

CHAPTER 133D
CASE MANAGEMENT

Authority

N.J.S.A. 30:4C-4(h), N.J.S.A. 30:4C-25, N.J.S.A. 30:4C-11
et seq., specifically 30:4C-44, and N.J.S.A. 9:6-8.8 et
seq., specifically 9:6-8.15.

Source and Effective Date

R.1993 d.534, effective November 1, 1993.
R.1993 d.587, effective November 15, 1993.
See: 25 N.J.R. 2209(a), 25 N.J.R. 4934(a);
25 N.J.R. 2210(a), 25 N.J.R. 5168(b).

Executive Order No. 66(1978) Expiration Date

Chapter 133D, Case Management, expires on November 1, 1998.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. (RESERVED)

SUBCHAPTER 2. CASE PLAN

- 10:133D-2.1 Purpose
- 10:133D-2.2 Scope
- 10:133D-2.3 Definitions
- 10:133D-2.4 When a case plan is developed
- 10:133D-2.5 Participants in developing the case plan
- 10:133D-2.6 Process of developing the case plan
- 10:133D-2.7 Contents of the written case plan
- 10:133D-2.8 Notice of the case plan

SUBCHAPTER 3. (RESERVED)

**SUBCHAPTER 4. IN-PERSON VISITS WITH CLIENTS
AND SUBSTITUTE CARE PROVIDERS**

- 10:133D-4.1 Authority
- 10:133D-4.2 Purpose
- 10:133D-4.3 Scope
- 10:133D-4.4 Definitions
- 10:133D-4.5 Purpose of in-person visits by the Division representative
- 10:133D-4.6 Establishing a schedule for in-person visits
- 10:133D-4.7 In-person visitation when a child is placed out of his or her own home
- 10:133D-4.8 Change in placement
- 10:133D-4.9 Placement in a treatment-based out-of-home placement program
- 10:133D-4.10 Initial in-person visit

SUBCHAPTER 1. (RESERVED)

SUBCHAPTER 2. CASE PLAN

10:133D-2.1 Purpose

The purpose of this subchapter is to describe the process of developing a case plan, to identify the participants in the

development of the case plan, and to identify the contents of the case plan.

10:133D-2.2 Scope

The provisions of this subchapter shall apply to each client, family member, caregiver, Division representative, and other person participating in the case plan development.

10:133D-2.3 Definitions

The definitions in N.J.A.C. 10:133-1.3, Definitions, are hereby incorporated into this subchapter by reference.

10:133D-2.4 When a case plan is developed

A case plan shall be developed for each family for whom services will be provided on the same schedule as the assessment. See N.J.A.C. 10:133C-3.10. The case plan may be revised more often than the standard set above, if the case situation warrants.

10:133D-2.5 Participants in developing the case plan

(a) The Division representative shall develop the case plan with the child's parent, unless he or she is unwilling to participate, any person appointed by the court for this purpose and the child, if the Division representative determines that the child is willing and able to participate in the development of the case plan, in accordance with this subchapter. Other interested parties or service providers may be invited to participate.

(b) In addition to (a) above, when the child lives in an out-of-home placement, the Division representative shall develop the case plan in consultation with the child's out-of-home placement caregiver.

10:133D-2.6 Process of developing the case plan

(a) Participation in developing the case plan shall include providing information, identifying problems, identifying services and actions which are needed to resolve the problems and achieve the case goal, suggesting the time frames for beginning and completing the identified services and actions and specifying who is responsible for completing the identified services and actions.

(b) The participants in the case plan may participate by:

1. Meeting together with the Division representative to discuss the case plan;
2. Meeting individually with the Division representative;
3. Providing written information to the Division representative; or

4. Talking with the Division representative by telephone.

(c) The Division representative shall prepare a written case plan.

10:133D-2.7 Contents of the written case plan

(a) The written case plan for a family with the child living at home shall include:

1. The reasons for the Division's involvement with the family;
2. The case goal for each family member receiving services;
3. The schedule for contacts between the Division representative and the family members, pursuant to N.J.A.C. 10:133D-4, In-Person Visits with Clients and Substitute Care Providers;
4. The services offered to and used by the family since the last case plan was developed, for each case plan after the initial case plan;
5. The behavioral and other changes expected;
6. The services or activities which are intended to facilitate the changes and who will accomplish or provide them; and
7. Progress toward achieving the case goal for each family member receiving services.

(b) The written case plan for a child in an out-of-home placement shall include:

1. Whether a court ordered the placement or the parent signed a voluntary agreement authorizing the placement;
2. The efforts made to prevent placement, the reasons for making the placement or for continuing the placement, all efforts made to reunify the family and the impact of those efforts;
3. The case goal for the child, the progress towards its achievement, and any obstacles to reaching it;
4. An assessment of the appropriateness of the current placement;
5. The efforts made to find a missing parent or relative, pursuant to N.J.S.A. 30:4C-12 et seq.;
6. The schedule for contacts between the Division representative and the family members, pursuant to N.J.A.C. 10:133D-4, In-Person Visits with Clients and Substitute Care Providers;
7. The plan for visits between the child and parents, siblings and other relatives (see N.J.A.C. 10:122D-1);
8. The views of the child, family, and caregiver concerning the placement and the case plan;

9. The needs of the child, the parent, and the child's caregiver in order to meet the case goal; and

10. The services or actions intended to meet the identified needs and who is responsible to provide the services and complete the activities, with projected time frames. See N.J.A.C. 10:122D-2, Services to Children in Foster Home Placement.

