year after being discharged from the program. The information obtained through these evaluations is also used to determine the extent to which FPS agencies achieve the service outcomes and performance measures outlined in their contracts.

Key Terms (Definitions):

- **Intervention** – 4 to 8-week timeframe. To extend past 4 weeks, families need to demonstrate progress being made. Extend week by week.
- **Full Interventions (FI)** – A minimum of 28 days of provided services. Exceptions would be Reunification. Report on children(s) stats for Follow-up. The FI is not related to progress of goals or face hours or signatures.
- **Interrupted Intervention (IR)** – Less than 28 days. If Reunification, child not reunified by 30th day.
- **Turn Back (TB)** – Case terminated within 72 hours. Extenuating circumstances; additional 48 hours with supervisor discretion.
- **Service Start Date** – The date FPS Referral is received and accepted by FPS.
- **Intervention Start Date** – The date of the first face-to-face contact. This date begins week 1 of the intervention.

Forms and Attachments:

- CP&P Referral Form 26-93

Related Information:

- Domestic Violence Policy SDM Safety Assessment
- SDM Family Risk Assessment and Risk Re-Assessment
- SDM Family Reunification Assessment

Policy History:

- Revised, 04-03-2023
- New, 04-15-2012