

# New Jersey Kinship Navigator Program

## Operations Manual



NEW JERSEY DEPARTMENT OF  
CHILDREN AND FAMILIES

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Section 100

**KINSHIP NAVIGATOR  
PROGRAM OVERVIEW**

## 101

# Purpose of the Kinship Navigator Program Manual

The purpose of the Kinship Navigator Program Manual is to serve as a comprehensive resource that incorporates guidelines, procedures, operations, and resources that are necessary for the standardized delivery of Kinship Navigator Program (KNP) Services in order to maintain program fidelity. The Kinship Navigator Program (KNP) Model includes Kinship Wraparound Services (KWS) and Kinship Legal Guardianship (KLG) -- hereafter referred to as KNP, KWS and KLG. The program is currently implemented by four non-profit agencies through a contract with the New Jersey (NJ) Department of Children and Families (DCF) to serve caregivers and children throughout New Jersey.

The KNP Program Manual describes the implementation of services and is designed to standardize the delivery of services across KNP provider agencies. Standardization of service delivery also requires prudent judgment in working with the unique needs and circumstances of children and families.

Provider agencies under contract with the NJ Department of Children and Families are expected to follow the processes and procedures described in the KNP Program Manual to ensure fidelity to the Program Model. Adherence to the KNP Program Model is essential for children and families in NJ being served by the KNP provider network to benefit from the successful program outcomes.

## 101.1

# Organization of the Kinship Navigator Program Manual

The KNP program manual has been organized into five (5) sections:

- 1. Introduction to the KNP Program.** Section 1 describes the KNP Program Model. It includes the Logic Model, Practice Profile and the history and background of the KNP program.
- 2. Administrative Operations.** Section 2 focuses on administrative operations to ensure successful and standardized implementation of the KNP Program Model.
- 3. KNP Program Service Delivery.** Section 3 focuses on the delivery of services to ensure agencies are working in a manner that maintains the fidelity of the KNP Program Model. This section not only describes what services should be delivered, but highlights how those services should be delivered in practice.
- 4. Data Collection and Reporting Processes.** Section 4 describes data collection and reporting processes for KNP programs.
- 5. Documentation and Forms.** Section 5 identifies documentation and standardized forms that are used in the KNP program.

The KNP Program Manual also has an appendix that begins with a list of Commonly Used Acronyms and Definitions (Appendix A) and contains documents and supporting information on the Kinship Navigator Program.



## 102

### About Kinship Care

According to the U.S. Census Bureau, out of the current 7,239,762 grandparents that live with their grandchildren nationwide, 34.1% are accountable for their care. Specifically, in New Jersey, 23.8% of the grandparents that live with their grandchildren are kinship caregivers (U.S. Census Bureau, 2021). Grandparents acknowledge several benefits when raising their grandchildren. For the children, grandparents provide safety, stability, and understanding. For the grandparents, it boosts their social connections, wards off depression, and keeps older adults mentally sharp. Bonding with their grandchildren brings gratification, a sense of purpose, and mutual unconditional love (US News, Esposito, 2017).

In New Jersey and across the country, many grandparents, relatives, and family friends are providing care to children who are unable to live with their birth parents. In some cases, when biological parents are unable or unwilling to raise their children, kin caregivers provide support and take on the responsibility of raising children. When families make arrangements that do not involve family courts or child welfare systems, they are considered private arrangements. In other cases, state and local child welfare agencies have become involved along with family court systems and work with families to formally place children with kin. The NJ Department of Children and Families provides support to families with either a formal or private kinship care arrangement: the NJ Kinship Navigator Programs specifically deal with private arrangements, and the Division of Child Protection and Permanency (DCP&P) has supports for families that require a formal arrangement. Relatives and family friends are usually known to a child and can often help ease the trauma of separating from a birth parent by providing a safe and nurturing environment (state.nj.us, 2020).

Research comparing children raised by non-relative foster parents to those raised by grandparents showed that children raised by their grandparents had significantly lower levels of depressive symptoms than those raised by foster parents. Grandparents also reported significantly higher levels of consistent discipline practices and higher supervision of their grandchildren (Nadorff, 2017). Kinship caregivers possess many strengths as they provide safe, loving homes for the children in their care. Kinship caregivers are often described as devoted, loving, strong, and resilient. Due to strong kin bonds and attachments and a connection to an extended family network, children view their placement with their relative as positive. It is qualities such as family togetherness and loyalty that have helped to maintain these close family ties.

Despite the benefits to children and grandparents alike, there are also some real challenges. National studies of grandparent-headed families in the United States indicate that such families are more economically disadvantaged (Brabazon, 2011) and have disproportionately high poverty rates, an economic variable strongly associated with poor health outcomes (Longoria, 2009). The economic demands of custodial grandparenting can cause problems with the already compromised health of grandparents as economic support from social service agencies is frequently unavailable or difficult to access (Sampson and Hertlein, 2015).

## 102.1

### History and Background of the Kinship Navigator Program

In December 1996, New Jersey Public Law chapter 142 was enacted, establishing community coalitions and funding for pilot programs in six counties (Atlantic, Bergen, Essex, Mercer, Middlesex, and Monmouth) to explore and address the needs and concerns of grandparents raising their grandchildren. The coalitions were tasked with creating a final report containing findings and recommendations for the establishment of a Statewide system to provide monitoring and evaluation of benefits and services for grandparents raising their grandchildren.

Two years later, Assembly Resolution No.125 of 1998-1999, sponsored by Assemblyman Kenneth C. LeFevre and Joseph Azzolina, created the Assembly Task Force on Grandparenting. The Task Force was to examine and develop recommendations for programs and services to grandparents concerning issues related to grandparenting and was charged with the responsibility to study the final reports issued by the county community coalitions and follow up on their respective recommendations.

The Task Force held two public hearings in July in the northern and central regions of the State and one public hearing in September 1999 in the southern region. The Task Force prepared its January 2000 report of findings and recommendations after reviewing public testimony, pertinent reports, studies, and social science literature.

Assemblyman Donald Tucker arranged for a public hearing at Newark City Hall in 2000 at which grandparents testified about their situations and need for services. A second, similar hearing was also held in Newark.

The Kinship Navigator Program (KNP) began operating within NJ Division of Family Development in January of 2000 and was transferred to the Department of Children and Families in 2012. KNP was established to help caregivers “navigate” their way through the various government systems to find local supports and services. Kinship caregivers accessed the Navigator’s program through a toll-free number. They can now call 2-1-1 or their local Kinship Agency directly.

## 102.2

# Purpose of the New Jersey Kinship Navigator Program

**The purpose of the Kinship Navigator Program is to assist kinship caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising.** Kinship Navigators work with the kinship caregivers to assess needs and provide referrals and recommendations to support the family's unique circumstances. Kinship Navigators connect kinship caregivers to community organizations, such as Family Success Centers, to help develop a network of support and promote social connections. The Kinship Navigator Program provides support for the family as a whole to safeguard family stability and facilitate permanency for children. The Kinship Navigator Program also promotes partnerships among public and private organizations to raise awareness and address the needs of kinship caregivers.

### **Kinship Navigator Program Services include:**

**Kinship Wraparound Services** provide case management and assist kinship caregivers with essential services or items that are not available through existing programs. The program was designed to provide assistance to eligible caregivers based on income limits of the caregiver's family unit.

**Kinship Legal Guardianship** assists a caregiver in petitioning the court to appoint him or her as Kinship Legal Guardian for a child living in his/her home when the child's parents are unable to care for the child. The Kinship Legal Guardian will have the same rights and responsibilities as a birth parent, including making decisions about the child's care, consenting to medical treatment, making plans for the child's education, applying for services for the child, and general responsibility for ensuring the child's safety and well-being.

**The Kinship Legal Guardianship Subsidy** provides a monthly subsidy per child for children with low-income caregivers who acquire Kinship Legal Guardianship. The subsidy comes from the Board of Social Services, and financial eligibility depends on the income of the caregiver's family unit.

### **Information and Referrals**

The Kinship Navigator Program also provides information and referrals to support caregivers' need for critical services such as, but not limited to, financial assistance, food, shelter, childcare, mental health support, and other community-based agencies. KNP programs maintain databases of programs and services located within the state and region, and then disseminate that information to the kinship caregivers when needed.

### **Professional Networking with Community Based Agencies**

KNP agencies participate in intentional relationship-building activities with state-funded Family Success Centers and local community-based agencies for the purpose of marketing the program, building connections, expanding knowledge, and sharing resources. Agencies nurture these collaborative relationships by networking, hosting, attending, or organizing events designed to address any of the goals identified above.

### **Kinship Caregivers Appreciation Events**

September is Kinship Caregivers Appreciation Month. Throughout the month, all agencies organize activities for the purpose of providing support, sharing knowledge, providing resources, and recognizing families for the commitment they made by assuming caregiving responsibilities. Agencies coordinate with the DCF KNP Coordinator to organize and host appreciation events, and all agencies submit event proposals to the DCF KNP Coordinator for review and approval.

## 102.3

### The Kinship Navigator Program Logic Model

A Logic Model is a graphic road map that presents the shared relationships among the resources, activities, outputs, outcomes, and impact for a program. It depicts the relationship between a program's activities and its intended effects. A Logic Model also serves as a planning tool that is used to visualize the inputs and activities for a program and the expected program outcomes. It shows how a program works.

The KNP Logic Model can be found in Appendix B. It highlights the vision, target population, resources, activities, and short- and intermediate-term program outcomes for the KNP program.

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<sup>1</sup> Center for Disease Control and Prevention. Program Performance and Evaluation Office. (2018). Logic Models: CDC Approach to Evaluation. Available online at: <https://www.cdc.gov/eval/logicmodels/index.htm>.

## 102.4

# Kinship Navigator Program Practice Profile

The KNP model comes to life in the KNP Practice Profile (Appendix D). A Practice Profile is a tool for operationalizing an intervention so that staff, supervisors, and directors across implementing agencies have a clear understanding of the practice so that there is consistency in implementation across practitioners and agencies. A Practice Profile includes guiding principles and essential functions.

**Guiding principles** are the philosophy, values, and principles that underlie the innovation. These guide the practitioner’s decisions and ensure consistency, integrity, and sustainable effort across all practitioners.<sup>2 3</sup>

**Essential functions** define the role of practitioners and inform activities within each phase of work. Essential functions provide a clear description of the features that must be present to say that the innovation is being used and to achieve outcomes (“essential functions” are sometimes called core components, active ingredients, or practice elements). Each Essential Functions includes operational definitions describing the core activities associated with each essential function and allow the innovation to be “teachable, learnable, doable, and assessable” across a range of contexts.<sup>2 3 4</sup>

More information about Practice Profiles and service delivery implementation can be found in Appendix C.

Below are the eight Guiding Principles and six Essential Functions of the KNP Practice Profile.

### KNP Guiding Principles

The eight (8) KNP Guiding Principles are:

<p><b>FAMILY-FOCUSED</b></p> <p>services provided are tailored to families’ needs</p>	<p><b>STRENGTH-BASED</b></p> <p>services strive to empower and strengthen families</p>	<p><b>VOLUNTARY</b></p> <p>participation in services is voluntary</p>	<p><b>CULTURALLY COMPETENT</b></p> <p>all races, ethnicities, classes, and religious beliefs are welcomed into the program and can access and receive services</p>
<p><b>CHILD SAFETY AND WELL-BEING</b></p> <p>services support safety of children and increased well-being</p>	<p><b>PERMANENCY AND OUT-OF-HOME PLACEMENT</b></p> <p>services promote permanency and prevent out-of-home placement</p>	<p><b>FLEXIBLE</b></p> <p>services are adjusted to families’ evolving needs</p>	<p><b>ACCESSIBLE</b></p> <p>services are accessible to New Jersey families</p>

<sup>2</sup> Metz, A., Bartley, L., Fixsen, D., & Blase, K (2011). A Guide to Developing Practice Profiles. National Implementation Research Network, Chapel Hill, NC.

<sup>3</sup> Fixsen, D., Blase, K., Metz, A., & Van Dyke, M. (2013). Statewide implementation of evidence-based programs. *Exceptional Children*, 79(2), 213-230.

<sup>4</sup> Metz, A. (2016). Practice Profiles: A Process for Capturing Evidence and Operationalizing Interventions. Chapel Hill, NC: National Implementation Research Network, University of North Carolina. Available online at <https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/resources/NIRN-Metz-WhitePaper-PracticeProfiles.pdf>.

### KNP Essential Functions

The six (6) KNP Essential Functions are:



**ENGAGING** – establishing and maintaining relationships with families by building rapport through open communication, ongoing interactions, and community outreach while involving families in the process.