10:133D-2.8 Notice of the case plan

(a) The Division representative shall ask each person who participated in developing the case plan to sign the case plan to indicate his or her participation in developing the case plan.

(b) The Division representative shall give a copy of the case plan to each person who signs the case plan, including the caregiver, and to each parent who declines to participate in or sign the case plan.

SUBCHAPTER 3. (RESERVED)

SUBCHAPTER 4. IN-PERSON VISITS WITH CLIENTS AND SUBSTITUTE CARE PROVIDERS

10:133D-4.1 Authority

N.J.S.A. 30:4C-25 requires the Division of Youth and Family Services, Department of Human Services to regularly visit all children under its care, custody, and supervision.

10:133D-4.2 Purpose

The purpose of this subchapter is to establish criteria for determining the frequency and nature of in-person visits by a Division representative with each child, parent, and substitute care provider.

10:133D-4.3 Scope

The provisions of this subchapter shall apply to each child receiving services from the Division, his or her parent, and each substitute care provider of a Division supervised child, and to the Division.

10:133D-4.4 Definitions

The definitions in N.J.A.C. 10:133-1.3, Definitions, are hereby incorporated into this subchapter by reference.

10:133D-4.5 Purpose of in-person visits by the Division representative

(a) Each in-person visit by the Division representative shall be made for one or more of the following purposes:

1. To determine whether the child is receiving appropriate care and is safe from harm;
2. To determine whether the objectives of the case plan are being met;
3. To determine what progress is being made toward achieving the case goal; or
4. To determine whether barriers to achieving the case goal are being alleviated.

10:133D-4.6 Establishing a schedule for in-person visits

(a) The Division representative and supervisor shall establish a schedule for each child, his or her parent, and substitute care provider, based on the following:

1. The services to be provided directly by the Division representative;
2. The services to be provided by non-Division service providers;
3. The case goal; and
4. The assessed risk to the child.

(b) The supervisor and the Division representative shall monitor and modify the schedule when appropriate.

(c) Each established schedule for in-person visits shall fall between a range of once every week to once every 12 weeks, except as provided in (d) below.

(d) The office manager may approve an in-person visitation schedule of once every six months for a child, parent, or substitute care provider, when a child resides in:

1. A related or unrelated para-foster home where the only Division service is financial, and appropriate parenting has been demonstrated over a six month period of time during which the Division representative has made frequent in-person visits;
2. A formalized long-term foster care custody placement per P.L. 1992, c.139 and the foster parents have demonstrated the ability to handle all parental responsibilities without close monitoring by the Division; or
3. An out-of-State residential facility that precludes in-person visitation more frequently than once every six months.

(e) Whenever an in-person visitation schedule of once every six months has been approved under the provision of (d) above, the Division representative shall maintain monthly telephone contact between visits with all parties as well as with collateral individuals; for example, school personnel.

(f) The Division representative shall advise each child, his or her parent, and the substitute care provider of the schedule for in-person visits and any changes in the schedule.

10:133D-4.7 In-person visitation when a child is placed out of his or her own home

(a) In addition to the visits made in accordance with the provisions of N.J.A.C. 10:133D-4.6, Establishing a schedule for in-person visits, whenever a child is placed out of his or her own home:

1. Individual in-person visits with the child, the prior custodial parent, and the substitute care provider shall be made by the Division representative within five working days following the child's placement out of his or her own home;
2. The visit with the child shall occur in the home of the substitute care provider; and
3. The Division representative shall, whenever possible or appropriate, have an in-person visit in the home of the prior custodial parent or in the office within five working days following the child's placement.

10:133D-4.8 Change in placement

Following a change in the child's out-of-home placement, the Division representative shall have an in-person visit within five working days with the child and new substitute care provider.

10:133D-4.9 Placement in a treatment-based out-of-home placement program

(a) The Division representative shall telephone the child within five working days of the child's placement in a treatment-based out-of-home placement program, unless contraindicated by the individual treatment plan for the child.

(b) Within 20 working days of placement in a treatment-based out-of-home placement program, the Division representative shall visit the child and attend the treatment conference if one is scheduled at the time of the visit.

Amended by R.1997 d.209, effective May 19, 1997.
See: 28 N.J.R. 2490(a), 29 N.J.R. 2479(a).

Amended section name; in (a), deleted "residential" following "of the child's" and inserted "in a treatment-based out-of-home placement program,"; and in (b), inserted "in a treatment-based out-of-home placement program," and made a nonsubstantive change.

10:133D-4.10 Initial in-person visit

(a) In addition to the standards set by N.J.A.C. 10:133D-4.7, 4.8 and 4.9, the Division representative shall make an in-person visit in the child's residence within 20 working days when:

1. A case initially opened for services with the Division is assigned to the Division representative; or

2. The case is transferred from one Division representative to another. In this instance, the newly assigned Division representative shall make the in-person visit.