



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:
Volume:	III	Case Management	
Chapter:	C	Case Oversight and Management	5-21-2012
Subchapter:	5	Casework Supervision	
Issuance:	500	Permanency Supervision	

Permanency Supervision, Ongoing Case Conferencing

Introduction 5-21-2012

The Permanency Supervisor empowers and supports their Workers to effectively work with families until a safe and sustained transition can be made from DCF involvement. Through leadership and guidance, the Permanency Supervisor is accountable for developing in their staff the skills needed to successfully engage children and families and assess conditions and circumstances affecting client families.

The Supervisor consults the Casework Supervisor, as needed, until successful closure of the case can be achieved.

Case Transfer to Permanency 5-21-2012

The Permanency Supervisor assigns ongoing cases within two business days of his or her receipt of the case from the Intake Supervisor. The Supervisor reads the case and conferences it with the previous Worker and Supervisor, if possible (see [CP&P-III-C-1-100](#), Intraoffice Case Transfer). The Permanency Supervisor assigns ongoing cases promptly to minimize breaks in case management and in CP&P monitoring of risk cases. The higher the degree of potential risk, the more promptly the case should be assigned. In all cases, the Supervisor speaks directly with the Worker when the case is assigned.

Establishing and Monitoring the Minimum Visitation Requirement 5-21-2012

The Supervisor establishes the in-person visitation schedule/MVR requirement at the time of case plan development (within 60 calendar days of State Central Registry assigning the CPS report to the field office, within 60 calendar days of State Central Registry assigning the CWS referral to the field office, or within 30 calendar days of a

child's out-of-home placement, whichever comes first). See [CP&P-III-C-3-100](#), Factors to Consider in Determining the Frequency of MVRs.

The Supervisor reviews MVR compliance for each Worker on a monthly basis thereafter and as the needs of the family and/or the level of risk changes. Supervisors set the MVR requirement in consultation with the Worker based on the presenting needs of the case, and similarly adjust the schedule as case needs change, or as reunification with the birth parent approaches.

Supervisors monitor completion of the MVR on a monthly basis as part of their effort to gauge the level of effort and progress achieved in individual cases. The Supervisor monitors MVR compliance by reviewing NJ SPIRIT Safe Measures reports and upon reviewing and approving the Worker's Contact Activity Notes in the respective electronic case record, or both. If compliance problems arise, the Supervisor promptly addresses them with the Worker.

See [CP&P-III-C-3-100](#), In-Person Visits with Clients and Out-of-Home Placement Providers.

Reviewing and Approving Contact Sheets 5-21-2012

Supervisors monitor Contact Sheets in NJS to prepare themselves for case conferencing and to ensure that Workers have taken appropriate steps to assess safety, reduce risk, and achieve case goals. Supervisors ensure their Workers adequately document these activities, as well as changes in each family's circumstances and in presenting problems.

The Supervisor reviews and electronically approves Contact Sheets on a monthly basis, at a minimum. Be sure to review Contact Sheets before conferencing the case with the Worker. However, if the case is court-involved, the Supervisor reviews and approves all Contact Sheet entries prior to the next court date. Other occasions may arise that require the Supervisor to review Contact Sheet entries more frequently. After each review, the Supervisor approves the Contact Sheet in NJS.

Enter information in NJS via the Contact/Activity Notes Window, printable as CP&P Form [26-52](#), Contact Sheet. Access the Window through the NJS Desktop > Contact/Activity Notes Window > Options Drop-down.

Permanency Case Conferencing

Introduction 5-21-2012

Permanency Supervisors conference all cases for which they are responsible with assigned Workers on a consistent, ongoing basis. Permanency Supervisors are to

conduct, at a minimum, one conference per month with each Worker in order to maintain their familiarity with the caseloads under their supervision. A Worker's entire caseload is fully conferenced every month. Each Worker/Supervisor Conference is to be documented in NJ SPIRIT.

Conferences with New Workers on a Weekly Basis 5-21-2012

The Supervisor conducts weekly conferences with each new Worker who has less than one year of experience, discussing no less than one quarter of the Worker's caseload at each conference, so that the entire caseload is fully conferenced within each month (see [CP&P-III-C-3-100](#)).

Case conference with new Workers based on the established Minimum Visitation Requirement (MVR) schedule for the case, determined by its risk level (see [CP&P-III-C-3-100](#), Visitation with Children in Placement, Their Parents, and Their Placement Providers).

Supervisors conference cases with their new Workers before MVRs in accordance with the case practice model of making visits matter.

Conferences with Experienced Workers on a Monthly Basis 5-21-2012

The Supervisor conducts one conference per month with each experienced Worker. The Supervisor discusses the Worker's caseload so that the entire caseload is fully conferenced every month.

Caseload Conferences include, but are not limited to:

- Assessing safety and risk;
- Reviewing and approving Worker's documentation on NJ SPIRIT;
- Assisting Workers in determining case plan goals;
- Supporting and redirecting Workers, as needed;
- Assisting Workers in planning and prepping for the Family Team Meeting;
- Documenting each Worker/Supervisor conference in NJ SPIRIT;
- Ensuring that Workers complete and document MVRs (see [CP&P-III-C-3-100](#));
- Ensuring documentation is prepared for the Child Placement Review Board (see [CP&P-IV-A-3-200](#));

- Ensuring Workers complete required sibling visits;
- Ensuring Workers complete required parent/child visits for cases with a goal of reunification;
- Ensuring monthly contact is made with parents for cases with a goal that is not reunification;
- Ensuring all Risk Reassessments for cases identified for closure are completed within 30 days prior to closing the case;
- Ensuring children and families are seen within 30 days prior to closing the case;
- Ensuring Workers are collaborating with families to secure family supports and community resources;
- Assisting Workers in establishing individualized plans and linking families to relevant services;
- Ensuring documentation of monthly collateral contacts.