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**SUPPORTIVE LISTENING** – using communication techniques that encourage free dialogue and mutual understanding.

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**ASSESSING** – using a process to collect information to identify the family’s program eligibility, needs, and strengths.

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**CONNECTING** – providing information and linking families to resources and other families to increase knowledge of community supports and promote self-sufficiency.

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**ADVOCATING** – working on behalf of, and in partnership with, families to empower and support themselves.

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**COLLABORATING** – working together with families and community partners.

*The KNP Practice Profile can be found in Appendix D.*



Section 200

**ADMINISTRATIVE  
OPERATIONS**

## 200

# Administrative Operations

**Section 200** of the program manual provides an overview of the administrative operations necessary for KNP programs.

**Section 201** shows a map of the KNP Provider Agencies in New Jersey.

**Section 202** identifies staffing requirements and job descriptions for KNP Program Supervisors, KNP Case Managers, and KNP Administrative Assistants.

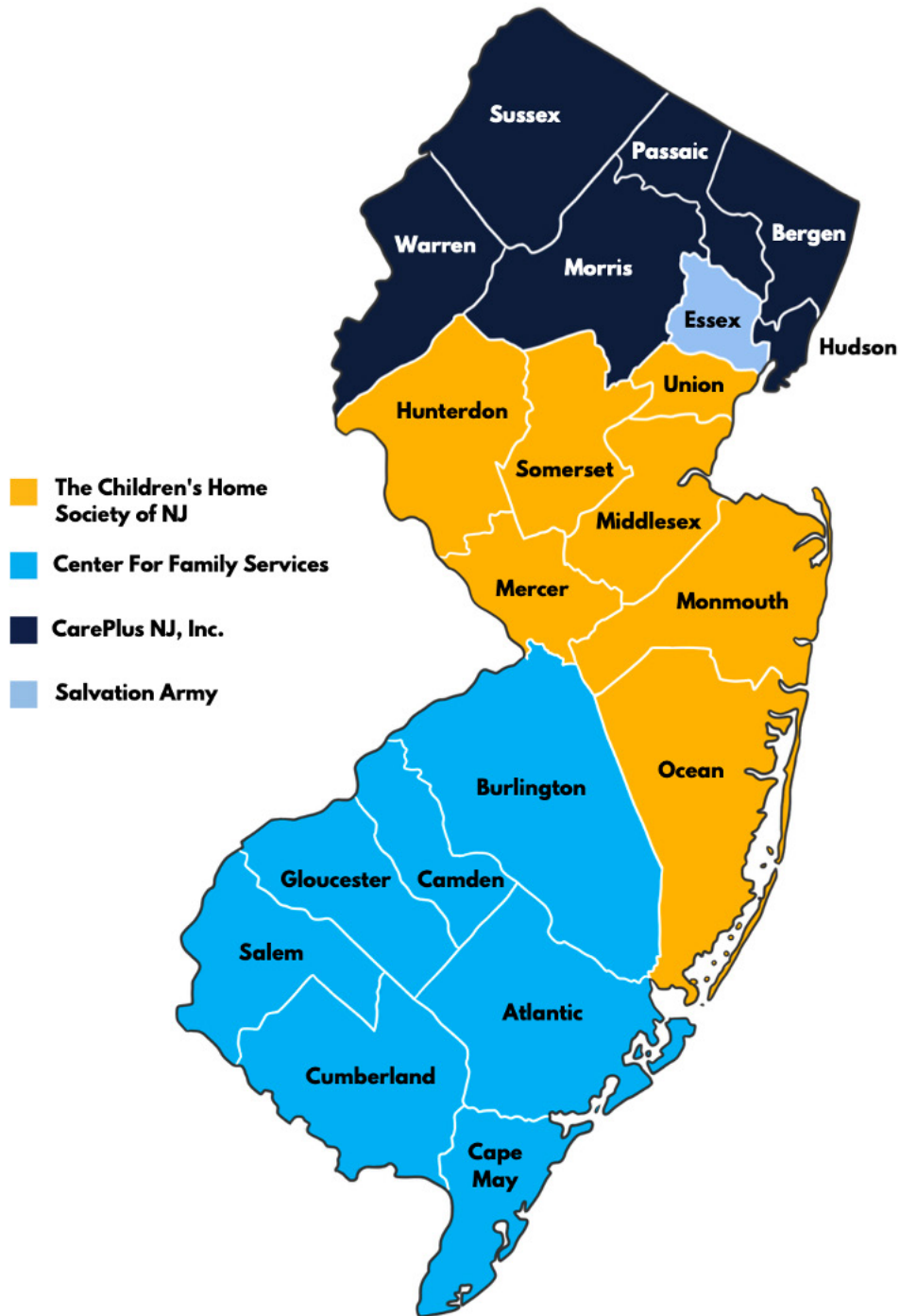
**Section 203** provides an overview of the training required for staff and supervisors. This section also describes the Guide to Coaching Practice that is available as a resource for KNP Supervisors to include coaching sessions in supervision.

**Section 204** concludes with a focus on required DCF statewide meetings.



# 201

## KNP Provider Agencies



## 202

# Kinship Navigator Program Staffing

### Staff Requirements and Job Descriptions

The Kinship Navigator Program (KNP) at each provider agency is required to employ several staff, including the following:

- (1) Program Supervisor
- Several Case Managers according to operational needs of the program
- (1) Full-time or part-time Administrative Assistant

Full-time is defined as a minimum of 35 hours per week. All KNP staff must be fully dedicated (100%) to the operation of the program. The Kinship Navigator Program staff are required to attend training on the Kinship Navigator Practice Profile, NJ Standards for Prevention, the Protective Factors, and all other trainings deemed necessary by DCF.

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### Job Description: Program Supervisor

#### *About Kinship Navigator Program*

The Kinship Navigator Program provides families and caregivers with linkages to government and community resources. This program helps administer support programs created specifically for kinship caregivers, including, case management, advocacy, financial and legal services.

TITLE: KNP Supervisor

POSITION STATUS: Full Time (minimum of 35 hours per week)

Responsible for managing day-to-day operations of the Kinship Navigator Program ensuring that the KNP Practice Profile, Standards for Prevention, and Protective Factors are incorporated into all aspects of the program. KNP supervisor must be fully dedicated (100%) to the operation of the Kinship Navigator Program and must work a minimum of 35 hours per week.

### Requirements

#### *Minimum Education and Experience*

**Education:** Graduation from an accredited college with a bachelor's degree. A Master's degree is preferred.

**Experience:** Three (3) years of supervisory experience having responsibility for managing the development or implementation of community-based services, prevention programs, or any other human assistance programs.

### Essential Duties:

#### *Engaging:*

- Incorporates the KNP Practice Profile, Standards for Prevention Programs, and Protective Factors into all aspects of the program.
- Administer and supervise Kinship services, that includes State Kinship Legal Guardianship, Kinship Wraparound, and case management services.

- Provides direct supervision to assigned staff in order to enhance their skill sets, leadership qualities and administrative functions.
- Provides on-going support to staff to ensure completion of job responsibilities.
- Carries out supervisory responsibilities in accordance with the program policies, applicable laws and governmental regulatory agencies.
- Reviews staff responsibilities to determine timeframe and scope of authority, reviews staffing requirements, and allotments of available resources.
- Confers with staff to provide technical advice and to resolve problems.

*Collaborating:*

- Works and communicates with DCF FCP office, as well as other entities with regard to referrals, participant flow processes, information sharing and the coordination of required support services.
- Actively seeks opportunities to work with community partners and stakeholders.
- Actively participates in networking opportunities with community partners and stakeholders.
- Coordinates caregiver appreciation events.
- Markets Kinship Navigator Program to new caregivers.

*Supportive Listening:*

- Creates a culture of inquiry, so interested families and individual family members share ongoing and evolving goals, needs, and desired involvement with KNP.

*Connecting:*

- Regularly identifies and updates relevant resources within the community that align with KNP mission and vision and can meet families' and individual family members' interests, goals, and needs.
- Identifies opportunities to participate in community events such as health fairs, volunteer expos, parent liaison meetings, parent breakfasts, and community advisory board meetings.

*Advocating:*

- Works with community partners to address barriers to accessing services and resources.
- Identifies programs, services, and activities that promote skill and protective factor development based on community's needs and interests.
- Develops internal resources based on the community's needs and interests.
- Collaborates with community partners to identify the strengths, challenges and service gaps in the community.

*Assessing:*

- Provides reports as requested for monitoring, assessment and improvement.
- Identifies relevant data and information that will help the KNP understand the needs of their community.
- Examines data as a team in order to identify opportunities and create a plan to improve practice and programming.

*Required Knowledge, Skills, and Abilities*

- Organizational skills with the ability to manage numerous projects and people simultaneously.
- Outstanding human relations and leadership skills, and the ability to function in a team environment.
- Effective oral and written communication skills.
- Computer literate with proficiency and working knowledge of database and reporting tools such as Microsoft Word, Excel, Access, and PowerPoint.

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**Job Description: KNP Case Manager**

*About Kinship Navigator Program*

The Kinship Navigator Program provides families and caregivers with linkages to government and community resources. This program helps administer support programs created specifically for kinship caregivers, including, advocacy, financial and legal services.

TITLE: Kinship Navigator Case Manager

POSITION STATUS: Full time (minimum of 35 hours per week)

Provides support services to grandparents, relatives, children, and other caregivers. Services include information and referral, case management, Kinship Legal Guardianship, and Wraparound services.

**Requirements**

*Minimum Education and Experience*

**Education:** Graduation from an accredited college with a bachelor's degree.

**Experience:** One (1) year experience working with families, children, and adolescent populations.

**Essential Duties:**

*Engaging:*

- Incorporates the KNP Practice Profile, Standards for Prevention Programs, and Protective Factors into all aspects of the program.
- Uses a process that is welcoming and inviting in order to orient and introduce families to the program.
- Attends and responds to families' needs in a helpful, supportive and timely manner.

- Provide direct service in assisting kinship caregivers with their application for legal guardianship, eligibility for the Kinship Care Subsidy Program, and application for financial support.
- Provide case management including problem solving, consultation, interviewing, coordination of services, appropriate community referral when indicated, advocacy and detailed report keeping of client progress, and preparing reports related to the provision of services.
- Provide home visits to all referred kinship care families, while maintaining respect for the families.

*Connecting:*

- Identifies and provides information regarding resources, services and activities offered within the community that meet families' and individual family members' interests, goals, and needs.
- Keeps abreast of services and resources available to families, especially in the areas of health, parent education, employment opportunities, training, and housing.

*Supportive Listening:*

- Uses meaningful inquiry strategies to understand families' interests, goals, and needs.
- Uses a process to debrief with families and individual family members about their stated interests, goals, and needs to match them with available community resources.

*Advocating:*

- Assists families with making appointments and navigating the social service system, and by providing initial introductions to providers, as needed.
- Coaches families and individual family members on how to access resources or services based on their interests, goals, and needs.
- Connects with community partners on behalf of the caregiver in order to access the needed resources.

*Collaborating:*

- Assists supervisor in establishing partnerships with community service organizations to create support services for families and caregivers.

*Assessing:*

- Recognizes the strengths, skills, and talents of participants in order to facilitate family engagement.
- Ability to engage, identify family strengths and needs and provide on-going support.
- Incorporates the KNP Practice Profile, Standards for Prevention Programs, and Protective Factors into all aspects of the program.
- Ensures excellence in program implementation by analyzing assigned projects, setting goals, developing plans, and utilizing time effectively and efficiently.
- Utilizes data to guide decision- making, refine practice and improve services.

### *Required Knowledge, Skills, and Abilities*

- Organizational skills with the ability to plan, develop, implement social service programs.
  - Outstanding human relations and the ability to function in a team environment.
  - Effective oral and written communication skills.
  - Computer literate with proficiency and working knowledge of database and reporting tools.
- 

### **Job Description: Administrative Assistant**

#### *About Kinship Navigator Program*

The Kinship Navigator Program provides families and caregivers with linkages to government and community resources. This program helps administer support programs created specifically for kinship caregivers, including, advocacy, financial, and legal services.

TITLE: Kinship Navigator Administrative Assistant

POSITION STATUS: Full time or part time (according to operational needs of program)

Assists and supports supervisor and Kinship Navigator program, as needed. Assures assigned goals or objectives are accomplished within prescribed time frame by performing the job responsibilities personally.

