



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	E	Residential Placement	10-3-2011
Subchapter:	4	Discharge	
Issuance:	300	Post Discharge Supervision and Termination	

Activity with the Child 8-30-93

Following discharge from residential placement, the Division shall conduct an assessment of the family's service needs. The child may need assistance from CP&P in his adjustment to his home, school, and community. Providing supportive services, e.g., assisting in school arrangements, arranging for community mental health appointments, assisting the child in securing part time or full-time employment, etc., is the major focus of the Worker's activities.

Activity with the Parents/Caregivers 8-30-93

The parents or caregivers usually need assistance in helping the child to make a suitable adjustment. The Worker's focus is on helping the parents/caregivers to accomplish the case goal and to provide whatever necessary supportive services are required to accomplish the case goal.

Contact Schedule 8-30-93

The contact schedule established for the child, parents/caregivers is based on the:

- need for protection;
- need for the Worker to be directly involved in the provision of service; and
- frequency of contact needed to carry out the case plan.

The Worker and Supervisor jointly determine a contact schedule upon the child's discharge and continually evaluate the case situation to insure that the schedule is a realistic and an effective one. See [CP&P-III-C-3-100](#), Minimum Visitation Requirements (MVRs), for guidelines.

Termination 10-3-2011

Ongoing evaluation of the case situation is essential in determining the need for continued service to the child and family. The Division terminates involvement with the family when services are no longer needed from the Division. Cases are terminated when:

- In the judgment of the Worker and the Supervisor, the client has reached the case goal.
- The problems identified by the Worker and the client have not been resolved, but the child is not in danger of losing his or her life or of being injured and the family does not want further services.
- The court has ordered termination.
- The child has reached his or her eighteenth birthday and does not meet the criteria outlined in [CP&P-III-A-1-500](#) for continued eligibility.

Termination plans are discussed fully with the child and his or her family so that they are prepared for, and in agreement with, termination.

The decision to terminate is made after careful consideration of the case situation by the Worker, Supervisor, and under certain circumstances, the child and family.

It is important that the Worker document all termination activities. A client who is informed that services will be terminated shall be informed in writing by the Worker of the reasons for the decision and that he or she has a right to appeal the decision.

Procedures Related to Post Discharge Supervision and Termination 10-3-2011

RESPONSIBILITY	ACTION REQUIRED
Worker	1. Maintain supervision during initial adjustment at home.
	2. Provide supportive services required to maintain child in own home or placement, if appropriate.
Worker/Supervisor	3. Complete an assessment no less frequently than every six months during the period of service delivery to determine if continued service is required.
Worker	4. Discuss plans with child and parents/caregivers if termination appears appropriate.
	5. Complete a Risk Reassessment, CP&P Form 22-26 , within 30 days prior to case closure. Determine if risk level is either low or moderate.
	6. Document final case activities.
Supervisor/Worker	7. Review and sign documentation.
	8. Prepare a letter advising the client of his or her right to appeal the termination of CP&P services.

	9. Close case in NJ SPIRIT.
Supervisor	10. Approve case closing in NJ SPIRIT.