Conferencing Specific Case Types

Conferencing Child Safety and Safety Protection Plans 6-26-2016

Workers make reasonable efforts to maintain a family unit in tact as long as safety can be established and risk is not present. If possible, implementing a safety plan to ensure safety and maintain the family unit may be best. In all instances, these cases are conferenced between the Worker and Supervisor on a regular, ongoing basis until the Safety Protection Plan is satisfied.

If reasonable efforts to maintain a family unit have failed, consult with DAG and place the child in an out-of-home placement setting to ensure the child's safety and eliminate future risk of harm. While the child is in an out-of-home setting, the Worker continues to work with the family to reunite the family unit, if possible. The Worker begins concurrent planning (see [CP&P-III-B-2-300](#)).

Very High Risk or High Risk Cases 5-21-2012

The Supervisor reviews the circumstances of each case and reports each case determined to meet very high or high risk criteria to the Casework Supervisor within one day of case assignment or within one day of conferencing with the Worker supervising the case.

When a case is determined to be very high or high risk, the Supervisor participates in case conferencing with the Casework Supervisor on a weekly basis until risk is reduced to moderate or low. The purpose of the standard is to ensure that appropriate strategies for service provision, case monitoring, and risk reduction are designed and implemented immediately in all very high or high risk situations.

Supervisors ensure that Workers are completing Minimum Visitation Requirements (see [CP&P-III-C-3-100](#) In-Home Schedule Based on Risk).

Children In-Home 5-21-2012

The reasons for conferencing cases regarding children in-home include, but are not limited to:

- Assessing safety (see [CP&P-III-B-6-600](#) , Child Safety Assessment (In-Home));
- Assisting family in identifying its strengths and weaknesses and the strengths and weaknesses of each family member;
- Assisting the family in identifying appropriate extended family members or friends who can support the family;
- Ensuring MVRs are completed and documented correctly (see [CP&P-III-C-3-100](#));
- Assisting the family in developing case goals to address the needs of the child and the family (see [CP&P-III-B-4-400](#));
- Ensuring family members of newly assigned cases are seen within 10 working days of assignment or case transfer (see [CP&P-III-C-3-100](#)).

Children in an Out-of-Home Placement 5-21-2012

The reasons for conferencing cases regarding children in out-of home placement include, but are not limited to:

- Monitoring concurrent case planning efforts (see [CP&P-III-B-2-300](#));
- Ensuring Workers notify appropriate parties/CPRB within five (5) days that a placement has occurred;
- Ensuring relatives are identified and advised of the child's placement within 30 days, or that search efforts commence to locate extended family members/relatives (see [CP&P-III-C-4-100](#), Conditions for a Relative

Search, and CP&P Form [5-58](#), Thirty-Day Notification to Relative of Child's Placement Out of Home);

- Ensuring Workers see the child within five (5) days of placement (see [CP&P-III-C-3-100](#));
- Establishing weekly visits occur with parents, siblings and other interested parties (see [CP&P-III-C-3-100](#));
- Establishing an in-person visitation schedule with providers (see [CP&P-III-C-3-100](#));
- Ensuring a Family Team Meeting (FTM) is completed within 30 days of placement (see [CP&P-III-B-5-500](#));
- Ensuring each MVR is completed and documented correctly in NJS (see [CP&P-III-C-3-100](#));
- Assessing child safety (see [CP&P-IV-A-2-100](#));
- Assisting the family in developing case goals to address the needs of the child and family (see [CP&P-III-B-4-400](#));
- Ensuring Workers request long form birth certificates (see [CP&P-III-B-4-400](#));
- Ensuring Workers request Social Security cards (see [CP&P-III-C-2-300](#));
- Ensuring all documentation related to a child entering placement is completed (see [CP&P-III-B-4-400](#));
- Ensuring a 90-Day Staffing is held for children who have been in placement for three months (a conference must also be held with the Casework Supervisor);
- Ensuring Workers are prepared for Five/Ten-Month Enhanced Reviews (see [CP&P-IV-D-2-300](#));
- Reviewing timeliness of children placed in shelters and initiating alternate placement plans (see [CP&P-IV-E-5-200](#));
- Ensuring a family reunification assessment is completed (see [CP&P-III-B-6-600](#));
- Assisting the family in identifying appropriate family members or friends who can support the family;

- Ensuring the family is aware of concurrent planning requirements;
- Connecting with the Resource Support Worker who is assigned to the caregiver;
- Establishing educational stability (see [CP&P-VII-A-1-100](#));
- Ensuring that family members or friends receiving presumptive eligibility are in compliance with licensing time frames;
- Ensuring Workers are assisting families in identifying strengths and weaknesses;
- Ensuring a current picture of the child is placed in the case record;
- Ensuring the Worker begins Life Book work with the child. See [CP&P-IV-B-6-300](#).