### **Requirements**

#### *Minimum Education and Experience*

**Education:** High school diploma or General Education Degree (GED) and at least one year of administrative experience.

#### *Essential Duties:*

- Provides support to assigned managers and engages in program-related performance improvement processes and activities.
- Ensures reports or statistics are accurately prepared and sent to the appropriate entity in a timely manner.
- Enters and maintains specific data, logs, and databases.
- Prepares reports from data collected.
- Coordinates and arranges meetings, prepares agendas, reserves, and prepares facilities, and records minutes of meetings.
- Conducts data entry and assist other administrative duties as assigned.

*Required Knowledge, Skills, and Abilities*

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Flexibility to perform a range of clerical/support tasks, ability to work independently as well as, within the program.
- Effective oral and written communication skills.
- Computer literate with proficiency and working knowledge of database and reporting tools.

## 203

# KNP Training and Coaching

The KNP training and coaching material listed in this section were designed with input and review from leadership staff at the New Jersey Department of Children and Families and Rutgers University School of Social Work Institute for Families.

KNP provider agencies are required to complete and utilize all KNP trainings and developed coaching materials to promote competency in the KNP Practice Model, and to provide ongoing professional development for staff in areas relevant to their position.

### 203.1 New Jersey Kinship Navigator Program Training for Case Managers and Staff

The New Jersey Kinship Navigator Program Training for Case Managers and Staff is an in-depth and interactive, asynchronous web-based training model that consists of several sections highlighted with a continuum of learning objectives.

The goal of the training is to strengthen knowledge, skills, and awareness of the Kinship Navigator Program as highlighted within the KNP Logic Model and the KNP Practice Profile. The NJ KNP Training for Case Managers and Staff also explores the unique feelings, strengths, and needs of kinship families in order to develop empathy with, and support to, the caregivers served in the program.

The primary content areas covered in the NJ KNP Training for Case Managers and Staff are as follows:

- Review of the KNP Practice Model, including the Practice Profile and Logic Model
- Exploring kinship families' unique feelings and needs
- Explaining and providing examples of how to implement the KNP Essential Functions: engaging, listening, assessing, connecting, advocating, and collaborating
- Walking through the complete KNP Service delivery process, practices, and procedures, including Kinship Wraparound Services and Kinship Legal Guardianship

### 203.2 Coaching Plan for KNP Staff

As part of the KNP Program Model, KNP staff will receive regular and consistent coaching in addition to supervision. Coaching is non-clinical, individualized, and is aimed at developing awareness and improving staff's knowledge, skills, and competencies in the KNP Practice Model. Coaching includes active listening, questioning, modeling, reflection, and feedback.

KNP staff should work with their supervisors to be prepared for coaching sessions and are encouraged to identify performance goals in their work. Supervisors use coaching plans and coaching tools to guide the process of facilitating and assessing the progress of professional development.



### **203.3 New Jersey Kinship Navigator Program Training for Supervisors**

An in-depth and interactive, asynchronous web-based training model is available to Kinship Navigator Program Supervisors to explain and implement the knowledge and skills required in their role and enhance the skills used to support their staffs' work with families.

The topics covered in the New Jersey Kinship Navigator Program Training for Supervisors include functions of a supervisor; supervisory skills; the supervisor-supervisee relationship and self-care for the supervisor.

All KNP Program Supervisors are required to complete the New Jersey Kinship Navigator Program Training for Supervisors.

### **203.4 Coaching to the Practice Model**

#### **Coaching to the Practice Model and the Guide to Coaching Practice**

The KNP Supervisors' training is complemented by Coaching to the Practice Model and the Guide to Coaching Practice.

Coaching to the Practice Model provides an overview of coaching and more specifically the Child Welfare Skills-Based Coaching Model. Each module focuses on a step of the model detailing the process, tools and strategies used during it.

The Guide to Coaching Practice was developed to support coaches in implementing coaching skills to enhance effectiveness in staff supervision and develop workplace learning. The purpose of the Guide to Coaching Practice is to provide coaches with information and practical coaching tools to assist staff in becoming competent in the Essential Functions of their roles serving children, families, and communities. The guide is focused on tools to promote the sustainable work of infusing coaching sessions into the practice of supervision.

The Guide to Coaching Practice contains practical tools, such as forms, templates, and plans that can be used to assist the coach in the coaching process from planning to evaluation of the staff person's performance and development. Additional resources for coaching skill development are provided in the guide.

#### **Supervision Coaching Plan**

KNP Supervisors are expected to include coaching sessions in their supervision with staff. Coaching in supervision is non-clinical, individualized, and is aimed at developing awareness and improving skills in staff using active listening, questioning, modeling, reflection and feedback in their work implementing the KNP Practice Model. The use of coaching in supervision is the means for supervisors to support KNP staff in increasing knowledge, skills and competencies. The goal is for staff to demonstrate skills which exceed basic standards, ensuring that the KNP Program Model is being implemented with fidelity.

KNP Supervisors will be introduced to the necessary structure and tools for coaching through the use of "coaching circles" and other methods to reinforce how KNP supervisors guide their professional team toward program outcomes and coaching practices toward actualizing the KNP Practice Profile's Guiding Principles and Essential Functions.

Coaches and staff should work together to be prepared for pre-planned coaching sessions. During coaching sessions, coaches support staff to identify performance goals in their work and use coaching plans and coaching tools to guide the process of facilitating and assessing the progress of professional development.

## 204

### DCF Required Statewide Meetings

All KNP providers are expected to attend all scheduled DCF statewide meetings and other meetings as requested by DCF leadership. This forum is a setting for KNP agencies to:

- Establish a community of peer sharing and exchange information about the resources and support that each program provides;
- Become informed of any Department updates;
- Become informed of any current trends in the field; and
- Collaborate in addressing the needs of kinship families.



Section 300

**PROGRAM SERVICE  
DELIVERY**

## 300

# Program Service Delivery Introduction

This section provides a detailed description of the KNP services. It outlines the service activities delivered in the KNP Program Model and highlights program forms necessary to carry out these activities. It is critical that all providers are adhering to the service standards outlined in this section to ensure KNP program fidelity within their program and throughout the KNP provider network.

**Section 301** begins with a description of the KNP service delivery process and contains a visual depiction of the KNP service delivery flowchart. For each step of the service delivery process, it highlights the actions staff need to take, the timelines for completion of tasks, and the forms that need to be completed during each step of the service delivery process.

**Section 302** provides an overview of the intake process, including basic KNP eligibility information.

**Section 303** identifies the pre-screening intake information that is gathered, including the DCF Office of Family Support Services screening process.

**Section 304** focuses on Kinship Wraparound Services and details the home visit process, KWS stipend distribution, goal plan completion, case closure, reapplication, and special requests for additional support.

**Section 305** gives attention to Kinship Legal Guardianship from the initial contact and home visit. This section also details the KLG application process and the requirements for a completed KLG packet. Advocacy during court proceedings and the family court process is also described, as well as the KLG subsidy and the process of the annual redetermination for the KLG subsidy.

**Section 306** discusses the NJ Kinship Navigator Program's approach to strengthening families and community partnerships. It describes annual appreciation events and relationship-building with Family Success Centers and other community-based agencies.

Forms that are referenced but not shown in Section 300 can be found in Section 400 of the KNP Program Manual.

## 301

# Kinship Navigator Program Service Delivery Process

The Kinship Navigator Program (KNP) Service Delivery Process starts with a family member or caregiver contacting 2-1-1 (by phone or online) or by calling the KNP Provider agency directly. The caregiver receives information about the Kinship Navigator Program services that are available and how KNP can help. If the family is likely to benefit from KNP, 2-1-1 will refer them to the regional KNP Program Agency.

Once a family is connected to the KNP Program Agency, information is gathered by completing the **KNP Prescreening Intake Form**. The KNP Case Manager will also determine with the caregiver whether they are seeking Kinship Wraparound Services, Kinship Legal Guardianship, or both. KNP Essential Functions used during the Pre-Screening Intake include: Engaging, Supportive Listening and Assessing.

### Kinship Wraparound Services

For families seeking Kinship Wraparound Services (KWS), the family's information is sent to the DCF Office of Family Support Services to determine if the child has an active case with DCP&P. Once KNP receives confirmation that the child is not active on an open DCP&P case, the KNP Case Manager schedules a home visit with the family. For families not eligible for KWS, the KNP Case Manager notifies the family in writing that they are not eligible for KWS services and provides the contact information to their local DCP&P office.

During the home visit, if the family is found to be not eligible for the KWS stipend, no further assessments are completed and the family is given information and referrals for other community resources.

The KNP Case Manager shares information regarding KWS, KWS Stipend, KLG services, KLG Subsidy, and other community resources. For families eligible for Kinship Wraparound Services, the KNP Case Manager completes the **KWS Home Visit Assessment Form**, **KNP Child Stability Assessment Form**, and the **KWS Goal Plan** with the family during the home visit. KNP Essential Functions used during the Home Visit include: Engaging, Supportive Listening, Assessing, and Connecting.

After the home visit, the **KWS Funds Distribution Form**, **KNP Referral Form**, and **KNP Family Contact Form** are all completed by the KNP Case Manager. All completed forms are reviewed by the KNP Supervisor.

Two weeks after the distribution of the KWS Stipend, the KNP Case Manager will conduct two follow-up phone calls to discuss the progress of the family's KWS Goal Plan, progress made to connect with identified resources shared during the home visit, collect receipts for stipend-related purchases, and make referrals to additional community resources, such as Family Success Centers (as agreed upon with the family). The KNP Case Manager will update the **KWS Goal Plan** and **KNP Referral Form**. KNP completes a **KNP Family Contact Form** for each follow-up. KNP Essential Functions used during the follow-ups include: Engaging, Supportive Listening, Connecting and Collaborating.

The case is closed after the second follow-up phone call. The Case Manager completes the **KWS Discharge Forms** and sends a **KWS Closing Letter** to the family.

Families may reapply annually to receive the KWS stipend.

## Kinship Legal Guardianship

For families seeking Kinship Legal Guardianship (KLG), the family's information is sent to the DCF Office of Family Support Services to determine if the child has an active case with DCP&P. Once KNP receives confirmation that the child is not active on an open DCP&P case, the KNP Case Manager schedules a home visit with the family. For families not eligible for KLG, the KNP Case Manager notifies the family in writing that they are not eligible for KLG services and provides the contact information to their local DCP&P office.

For families seeking Kinship Legal Guardianship, the KNP Case Manager shares information regarding KLG services, KLG Subsidy, and other community resources during the scheduled home visit. The Case Manager completes the **KLG Petition**, the **Kinship Legal Guardianship Assessment Form (4-5B)**, the **KNP Referral Form**, **KNP Child Stability Assessment Form**, and the **KNP Family Contact Form**. KNP Essential Functions used during this home visit include: Engaging, Supportive Listening, Assessing, and Connecting.

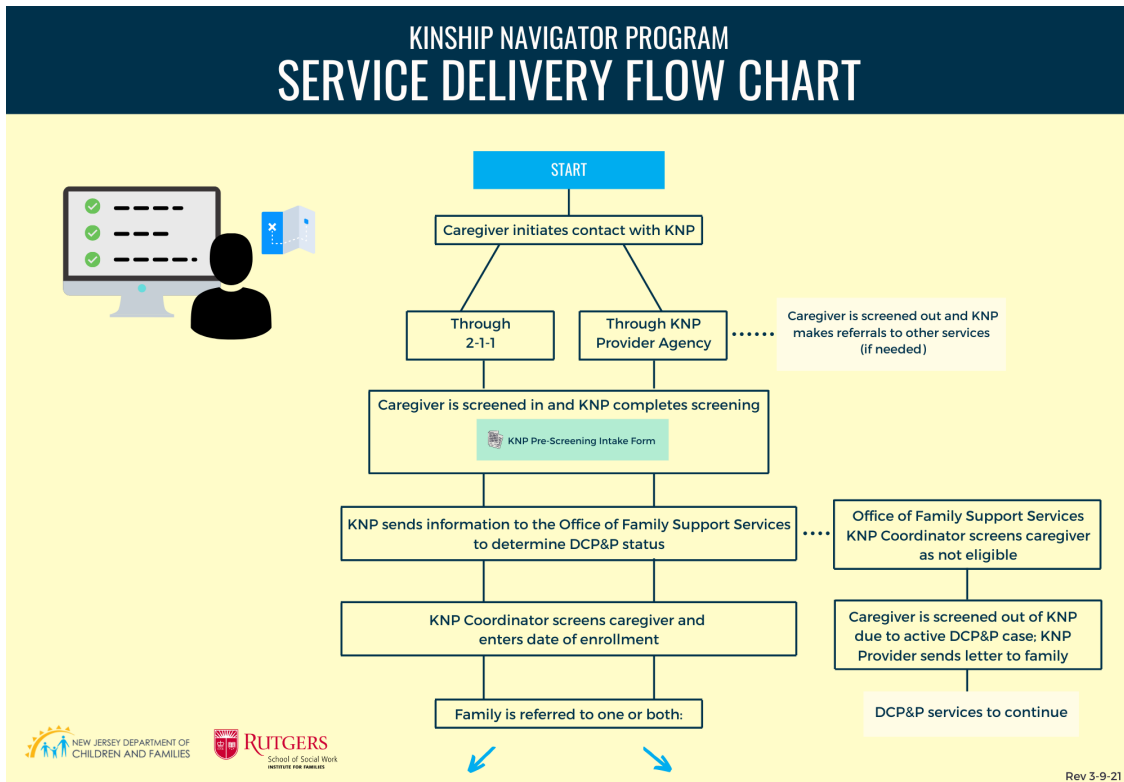
Once the KNP Supervisor reviews all of the KLG paperwork, it is submitted to the Family Court. The KNP Case Manager follows up with the family every three months to see if their court date has been scheduled and completes a **Family Contact Form** for each follow-up. If the family asks, the KNP Case Manager can attend the court hearing and advocate on behalf of the family. KNP Essential Functions used during the court hearing include: Engaging, Supportive Listening, Collaborating, and Advocating.

