



**POLICIES AND PROCEDURES
NEW JERSEY EARLY INTERVENTION SYSTEM**

Date: November, 2005

No.: NJEIS-11	Subject: Child Abuse Prevention and Treatment Act Referrals
Effective Date: Immediately	Category: Intake
Review Date: November, 2006	Responsible Party: Procedural Safeguards Coordinator

I. Purpose

To foster uniformity around the identification, referral and intake of children who have been the victims of substantiated child abuse or neglect.

II. Policy

- a. Pursuant to the Child Abuse Prevention and Treatment Act (CAPTA), all children who are victims of substantiated child abuse or neglect shall be referred to the New Jersey Early Intervention System by the Division of Youth and Family Services (DYFS) for evaluation.
- b. Service Coordinators and Case Management Unit Coordinators shall have primary contact with children referred to the NJEIS pursuant to CAPTA, along with their families, for purposes of determining whether an evaluation and assessment should be performed.
- c. To avoid duplication of efforts, the NJEIS shall receive and review reports and other documentation from sources outside of the NJEIS related to screenings conducted that show the child's developmental levels, and the child and family's needs, concerns and priorities.
- d. Children determined to be victims of abuse or neglect and thereby referred to the NJEIS shall: (1) be screened or evaluated/assessed by the NJEIS; (2) be evaluated by DYFS staff; or (3) where appropriate, have a combination of (1) and (2) conducted to determine a child's eligibility for NJEIS services.

III. Procedures

- a. Upon receipt of a referral from DYFS, the service coordinator shall inquire of the DYFS Case Manager whether said referral is based on a determination of substantiated child abuse or neglect, and if so, shall:
 1. Verify receipt of a Comprehensive Health Evaluation for Children (CHEC) report that will be used preliminarily to determine whether there is need for the NJEIS to conduct its own screening or evaluation/assessment.
 2. If no CHEC was performed, reach out to the DYFS Case Manager to determine whether the child resides with his/her biological parents or in out-of-home placement; and to identify the "parent" for purposes of gaining consent to conduct a screening or evaluation/assessment.
 3. Once the "parent" has been identified, gain verbal consent to discuss the early intervention and ascertain the family's issues, concerns and priorities. Also, discuss the structure of the NJEIS and the types of services that are available to eligible children through the NJEIS. Finally, discuss the screening and evaluation/

assessment process with the family to determine if the family would be interested in pursuing next steps.

4. If the parent is not interested in, or feels that there is no indication that the child needs services through the NJEIS, the service coordinator urges the parent to have the child seen by his/her pediatrician regularly to ensure good health and development. During such conversation, the service coordinator should advise the family of resources external to the NJEIS, including the Department of Human Services, Division of Medical Assistance and Health Services, and its Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) services. Service coordinator also ensures the family that it can nonetheless request screening, or evaluation/assessment in the future, should the need arise.
5. If the parent is interested in accessing services through the NJEIS, the service coordinator would mail out a consent form authorizing the screening or evaluation/assessment. Upon receipt of the signed consent form, the service coordinator would contact the county-based Targeted Evaluation Team and forward the CHEC report, if available, the list of issues, priorities and concerns recorded by the service coordinator and any other relevant information (e.g., developmental pediatrician's report) that would inform members of the Targeted Evaluation Team of the most appropriate person(s) to screen or evaluate/assess the child.
 - b. The Targeted Evaluation Team shall make contact with the family to determine a convenient time to the family to conduct an in-home screening or evaluation/assessment of the child.
 - c. The Targeted Evaluation Team shall conduct the screening or evaluation/assessment and determine the child's eligibility to receive services through the NJEIS and report the determination to the service coordinator.
 - d. If the child is determined ineligible, the service coordinator will document that the child is ineligible and report the same to the parent. The service coordinator will also apprise the parent of their right to appeal the determination to the Procedural Safeguards Office.
 - e. If the child is determined eligible, the service coordinator will document that the child is eligible and report the same to the parent. The service coordinator will then schedule a Financial Information Gathering meeting to determine the family's cost share, if any.

IV. Related Policies and Procedures

NJEIS-01 (Child Abuse – Access to NJEIS Records)

Authorized Signatory/Policy Reviewer