If the family is not granted KLG, the KNP Case Manager completes a **KLG Discharge Form** and the case is closed. If the family is granted KLG, the family is referred to the county Board of Social Services to apply for a KLG Subsidy. After this referral, the KNP Case Manager closes the case and completes a **KLG Discharge Form**.

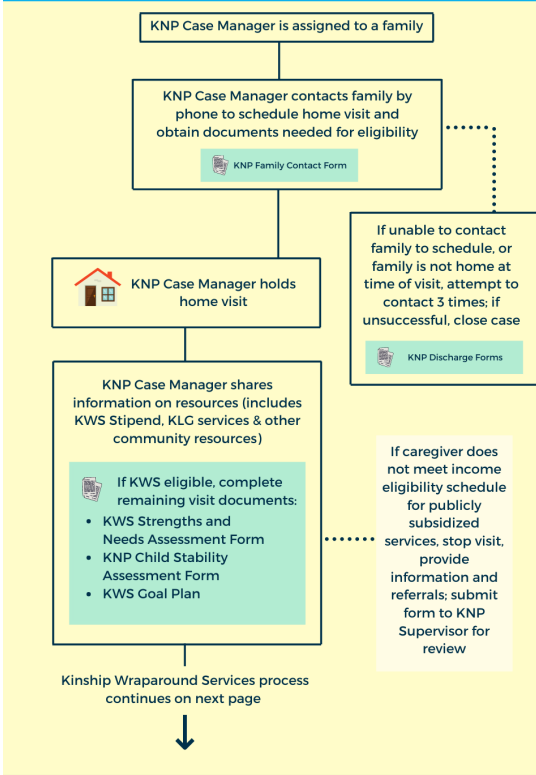
The county Board of Social Services will send a letter to the KNP program for annual KLG Subsidy redetermination. The family is re-enrolled with KNP at this time.

A KNP Service Delivery Flow Chart is found on the next page which provides a visual overview of the KNP service delivery process.

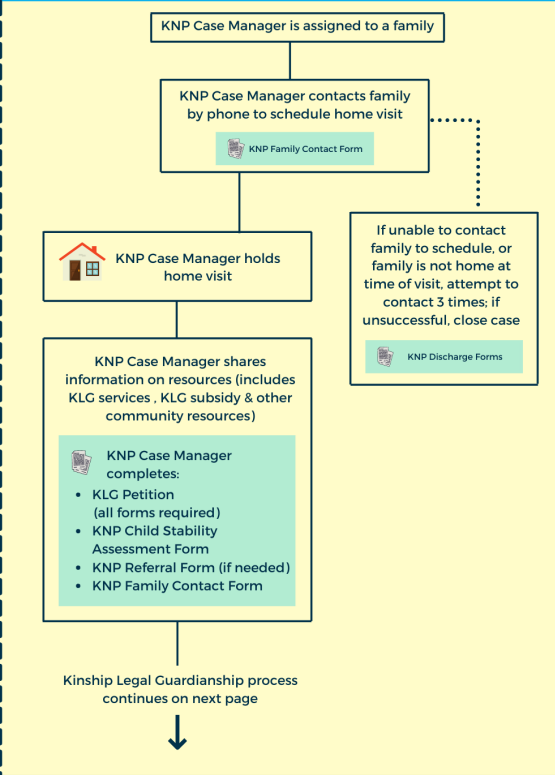
# KINSHIP NAVIGATOR PROGRAM SERVICE DELIVERY FLOW CHART

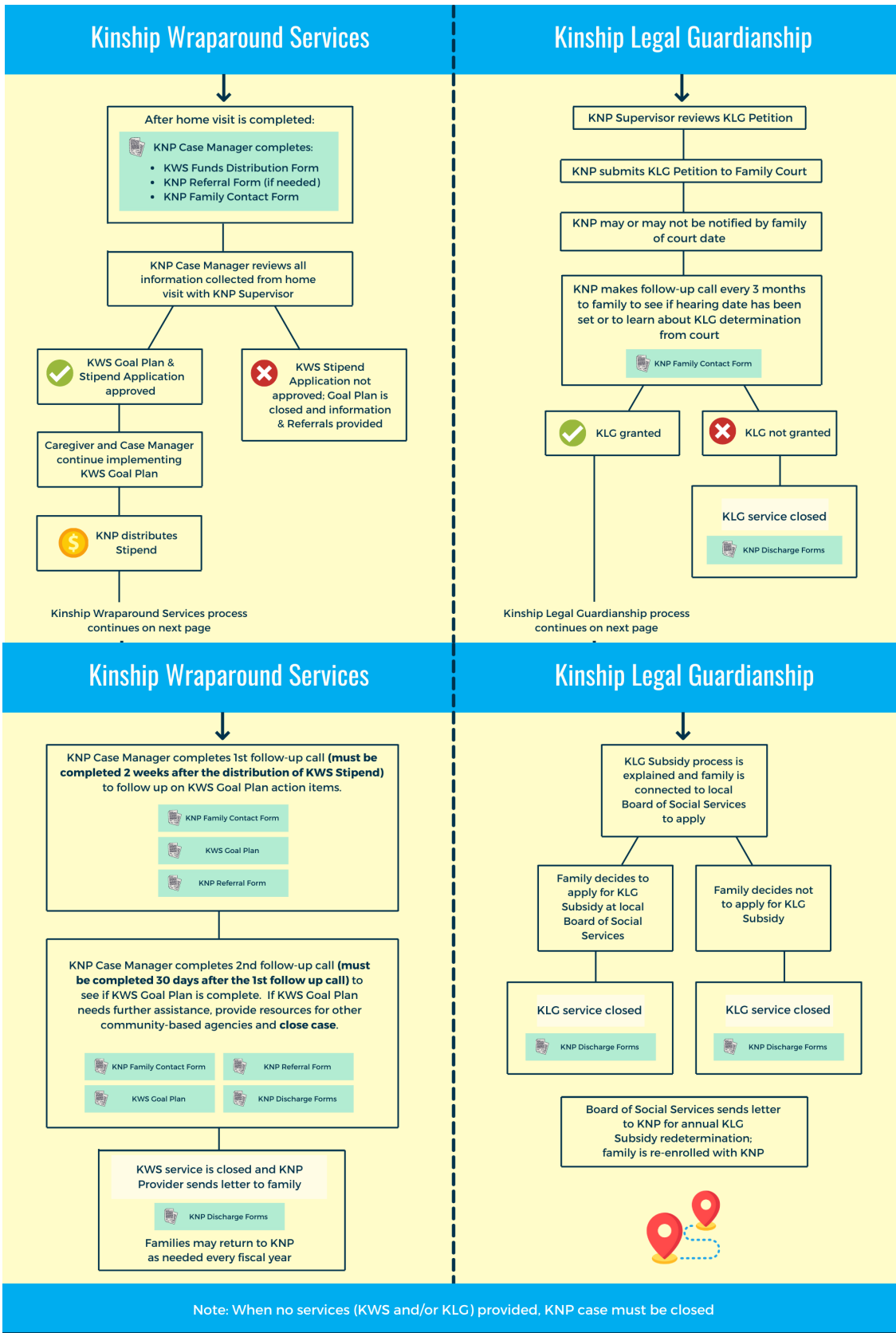


## Kinship Wraparound Services



## Kinship Legal Guardianship







## 302

# Intake Overview

Intake is the operation by which data is gathered and screened to determine eligibility and assess needs. Background information, personal, demographics, and income data will be collected to determine eligibility and type of service required.

The intake process for KNP applies when there is a request for information and/or services from a caregiver for a kinship child.

To apply for KNP services, kinship caregivers can call their regional Navigator agency or 2-1-1. The KNP provider responds within two (2) business days to calls made to 2-1-1 and KNP provider will complete pre-screening.

When an Inquiry/call is received, the Kinship Navigator Program is explained, including services and/or resources that may be available to the applicant. Client look-up must be conducted to determine if applicant also (see Office of Family Support Services Screening section 303.1):

- Is an existing client
- To check history of existing services
- To determine if there is an active DCP&P Case in relation to the identified child

### The Intake Standards has three parts:

- 1. Information Gathering** – gathering and recording of information relating to Kinship services or a referral for other services.
- 2. Intake Response** – action taken in response to the need of the applicant, referral, or request based on an initial screening.
- 3. Intake Disposition** – an agency’s service decision relating to the need for service, including a determination of presumptive eligibility. Caregivers that do not qualify for KNP services are provided Information & Referral if requested and screened out.

### 302.1 Program Eligibility

Program eligibility is determined in a two-step process that includes a pre-screening intake and a DCF Office of Family Support Services screening, as described in Section 303.

KNP required eligibility criteria is:

- The child is under 18
- The child is age 18-21 and has a disability
- The relationship of caregiver and child has been established; the caregiver is a guardian, has custody, provides for, or has control of the child
- Residency: The child and caregiver live in the same household
  - For KLG services, child needs to live in the household with the caregiver for at least 12 months
- The caregiver meets the KNP KWS income criteria

The KNP eligibility process is completed when all the following have occurred:

- Supervisor approves the application when all eligibility requirements are met or after home visit
- Supervisor denies the application when eligibility requirements are not met, or application had failed to establish eligibility
- Applicant is notified of the action taken in writing
- Applicant receives his/her initial service

The information gathered and collected will be reviewed and evaluated by a KNP supervisor to determine eligibility and/or type of services needed. The supervisor will determine if the applicant meets the criteria for eligibility of services.

## 303

### Pre-Screening Intake

At the time that a family initiates contact with KNP, a pre-screening intake process occurs. Basic demographic information is collected to determine if a family qualifies for services.

At this stage, the Pre-Screening Intake Form is completed using KNP's management information system.

The information collected for the pre-screening includes:

- Date and time
- Caregiver's information, name, DOB, address
- Caregiver's partner information, name, DOB, address
- Kinship child(ren)'s name(s), DOB(s)
- Relationship to child(ren)
- Income and family size
- TANF status
- KLG status
- Names of other dependents in the home
- Type of service requested or needed

If concrete services are requested during initial pre-screening, KNP staff provides caregiver with contacts to other resources, such as TANF, food stamps, housing, etc.

If pre-screening information is not completed at the time of the initial call, the KNP provider will call the caregiver to gather the information within three (3) business days.

During the pre-screening intake, caregivers are asked to start collecting copies of supporting documentation, including employment information/paystubs; school records; medical records; taxes; or any other proof of income, relationship, and residency. These documents will be collected during or after the home visit.

#### 303.1 Office of Family Support Services Approval

At the time that a family is referred to Kinship Legal Guardianship and/or Kinship Wraparound Services, the KNP agency forwards the completed Pre-screening Intake form to DCF, Office of Family Support Services (OFSS) to determine the DCP&P status for each child. Once the agency receives the DCP&P status, they determine if the child is eligible for Wraparound services.

The completed Pre-screening Intake form is sent to DCF OFSS verification within a week of initial screening.

The pre-screening results are:

**Ineligible for Services**

If there is an active DCP&P case, the KNP provider will contact the caregiver and inform them of their DCP&P status. If the caregiver has questions, they will supply the caregiver with the DCP&P Local Office number who will be able to provide the caregiver with the name and number of their DCP&P caseworker.

**Eligible for Services**

If there is no active DCP&P case, the child is eligible and the KNP provider will contact the caregiver, schedule a home visit, and begin collecting supporting documentation.

Caregivers that do not qualify for KNP services are provided information and referrals if requested and screened out.

## 304

### Kinship Wraparound Services

Kinship Wraparound Services provides an annual stipend of \$500 to families to pay for short-term or one-time expenses like furniture, moving costs, and clothing for children.

Kinship Wraparound Services provides caregivers with vouchers to pay for necessities that are not available through existing programs. The following expenses are a few examples of items that are covered:

- Clothing for the child
- Furniture for the child
- Housing and legal KLG fees
- Summer camp costs
- Tutoring

For a complete list, refer to the KWS Stipend Approved Items located in Appendix E.

To qualify for Wraparound services, applicants must prove they are relatives, legal guardians, have legal custody, or be the primary caregivers of the children; and that the children live with them -- information collected when completing the Pre-screening Intake Form.

Financial eligibility depends on the kinship caregiver's family income; caregivers must show supporting documentation. During the home visit, the KNP Case Manager will work with the family to complete a strength and needs assessment using the Home Visit Assessment Form for all KWS requests. Following the assessment, the KNP Case Manager will collaborate with the family to create a KWS Goal Plan. The KNP Case Manager then completes the KWS Wraparound Funds Distribution Form; at least one case goal must include how Wraparound funds will be used to address needs identified in the Goal Plan.

#### 304.1 Scheduling the Home Visit

The KNP provider will call the kinship caregiver within 45 days of the initial pre-screening to set up the home visit. During the call, the KNP Case Manager will begin assisting the family by describing the documentation that will be needed and used to verify and confirm eligibility. Over the phone, the KNP provider explains instruction for eligibility documents that can be sent to the KNP provider by mail or electronically ahead of the scheduled home visit.

#### 304.2 KWS Program Eligibility

The KNP Case Manager verifies the following documentation to make a determination about KWS eligibility:

- a. Income limits** – See Income Eligibility Schedules for Publicly Subsidized Childcare assistance or services published yearly by Department of Human Services.

**b. Included Income**

- Employment (including self-employment)
- Rental income
- Social Security disability/retirement or Survivor's benefits
- State disability
- Rental property managed by an agent
- Worker's compensation
- Pensions/annuity/401K
- Alimony received
- Railroad retirement
- Foster care payments/Kinship Subsidies
- General assistance payments
- Temporary Assistance to Needy Families (TANF) payments
- Unemployment
- Interest and dividend income
- Veterans benefits
- Child support received

**c. Excluded Income**

- All income is included for Wraparound services.

**d. Age**

*I. Kinship child-* copy of child's birth certificate: a child will be deemed eligible for services up to his 18th birthday. If a child is in high school and is expected to graduate before they turn 19, they are eligible for Wraparound services until they turn 19.

*II. Kinship child with special needs-* Children with documented special needs can receive services up to their 21st birthday. Documentation includes:

- e. Medical records
- f. School records (IEP)

**g. Household**

- Family composition- The kinship family composition includes the kinship caregiver, the caregiver's spouse or partner, their children, and the related kinship child or children. Family size also includes dependent children who are over the age of 18 or other adults who are not legally responsible for the children but who are dependent on the kinship caregiver and who live in the same household.
- Excluded household members- Family members or friend who reside in the same home who split bills are considered a separate household.

**f. Relationship**

- I. Biological-* Caregiver and child related by blood proven through birth and/or death certificates.
- II. Legal-* Caregiver and child relationship granted by a legal proceeding (i.e.,: marriage, adoption, divorce, or legal guardianship) \*Note Legal Custody does not necessitate automatic relationship.
- III. No relationship-* Caregiver and child have no blood or legal relationship (i.e.,: family friend, neighbor, or relative who cannot prove biological or legal relationship)

**g. Medical Exemptions**

- I. Terminally Ill biological parent in home-* Biological parent is in home; however, has been diagnosed with a terminal illness (must have documentation)
- II. Disabled biological parent in home-* Biological parent in home; however, the parent is unable, unwilling, or unfit to adequately provide or care for child (i.e., substance abuse, alcohol abuse)

**h. Eligibility Exemptions**

- I. Teen parent in home with bio-mother or father-* We can service the child, not the teen.
- II. Teen parent in home with a kinship caregiver-* We can service both the teen and child.

**i. Reasons for Ineligibility for Wraparound Services**

- Over income for household size
- Child has an active DCP&P case
- A biological/adoptive parent requesting Wraparound for their own children
- The biological parent(s) reside in the home and has the ability to care for their own child (i.e., biological parent has no medical, mental health, or addiction issues)
- Child is over age 18 at the time of request and will not be graduating before their 19th birthday
- Children with documented special needs will be serviced up to their 21st birthday; at that time, services to be transferred to adult disabilities

**j. Acceptable Documents-** the following documentation are acceptable proofs of relationship, income, and residence;

- Birth, death, and marriage certificates
- Medical records
- Driver's licenses
- Religious records
- School records
- Court records (including child custody information)
- Immigration, passport, and naturalization papers
- Records of public or private welfare agencies
- Employment records
- Paycheck stubs

- The check or check stub attached to benefits, such as Social Security, Pensions, Annuities, Strike Benefits, VA, etc.
- Unemployment records
- Statement of Individual Providing Gifts of Income
- Order of Alimony or Child Support
- Copy of IRS form 1040, Self-employment Income Schedule C and/or E
- Interest or dividend income from stocks or other investments
- Other valid forms of identification

### 304.3 Home Visit

The KNP Case Manager will go to the caregiver’s home within 45 days of pre-screening eligibility. The Case Manager introduces themselves and shares information about the Kinship Navigator Program, Wraparound Services and Wraparound Stipend, Kinship Legal Guardianship (KLG) and KLG Subsidy. The case manager will verify that the child lives in the home and work with the family to collect the remaining documents for proof of residency, school and/or medical records. The documentation provided cannot be older than three (3) months.

The KNP Case Manager will work with the family to complete the KWS Stipend Application and collect any additional supporting documents to determine if the caregiver is eligible for KWS.

- If the caregiver is eligible, the Case Manager moves forward with completing the KWS Home Visit Assessment form and the KWS Goal Plan.
- If the caregiver is ineligible, the Case Manager will not move forward with completing additional home visit documents. Information and referral (I&R) is provided if requested by the caregiver. The Case Manager submits the ineligible application to the Supervisor for review and the case is determined closed.

#### 304.3.1 The KWS Strengths and Needs Assessment and the KWS Goal Plan



The KNP Case Manager, in collaboration with the caregiver, completes the KWS Strengths and Needs Assessment to identify needs and areas of strength with the family. Section A of the Strengths and Needs Assessment (Home Needs-Family Needs Scale) is used to drive the design of the KWS Goal Plan. With the family, the KNP Case Manager discusses, completes, and prioritizes the 34 types of assistance statements found in section A of the assessment.

The Home Needs-Family Needs Scale (section A) has statements that refer to several areas where caregivers may or may not need help or assistance. The KNP Case Manager will read each statement and circle the one number in each row that best describes how the caregiver feels about needing help in that area. Number 5 means the item is “Almost Always a Need.” Number 1 means “Almost Never a Need.” For statements that do not apply to the caregiver, please answer “Not Applicable.”



Following the completion of section A, the KNP Case Manager will identify up to three needs to be addressed in the KWS Goal Plan. When prioritizing caregiver needs, the KNP Case Manager should:

1. Consider identified needs rated as a “4” (often a need) or “5”, (almost always a need) and selects up to 3 needs.
  - When completing the assessment, the KNP Case Manager will utilize Supportive Listening and Assessing essential functions to build rapport and to gather critical information of the family’s needs.
2. A goal on the KWS Goal Plan that requires use of the KWS Stipend should be connected to a need from the assessment that is rated a “5” (almost always a need). The family and KNP Case Manager can consider items identified as a “4” (often a need) to be additional goals on the KWS Goal Plan.
3. All developed goals on the KWS Goal Plan are SMART. SMART goals are Specific, Measurable, Achievable, Relevant, and Time-Bound; information about SMART goals and how to create SMART goals can be found in Appendix F.
4. Sections B-D, the Home Strengths and Well-Being (Family Empowerment and Family Protective Factors Scales), are designed to collect data on the NJ DCF Kinship Navigator Program and can help the KNP Case Manager gain a comprehensive understanding of the family’s strengths. KNP Case Manager reads each statement and circles the response that is provided by the caregiver.

The KWS Goal Plan Form requires Supervisor approval once it is completed.

### 304.3.2 Referrals During a Home Visit



If services other than Kinship Legal Guardianship are needed, the Case Manager provides Information and Referral (I&R) services to address other needs and goals identified by the caregiver. I&R services are provided to children or caregivers who might need information, support, and/or services that cannot be provided by the Kinship program.

When preliminary information indicates that a service is more appropriately provided by another organization, the Case Manager:

- Completes a KNP Family Contact Form and KNP Referral Form
- Advises the caregiver where he or she can obtain more detailed information, including websites and office locations
- Concludes the intake and records the action taken

### 304.4 KNP Supervisor Approval

Once a home visit is completed, the KNP Case Manager documents the home visit using the KNP Family Contact Form. The KNP Case Manager collects and submits the following documents for review and final approval by the KNP Supervisor: any supporting documentation to determine eligibility, KWS Home Visit Assessment, KWS Goal Plan, KWS Funds Distribution Form, and the KNP Referral Form to document any resources that were identified as part of the KWS Goal Plan. Within three working days of receiving documentation, the Supervisor determines eligibility and provides a final determination.

### 304.5 KNP Wraparound Stipend Distribution

KNP Wraparound Services includes a KNP Wraparound Stipend in the amount of \$500 that can be used to purchase items for the kinship child and to meet goals identified on the KWS Goal Plan. For example, funds can be used to obtain furniture and clothing for the relative child. For a complete list, view the KWS Stipend Approved Items in Appendix E.

KNP provider agencies should follow their own procedure to distribute the KWS stipend to a family within 30 days of KNP Supervisory approval. The KNP Case Manager is responsible for collecting all receipts from caregivers.

### 304.6 KWS Case Goal Completion and Follow Up

The KNP Case Manager will call the family within two weeks after the distribution of the KWS stipend to begin collection of receipts and follow up on action items on the family's KWS Goal Plan. Following this call, the KNP Case Manager must update the family's KWS Goal Plan with any new notes, progress, or referrals made. Additionally, the KNP Case Manager must document all family contacts using the KNP Family Contact Form.

The KNP Case Manager will complete a second and final phone call within thirty (30) days of the first follow-up call. During the call, the KNP Case Manager will review the KWS Goal Plan with the family. If there are unmet goals or emerging needs identified by the family, the KNP Case Manager will provide information and referral to a community-based organization for further support. The KNP Case Manager will close the case.

### 304.7 Case Closure

The KNP Case Manager ensures all documentation (including the KWS Goal Plan and the KWS Discharge Forms) are updated and completed. Discharge questions are completed with the family during the second follow-up call. Contacts made with the family are documented using the KNP Family Contact Form and the KNP Referral Form. Receipts from KWS purchases are also collected at this time.

### 304.8 KWS Reapplication

Families can re-apply for Kinship Wraparound Services annually for as many years as they are supporting children; up to the child's 18th birthday and for youth with disabilities aged 18-21.

Families returning to KNP agencies seeking support and resources must have a new case opened, along with a KWS Home Visit Assessment. The KWS Home Visit Assessments are valid for six (6) months.

### 304.9 Special Request

Special requests will be considered on a case-by-case basis. In the event that a caregiver exhausts their KWS stipend and there is an identified need that poses a threat to the safety and stability of the child and no other community resources are available, the KNP Supervisor can submit a **Special Approval Request Form**. The Special Approval Request Form is submitted along with any supporting documentation to the DCF Kinship Coordinator. DCF will review the form and documentation and provide the final determination.

See the **Special Approval Request Form** found in Section 400.

## 305

# Kinship Legal Guardianship

Kinship Legal Guardianship (KLG) is a legal status for when a caregiver has made a request to Family Court for KLG, and has been legally appointed as the Kinship Legal Guardian for a child living in his/her home when the child's parents are unable to care for the child. The Kinship Legal Guardian will have the same rights and responsibilities as a birth parent, including making decisions about the child's care, consenting to medical treatment, making plans for the child's education, applying for services for the child, and general responsibility for ensuring the child's safety and well-being. The caregiver does not have to be related to the child in his or her care to apply for this program. The program is available to family friends or other individuals having a legal relationship with the children in their care. If a caregiver obtains Kinship Legal Guardianship, s/he may be able to obtain KLG Subsidy.

The biological/adoptive parents can still have contact with the child, but they lose their rights to custody. The child's biological/adoptive parents and all other individuals who have legal visitation receive notification when a KLG petition is filed.

If the court grants Kinship Legal Guardianship to the caregiver, the birth or adoptive parents will no longer have legal custody of the child, but the birth or adoptive parents retain their parental rights.

The parents will still have the following rights and obligations:

- The right to visit the child;
- The power to consent to an adoption or name change; and
- The obligation to pay child support.

The child may still:

- Visit with siblings and/or extended family, with the Kinship Legal Guardian's permission or as allowed by the court;
- Inherit money from his/her parents; and
- Receive government benefits or insurance through them.

To apply for Kinship Legal Guardianship, a caregiver must contact the Kinship Navigator Program. Caregivers can obtain KLG through DCP&P or the Kinship Navigator Program.

The Kinship Navigator Program will assign one of four regional agencies that conduct assessments for the Kinship Legal Guardianship. An assessment of the situation must be completed before a court action can be filed.

A Kinship Legal Guardian is responsible for taking care of the child until the child turns 18. The court can end the guardianship before the child turns 18 if:

- Ending the guardianship is in the best interests of the child;
- The parents become able to take care of the child; or
- The Kinship Legal Guardian is unable to take care of the child.

If the parent or guardian seeks to end the guardianship before the child turns 18, s/he will have to file a motion with the court.

### 305.1 Initial Contact

After a caregiver initiates contact with KNP through 2-1-1 or a provider agency, a KNP Pre-screening Intake Form is completed to determine the referral for KLG services.

For families seeking Kinship Legal Guardianship (KLG), the family's information is sent to the DCF Office of Family Support Services to determine if the family is currently receiving services from DCP&P. Families are only eligible for KLG if they are not receiving DCP&P services. Once KNP receives confirmation that the child(ren) are not active, the KNP Case Manager schedules a home visit with the family.

For families seeking Kinship Legal Guardianship, the KNP Case Manager shares information regarding KLG services, KLG Subsidy, and other community resources during the scheduled home visit. The Case Manager completes the **KLG Petition**, the **Kinship Legal Guardianship Assessment Form (4-5B)**, the **KNP Referral Form**, **KNP Child Stability Assessment Form**, and the **KNP Family Contact Form**.

KNP essential functions used during this home visit include: Engaging, Supportive Listening, Assessing, and Connecting.

The KLG home visit is completed within 45 days of the caregivers' initial request for KLG services and can be completed in conjunction with the KWS services.

*Note: If the assigned Case Manager is unable to contact the family to schedule the home visit, or if the family is not home at the time of the initial visit, three attempts to schedule the home visit are made and documented using the KNP Family Contact Form. If efforts to schedule the home visit are unsuccessful, the Case Manager closes the case.*

The KNP Case Manager works with the family to review eligibility and gather all information within the KLG petition packet. The Case Manager completes the **KLG Petition** to ensure that all documentation is provided.

### 305.2 Kinship Legal Guardianship Eligibility Requirements

In order to be eligible for KLG, the child has no active case with DCP&P, and the caregiver can provide proof of a relationship to the child. The caregiver must be willing to care for the child until adulthood (18). The child must have been in the care of the caregiver for at least 12 months, and the biological parents do not reside in the caregiver's home. There is an exception to the rule if biological parents are disabled and/or unable to care for the child.

### 305.3 Completion of KLG Petition Packet

To complete the **KLG Petition Packet**, the KNP agency will perform a study of the caregiver's home to complete the KLG Petition, which includes the **KLG Assessment Form 4-5B** for Kinship Legal Guardianship. The agency will also get background checks on the caregiver and all other adults living in the home. This will consist of checking criminal records, the domestic violence central registry, and child abuse records.

The KNP Case Manager then reviews the completed KLG application with the Supervisor.

A completed KLG Petition Packet includes:

- KLG Complaint
- Certification of caregiver as to knowledge of identity and/or location of parents
- KLG Assessment (includes KLG Assessment Form 4-5B)
- KNP Child Stability Assessment (if families apply for both KWS and KLG, one completed KNP Child Stability Assessment form will suffice; this form does not need to be submitted to the court)
- Navigator certification of requested background checks
- Results of the following background checks:
  - Criminal Record History Information (CRHI)
  - Child Abuse Registry Information (CARI)
  - Domestic Violence Central Registry (DVCR)
- Affidavit of Inquiry (if any of the parents' whereabouts are unknown)

Exhibits:

- Caregiver Custody Order
- Child's Birth Certificate
- Caregiver's Birth Certificate
- Death Certificate of a Parent (if applicable)
- Child's Social Security Card
- Caregiver's Social Security Card
- Caregiver's Driver's License
- Caregiver's Income Statement
- Medical Records (e.g., Child's Dental, Health, and School Record)

When the location of one parent is known and the location of the other is unknown:

- Search required
- Affidavit required, demonstrating the efforts to locate
- Only affidavit is included in the KLG packet
- Certification of Caregiver as to knowledge of identity and/or location of bio-parent is required and included in the KLG packet

The **KLG Petition** is completed when all the following have occurred:

- Supervisor approves the application when all eligibility requirements are met or after home visit occurs.
- Supervisor denies the application when eligibility requirements are not met, or application had failed to establish eligibility.
- Applicant is notified of the action taken.
- Applicant receives his/her initial service.

### 305.4 Filing for KLG

Within 30 days of completion of the KLG Packet, the KNP Supervisor submits the KLG Petition to

Family Court. Documents submitted to the court will include:

- Basic information about the caregiver, child, parents, and other members of the caregiver’s household, including name and address;
- The location of the child’s parents, the reasons they are unable to care for their child, and their wishes concerning Kinship Legal Guardianship;
- The caregiver’s ability to provide a safe and permanent home for the child, and a certified statement that the child has lived with the caregiver for a minimum of 12 consecutive months or 15 of the last 22 months; and
- If the child is 14 years or older, or there are other reasons why the child’s wishes should be heard.

The KNP program sends the petition to the court and the court schedules a date.

The caregiver seeking guardianship must prove to the court by clear and convincing evidence that:

- Each parent’s incapacity is so serious that the parents are “unable, unavailable, or unwilling” to care for their child;
- The parents are unlikely to be able to care for their child in the near future; and
- Kinship Legal Guardianship is in the best interests of the child.

The court will consider the KLG Assessment.

If the caregiver or a household member has a criminal record or a final domestic violence restraining order against him/her, the court must review the circumstances and decide whether the person can safely become a Kinship Legal Guardian.

Section 305.5.2 describes the court process when there is parental disagreement with KLG.

### 305.5 Family Court Process

In a case of Kinship Legal Guardianship action, there will be a hearing before a judge. The courts will make a determination considering the following factors:

- The biological and/or adoptive parent is unable to care for the child, and the situation will not change in the near future.
- It will be in the best interest of the child to stay with the caregiver.

When a Family Court hearing is scheduled, the court notifies the family of the court date by mail within six (6) weeks of filing the KLG Petition. The caregiver, biological, and/or adoptive parent will receive a court petition that gives a date to appear in court. The biological and/or adoptive parent should go to court to ensure they get reasonable visitation with their child.

If the caregiver, biological, and/or adoptive parent is unable to attend, a new date can be provided.

### 305.5.1 Parental Notification and Rights

When parents receive notice that their child's caregiver is applying for Kinship Legal Guardianship, they must decide on the next steps. The biological or adoptive parents still have the following rights:

- Oppose the petition so that the caregiver does not become the child's Kinship Legal Guardian;
- Regain custody of the child;
- Make plans for his/her child and provide consent to the Kinship Legal Guardianship;
- Arrange adequate visitation time with child; and
- Attend the court hearing.

### 305.5.2 Parental Opposition to KLG

If the biological and/or adoptive parent is in disagreement with KLG, he/she must go to court to contest the action to prevent the caregiver from becoming the child's Kinship Legal Guardian. For the court to determine that custody should be returned to the biological and/or adoptive parent, the biological and/or adoptive parent will need to demonstrate that s/he is able to care for his/her child and that it is no longer in the best interest for the child to stay with the caregiver. The parent will need to show that the reasons why the child went to live with the current caregiver no longer exist. The parent will need to provide clear and convincing evidence to the court that they are currently able to care for their child. Depending on their situation, they may consider doctors; mental health professionals, service providers, including substance abuse treatment providers; friends; clergy people; neighbors; or others who may be able to testify on their behalf. The biological and/or adoptive parent will need to let the court know if they need time to prepare for the hearing.

### 305.5.3 Court Staff Review

Upon receipt of the **KLG Petition Packet**, the court staff reviews all documentation and schedules a court date. If any of the required items are not provided, the packet is stamped, "Received but Not Filed."

- Caregiver has signed both complaint and certification
- Identifying information
- Signed and dated by agency
- Ages of all persons in household
- Wishes of the child if 14 years of age or older
- Background checks
  - CARI must be completed within 12 months from date complaint is filed
  - CHRI must be completed within 12 months from date complaint is filed
  - DVCR must be completed within 2 months from date complaint is filed

### 305.5.4 Family Court Outcome

During the court hearing, the judge makes a KLG determination granting KLG or denying KLG. Once the court makes a KLG determination, the KNP Case Manager may close the case.

### **305.6 Kinship Care Subsidy Program**

If a family is granted Kinship Legal Guardianship, the family can apply for KLG Subsidy at the County Board of Social Services; with or without the help of the KNP provider agency. If the KNP provider agency assists the family with applying for the KLG Subsidy, once the application is completed, the KNP Case Manager will complete a Discharge Form and the family's case will be closed with KNP.

A caregiver who is granted Kinship Legal Guardianship by the court and meets the financial eligibility requirements will qualify for the monthly subsidy. The Kinship Legal Guardian can receive up to \$250 per month, per child under the Kinship Care Subsidy Program (KCSP). If the child has income, that income will be subtracted from the \$250 and the Kinship Legal Guardian will receive the difference.

*Note: Without Kinship Legal Guardianship, caregivers can get a child only welfare grant of \$162 per month for one child. Additional increments can be made to families with more than one kin-child (for example, \$322 for two children). Families should be aware that the higher KCSP payments may negatively impact other benefits the family receives, such as food stamps or housing assistance.*

### **305.8 Annual KLG Subsidy Redetermination**

The KNP provider, in collaboration with the Board of Social Services, will coordinate the yearly KLG Subsidy redetermination. The KNP provider makes follow-up calls and sends a letter to the family to schedule a home visit. During the home visit, the KNP Case Manager is required to see/interview the child and complete the KLG Subsidy Redetermination Form with the family. The KNP Supervisor then reviews the form and submits it to the Board of Social Services. The Board of Social Services will determine eligibility and informs the caregiver about the redetermination outcome.



## 306

# Strengthening Families and Community Partnerships



NJ Kinship Navigator Program focuses on creating effective collaborations with families, community-based agencies, private and public entities to increase knowledge of resources, share responsibilities, facilitate access of resources, and remove barriers that prevent provision of services.

NJ KNP uses the Strengthening Families Protective Factors Framework to increase family strengths and promote child development while reducing the likelihood of child maltreatment. NJ KNP works on reducing risk factors and bolstering the five Strengthening Families Protective Factors (*Concrete Support in Times of Need, Parental Resilience, Social Connections, Knowledge of Parenting and Child Development, Social and Emotional Competency of Children*) in order to achieve positive outcomes for children and families. Additional information about the Protective Factors can be found in Appendix G.

### 306.1 Strengthening Families: Kinship Caregiver’s Appreciation Events

September is National Kinship Caregivers Appreciation month. During this month, all agencies organize activities designed to increase protective factors for children, families, and communities by providing support, sharing knowledge, providing resources, and recognizing families for the commitment they made by assuming caregiving responsibilities.

Agencies collaborate with the DCF KNP Coordinator to organize and host appreciation events; all agencies submit an event proposal to the DCF KNP Coordinator two months in advance for review and approval.

Examples of events held in the past by KNP agencies include: resource fairs, family events designed to increase caregiver’s social connections, support groups, life skills, wellness and parenting workshops, dinner appreciation/recognition ceremonies, etc.

KNP staff at each KNP program completes the **KNP Events Form** to capture data on their program’s event.

### 306.2 Strengthening Families: Connection to Family Success Centers

KNP agencies establish and maintain a relationship with all state-funded Family Success Centers (FSCs) located in their catchment area. The goal of this partnership is to market the program, share resources, coordinate delivery of services, and facilitate connection of families to the FSCs. Agencies connect with DCF KNP Coordinator to organize and host the KNP/FSC annual collaboration meetings.

### 306.3 Community Partnerships: Professional Networking with Community-Based Agencies

KNP agencies participate in intentional relationship-building activities with community- based agencies for the purpose of marketing the program, building connections, expanding knowledge, and sharing resources. Agencies nurture these collaborative relationships by networking, hosting, attending, or organizing events designed to address any of the goals identified above.



Section 400

**DOCUMENTATION  
& FORMS**

## List of Included Documentation and Forms in Section 400

[KNP Prescreening Intake Form](#)

[KNP Participant Profile](#)

[KNP Family Contact Form](#)

[KNP Supervisor Approval Form](#)

[KWS Strengths and Needs Assessment](#)

[KNP Child Stability Assessment Form](#)

[KWS Goal Plan](#)

[KNP Referral Form](#)

[KLK Checklist](#)

[KWS Funds Distribution Form](#)

[KNP Special Approval Request Form](#)

[KNP Participant Discharge Form](#)

[KNP Satisfaction Form](#)

[KNP Events Form](#)

[KNP Community Partner Profile](#)

[KNP Training and Supervision Form](#)

### KNP PRESCREENING INTAKE FORM

<b>Date Referral Received:</b>		<b>Prescreening Date Completed:</b>		<b>KNP Staff Name:</b>	
<b>How did Caregiver Contact KNP?</b>	<input type="checkbox"/> Direct call to Agency <input type="checkbox"/> Walk in <input type="checkbox"/> Email/Website <input type="checkbox"/> Call to 211				
<b>Caregiver First Name</b>			<b>Caregiver Last Name</b>		
<b>Services Requested</b>	<input type="checkbox"/> KLG <input type="checkbox"/> KWS <input type="checkbox"/> I & R Only <input type="checkbox"/> Both (KWS & KLG)				
<b>New or Returning Applicant</b>	<input type="checkbox"/> Prior Participation in KNP <input type="checkbox"/> No Prior Participation in KNP <input type="checkbox"/> Unsure/Don't Know (New KNP Applicant)				
<b>If prior participant, first involvement:</b>	<b>Initial Prescreening Completed Date:</b>		<b>If initial date not known:</b>		
	Month: _____	Year: _____	<input type="checkbox"/> Within past year <input type="checkbox"/> Past 2-3 years <input type="checkbox"/> Past 4 -5 years <input type="checkbox"/> Over 5 years ago <input type="checkbox"/> Unsure/Don't Know		
<b>KNP Required Eligibility Criteria:</b>	1) Has the relationship of caregiver and child been established (caregiver is guardian, has custody or provides or has control of the child)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	2) Is child under 18?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	3) Does child 18-21 have a disability?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	4) Residency: Do caregiver and child live in the same household?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	5) For KLG, has the child been living with the caregiver for at least 12 months?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<b>6) Total Annual Household Income</b>	\$ _____	<b>KWS Income Eligible?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Is Family Eligible for KNP?</b>	<input type="checkbox"/> KWS <input type="checkbox"/> Both KWS and KLG <input type="checkbox"/> KLG <input type="checkbox"/> Not Eligible (for Either KWS or KLG)				
<b>At least 1 child must be eligible for KWS and/or KLG for the family to be eligible.</b> <b>A complete application consists of a KNP Prescreening Intake Form, KNP Participant (Caregiver) Profile, and a KNP Profile for at least one KNP child.</b>					

## KNP PARTICIPANT PROFILE

\*All participants (children and adults) are required to have a KNP Participant Profile.

<b>First Name*</b>		<b>Last Name*</b>	
<b>KNP Participant Role</b>	<input type="checkbox"/> Primary Caregiver <input type="checkbox"/> Adult Household Participant <input type="checkbox"/> Child Household Participant	<b>Birthdate*</b>	
<b>Services Requested</b>	<input type="checkbox"/> KWS <input type="checkbox"/> KLG <input type="checkbox"/> Both KWS and KLG <input type="checkbox"/> Not Eligible (for Either KWS or KLG)		
<b>Phone*</b>		<b>Mobile Phone</b>	
<b>Mailing Street*</b>		<b>Mailing City*</b>	
<b>Mailing State*</b>		<b>Mailing Postal Code*</b>	
<b>County*</b> <i>(please check one)</i>	<input type="checkbox"/> Atlantic County <input type="checkbox"/> Cumberland County <input type="checkbox"/> Mercer County <input type="checkbox"/> Somerset County <input type="checkbox"/> Bergen County <input type="checkbox"/> Essex County <input type="checkbox"/> Morris County <input type="checkbox"/> Sussex County <input type="checkbox"/> Burlington County <input type="checkbox"/> Gloucester County <input type="checkbox"/> Ocean County <input type="checkbox"/> Union County <input type="checkbox"/> Camden County <input type="checkbox"/> Hudson County <input type="checkbox"/> Passaic County <input type="checkbox"/> Warren County <input type="checkbox"/> Cape May County <input type="checkbox"/> Hunterdon County <input type="checkbox"/> Salem County		
<b>Email</b>			
<b>Last 4 digits of SSN:</b>	_____	<b>Relationship to Primary Caregiver</b>	<input type="checkbox"/> Self <input type="checkbox"/> Spouse/Partner <input type="checkbox"/> Child <input type="checkbox"/> Other Adult (please specify _____)
<b>Participant Relationship to KNP child</b>	<input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt/Uncle <input type="checkbox"/> Sibling <input type="checkbox"/> Unrelated (Neighbor/Family Friend) <input type="checkbox"/> Other Relative (Please specify _____) <input type="checkbox"/> N/A (Child only)		
<b>Gender*</b>	<input type="checkbox"/> Male <input type="checkbox"/> Unknown <input type="checkbox"/> Female <input type="checkbox"/> Other:		

<p><b>Primary Language*</b> <i>(please check one)</i></p>	<input type="checkbox"/> American Sign Language (ASL) <input type="checkbox"/> Amharic <input type="checkbox"/> Armenian <input type="checkbox"/> Cantonese <input type="checkbox"/> Croatian <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Greek <input type="checkbox"/> Haitian Creole <input type="checkbox"/> Italian <input type="checkbox"/> Khmer (Cambodian) Cyrillic <input type="checkbox"/> Laotian <input type="checkbox"/> Polish <input type="checkbox"/> Portuguese <input type="checkbox"/> Russian <input type="checkbox"/> Serbian <input type="checkbox"/> Slovenian <input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Non-English:																																																																																
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<input type="checkbox"/> French	<input type="checkbox"/> Nigerian	<input type="checkbox"/> Other:																																																																															
<input type="checkbox"/> German	<input type="checkbox"/> Pakistani																																																																																
<p><b>Hispanic/Latino?*</b> <i>(please check one)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> Declined <input type="checkbox"/> No <input type="checkbox"/> Unable to Determine/Unknown																																																																																

<b>Participant Marital Status</b>	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	
	<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated	<input type="checkbox"/> N/A	
<b>Participant Employment Status</b>	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Retired	<input type="checkbox"/> Self-employed
	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Disabled	<input type="checkbox"/> Other	<input type="checkbox"/> N/A
<b>Participant Living Arrangement</b>	<input type="checkbox"/> Rent	<input type="checkbox"/> Own Home	<input type="checkbox"/> Family/Friend	<input type="checkbox"/> Homeless
	<input type="checkbox"/> Shelter	<input type="checkbox"/> Other	<input type="checkbox"/> N/A	
<b>Does participant have a documented disability?</b>	<input type="checkbox"/> Yes			
	<input type="checkbox"/> No			
	<input type="checkbox"/> N/A			

<b>KNP Staff Name:</b>		<b>Date Profile Completed:</b>	
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## KNP FAMILY CONTACT FORM

<b>Caregiver Name or ID*</b>		<b>Date of Contact*</b>	
<b>Contact Method*</b>	<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Video Conference <input type="checkbox"/> Email <input type="checkbox"/> Mail		
<b>Contact Type*</b>	<input type="checkbox"/> Prescreening Intake <input type="checkbox"/> Home Visit Assessment <input type="checkbox"/> Follow Up <input type="checkbox"/> Other (please specify) _____		

<b>Topics Discussed*</b> <i>(check all that apply)</i>	<input type="checkbox"/> <b>Concrete Services</b> <input type="checkbox"/> Clothing <input type="checkbox"/> Food <input type="checkbox"/> Furniture/Household Items <input type="checkbox"/> Housing Assistance/Emergency Shelter <input type="checkbox"/> Transportation <input type="checkbox"/> Other (specify) _____  <input type="checkbox"/> <b>Counseling/Intensive Support</b> <input type="checkbox"/> Mental Health <input type="checkbox"/> Family Therapy <input type="checkbox"/> Behavioral Health <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Grief <input type="checkbox"/> DCP&P <input type="checkbox"/> Other (specify) _____  <input type="checkbox"/> <b>Employment/Training/Education</b> <input type="checkbox"/> Education <input type="checkbox"/> Employment Counseling, Training & Placement <input type="checkbox"/> Other (specify) _____  <input type="checkbox"/> <b>Family &amp; Social Connections</b> <input type="checkbox"/> Child Educational Services <input type="checkbox"/> Childcare, Respite care <input type="checkbox"/> Family Success Centers		<input type="checkbox"/> Parenting Supports/Education <input type="checkbox"/> Support Groups <input type="checkbox"/> Recreational Services/ Child Programming <input type="checkbox"/> Faith-based services <input type="checkbox"/> Senior Services <input type="checkbox"/> Other (specify) _____  <input type="checkbox"/> <b>Financial/Legal</b> <input type="checkbox"/> Financial Management/Self-Efficacy <input type="checkbox"/> Legal Assistance <input type="checkbox"/> Kinship Legal Guardianship Program <input type="checkbox"/> Other Legal Permanency Options (custody, adoption, etc.) <input type="checkbox"/> Document Assistance <input type="checkbox"/> Other (specify) _____  <input type="checkbox"/> <b>Healthcare</b> <input type="checkbox"/> Health Insurance <input type="checkbox"/> Medical/Dental Services <input type="checkbox"/> Other (specify) _____  <input type="checkbox"/> <b>Public Benefits</b> <input type="checkbox"/> Use of KNP Stipend <input type="checkbox"/> Public Benefits <input type="checkbox"/> Advocacy <input type="checkbox"/> Other (specify) _____
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<p><b>Did you provide family with a KNP resource guide?*</b></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p><b>Time Spent*</b>  <i>(in 15 minute increments)</i></p>	<p><input type="checkbox"/> up to 15 minutes  <input type="checkbox"/> 16 - 30 minutes  <input type="checkbox"/> 31 - 45 minutes  <input type="checkbox"/> 46 - 60 Minutes  <input type="checkbox"/> 61 - 75 minutes  <input type="checkbox"/> 76 - 90 minutes  <input type="checkbox"/> 91 - 105 minutes  <input type="checkbox"/> 106 - 120 minutes</p>
<p><b>Notes*</b>  <b>(Describe purpose and outcome of contact)</b></p>	

## KNP SUPERVISOR APPROVAL FORM

\*After KNP Supervisor approves application, submit to DCF for approval.

<b>Supervisor Approval</b>	KWS Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	KLG Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Supervisor Name: _____			Date approved:
Comments:				

<b>DCF Approval</b>	KWS Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	KLG Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	DCF KNP Coordinator Name: _____			KNP Enrollment Date:
Comments:				

\*After DCF Approval, KNP Supervisor assigns Case Manager.

<b>Case Management</b>	<i>If DCF Approved, KNP Supervisor assigns Case Manager.</i>				
	Case Manager Name: _____			Date assigned:	
<i>If DCF Not Approved, close intake and send denial letter.</i>					
<b>Supervisor Signature</b>				Date:	

## KWS STRENGTHS AND NEEDS ASSESSMENT

<b>KNP Agency Name:</b>		<b>Date Completed</b>	
<b>Case Name</b>			
<b>Primary Caregiver Name*</b>		<b>KNP Case Manager Name</b>	
<p>Kinship Navigator Case Manager should ask families the questions below during the home visit.                  When completing Section A Home Needs – Family Needs Scale, if participants rate an item as 5, it should be considered as a need; and Case Managers and Caregivers prioritize up to 3 needs for the KWS Goal Plan.</p>			
<p><b>Section A: Home Needs – Family Needs Scale</b>                  The below statements refer to several areas of where parents/caregivers may or may not need help or assistance. Please read each statement and circle the one number in each row that best describes how you feel about needing help in that area. Number 5 means the item is “Almost Always a Need.” Number 1 means “Almost Never a Need” For statements that do not apply to you, please answer “Not Applicable.”                  Note (For Salesforce) : Up to 3 goals selected should be automatically populated in KWS Goal Plan.</p>			

Do you feel the need for any of the following types of help or assistance?	Almost Never a Need	Seldom a Need	Sometimes a Need	Often a Need	Almost Always a Need	Not Applicable	Goal Plan Yes or No
1. Having food for at least two meals for your family.	1	2	3	4	5	NA	<input type="radio"/> Yes <input type="radio"/> No
2. Finding time to cook healthy meals for your family.	1	2	3	4	5	NA	
3. Having enough food to feed your child or children.	1	2	3	4	5	NA	
4. Having clean water to drink.	1	2	3	4	5	NA	
5. Finding or keeping a place to live.	1	2	3	4	5	NA	
6. Paying for utility bills like water, electricity, and AC/heat.	1	2	3	4	5	NA	
7. Completing chores, home repairs or improvements.	1	2	3	4	5	NA	
8. Adapting your house to meet the needs of your child or children (e.g., handicapped accessible).	1	2	3	4	5	NA	
9. Having money to buy necessities and pay bills.	1	2	3	4	5	NA	
10. Budgeting the way you'll spend money.	1	2	3	4	5	NA	
11. Paying for any special needs of your child or children.	1	2	3	4	5	NA	
12. Saving money for the future.	1	2	3	4	5	NA	

13. Planning for a future job for your child or children.	1	2	3	4	5	NA	
14. Getting a job.	1	2	3	4	5	NA	
15. Having a job that you enjoy.	1	2	3	4	5	NA	
16. Getting where you need to go.	1	2	3	4	5	NA	
17. Transporting your child or children.	1	2	3	4	5	NA	
18. Getting special travel equipment for your child or children (e.g., a car seat).	1	2	3	4	5	NA	
19. Paying for gas.	1	2	3	4	5	NA	
20. Getting in touch with people that you need to talk to (e.g., a doctor, child's teacher, etc.).	1	2	3	4	5	NA	
21. Having someone to talk to about your child or children (e.g., friend, counselor, religious leader, etc.).	1	2	3	4	5	NA	
22. Having someone to talk to, in general (e.g., friend, counselor, religious leader, etc.).	1	2	3	4	5	NA	
23. Having medical and dental care for your family.	1	2	3	4	5	NA	
24. Finding special medical and dental care for your child or children.	1	2	3	4	5	NA	
25. Having time to take care of yourself.	1	2	3	4	5	NA	
26. Having emergency health care.	1	2	3	4	5	NA	
27. Planning for future health needs of you or your family.	1	2	3	4	5	NA	
28. Managing the daily needs of your child or children.	1	2	3	4	5	NA	
29. Caring for your child or children during work hours.	1	2	3	4	5	NA	
30. Having emergency childcare when you need it.	1	2	3	4	5	NA	
31. Getting short term or temporary relief (i.e. respite care) from caring for your child or children.	1	2	3	4	5	NA	
32. Finding future care for your child or children.	1	2	3	4	5	NA	

33. Getting special equipment or therapy for your child or children.	1	2	3	4	5	NA	
34. Having time to take your child or children to appointments.	1	2	3	4	5	NA	

**Section B: Home Strengths and Well-Being (Family Empowerment Scale)** Sections B-D are designed to collect data on the NJ DCF Kinship Navigator Program and can help the KNP Case Manager gain a comprehensive understanding of the family’s strengths. KNP Case Manager reads each statement and circles the response that is provided by the caregiver.

The below statements refer for several areas of your life, your family, your child’s services, and your community. Please read each statement and circle the one number in each row that best describes how you feel about that item. Number 5 means “Almost Always.” Number 1 means “Almost Never.” For statements that do not apply to you, please answer “Not Applicable.”

Section B1: About your family....	Almost Never	Seldom	Sometimes	Often	Almost Always	Not Applicable	
1. I feel confident in my ability to help my child grow and develop	1	2	3	4	5	NA	
2. I feel my family life is under control	1	2	3	4	5	NA	
3. I believe I can solve problems with my child when they happen	1	2	3	4	5	NA	
4. I feel I am a good parent/caregiver	1	2	3	4	5	NA	
5. I know what to do when problems arise with my child	1	2	3	4	5	NA	
6. I am able to get information to help me better understand my child	1	2	3	4	5	NA	
7. When I need help with problems in my family, I am able to ask for help from others	1	2	3	4	5	NA	
8. I have a good understanding of my child’s disorder	1	2	3	4	5	NA	
9. When problems arise with my child, I handle them pretty well	1	2	3	4	5	NA	
10. I make efforts to learn new ways to help my child grow and develop	1	2	3	4	5	NA	
11. When dealing with my child, I focus on the good things as well as the problems	1	2	3	4	5	NA	
12. When faced with a problem involving my child, I decide what to do and then do it	1	2	3	4	5	NA	

Section B2: About your child's services....	Almost Never	Seldom	Sometimes	Often	Almost Always	Not Applicable	
13. I feel that I have a right to approval all services my child receives (1)	1	2	3	4	5	NA	
14. My opinion is just as important as professionals opinions in deciding what services my child needs (18)	1	2	3	4	5	NA	
15. Professionals should ask me what services I want for my child (32)	1	2	3	4	5	NA	
16. I know the steps to take when I am concerned my child is receiving poor services (5)	1	2	3	4	5	NA	
17. I am able to make good decisions about what services my child needs (11)	1	2	3	4	5	NA	
18. I am able to work with agencies and professionals to decide what services my child needs (12)	1	2	3	4	5	NA	
19. I know what services my child needs (23)	1	2	3	4	5	NA	
20. I have a good understanding of the service system that my child is involved in (30)	1	2	3	4	5	NA	
21. I make sure that professionals understand my opinions about what services my child needs (6)	1	2	3	4	5	NA	
22. I make sure I stay in regular contact with professionals who are providing services to my child (13)	1	2	3	4	5	NA	
23. I tell professionals what I think about services being provided to my child (19)	1	2	3	4	5	NA	
24. When necessary, I take the initiative in looking for services for my child and family (28)	1	2	3	4	5	NA	

**Section C: Home Strengths and Well-Being (Inventory of Family Protective Factors)**

The below statements refer for several items about families. Please read each statement and circle the one number in each row that best describes how your family in that area. Number 5 means “Almost Always.” Number 1 means “Almost Never.” For statements that do not apply to you, please answer “Not Applicable.”

Our Family	Almost Never	Seldom	Sometimes	Often	Almost Always	Not Applicable	
1. Our family is optimistic and concentrates on the positives in most situations	1	2	3	4	5	NA	
2. Our family is creative, resourceful, and self-reliant	1	2	3	4	5	NA	
3. Most people think our family is friendly and others like to be around us	1	2	3	4	5	NA	
4. Our family is competent and has pride	1	2	3	4	5	NA	
5. Our family has a good relationship with at least one supportive person	1	2	3	4	5	NA	
6. Our family has at least one caring person in our lives	1	2	3	4	5	NA	
7. Our family can trust at least one person in our lives	1	2	3	4	5	NA	
8. Our family has at least one person who is interested in our lives	1	2	3	4	5	NA	
9. Our family has been able to solve some (not all) problems independently	1	2	3	4	5	NA	
10. Our family has control over (not all) events in our lives	1	2	3	4	5	NA	
11. Our family has endured one or more extenuating factors in our lives	1	2	3	4	5	NA	
12. Our family has been often capable to overcome and take advantage of bad situations	1	2	3	4	5	NA	

<b>KNP Case Manager Signature:</b>		<b>Date:</b>	
<b>KNP Supervisor Signature:</b>		<b>Date Reviewed:</b>	

**KNP CHILD STABILITY ASSESSMENT FORM**

<i>Complete one form for each child.</i>			
<b>Primary Caregiver Name*</b>		<b>Child Name*</b>	
<b>Case Manager Name*</b>			
<b>Assessment Completed Date*</b>		<b>Time of Administration</b>	<input type="checkbox"/> Pre (at home visit) <input type="checkbox"/> Post (during 2nd follow up visit for KWS or case closure for KLG)
<b>What is the current goal regarding stability for the child's care?</b>	<input type="checkbox"/> Reunification with biological parents <input type="checkbox"/> Kin request of legal guardianship of child/children <input type="checkbox"/> Stay with kin without request for legal guardianship <input type="checkbox"/> Find another permanent place for child to live <input type="checkbox"/> Unsure	<b>Is there a process in place to reach this goal for the child?</b>	<input type="checkbox"/> Yes, completed <input type="checkbox"/> Yes, in process <input type="checkbox"/> Not at this time <input type="checkbox"/> Unsure
<b>How likely is the child/children to maintain connections with his/her biological parents and siblings?</b>	<input type="checkbox"/> Very unlikely <input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Very Likely <input type="checkbox"/> Unsure <input type="checkbox"/> Not Applicable	<b>How will they maintain these connections? (check all that apply)</b>	<input type="checkbox"/> In person visits <input type="checkbox"/> Phones calls <input type="checkbox"/> Video calls <input type="checkbox"/> Unsure <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other
<b>How likely is the child/children to maintain connections with friends and other people in their life (e.g. other relatives, teachers, acquaintances)?</b>	<input type="checkbox"/> Very unlikely <input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Very Likely <input type="checkbox"/> Unsure <input type="checkbox"/> Not Applicable	<b>How will they maintain these connections? (check all that apply)</b>	<input type="checkbox"/> In person visits <input type="checkbox"/> Phones calls <input type="checkbox"/> Video calls <input type="checkbox"/> Unsure <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other



<b>Does the child still live with you?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, was there any time that they did not live with you for more than a week, for reasons other than vacations, sleepovers, etc.?</b>		<input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>If yes, number of times they did not live with you:</b> _____
<b>How many days was the child not living with you?</b>	<input type="checkbox"/> Disruption 1 _____ <input type="checkbox"/> Disruption 2 _____	<b>Please describe where they lived at this time?</b>	<input type="checkbox"/> Foster care <input type="checkbox"/> Juvenile detention <input type="checkbox"/> Living with bio-parents <input type="checkbox"/> Living with another kin <input type="checkbox"/> Other (please specify)
<b>Complete the following if CHILD was eligible for KLG and participated in the program:</b> <b>(unhide and require based on what program child is participating in)</b>			
<b>KLG Case Outcome:</b>		<input type="checkbox"/> Granted <input type="checkbox"/> Denied <input type="checkbox"/> Did not complete process	

## KWS GOAL PLAN

Refer to the needs, strengths, and stability goals identified in the KWS Strengths and Needs Assessment and KNP Child Stability Assessment to prioritize goals with the family. **Please choose up to 3 goals. At least one of the goals should capture how Wraparound funds will be used.**

<b>Caregiver Full Name *</b>			
<b>Goal Plan Start Date*</b>			
<b>Initial Follow up Date Completed*</b> <i>(2 weeks after stipend distributed)</i>		<b>Final Follow up Date Completed*</b> <i>(30 days after initial follow up)</i>	

### SMART Goal Instructions

A SMART Goal is written with the following in mind to make sure the goals are clear and reachable:

- **Specific** (simple, sensible, significant).
- **Measurable** (meaningful, motivating).
- **Achievable** (agreed, attainable).
- **Relevant** (reasonable, realistic and resourced, results-based).
- **Time bound** (time-based, time limited, time/cost limited, timely, time-sensitive).

**Specific:** Goal should be clear and specific. When writing the goal, try to answer the five "W" questions:

- What does the Caregiver want to accomplish?
- Why is this goal important?
- Who is involved?
- Where is it located?
- Which resources or limits are involved?

**Measurable:** Goals should be measurable so that progress can be tracked. When writing the goal, answer:

- How much?
- How many?
- How will I know when it is accomplished?

**Achievable:** Goals need to be realistic and attainable to be successful. When writing the goal answer questions:

- How can the Caregiver accomplish this goal?
- How realistic is the goal, based on any constraints, like finances, time, or transportation?

**Relevant:** This is about ensuring that the goal matters to the Caregiver, and that it also aligns with other relevant goals. A relevant goal can answer "yes" to these questions:

- Does this seem worthwhile?
- Is this the right time?
- Does this match the Caregiver's other efforts/needs?

**Time-bound:** Goals need a target date so that the Caregiver has a deadline to focus on and something to work toward. Examples:

- Help child increase reading proficiency from low to advanced by the end of the school year 2020-2021.
- Ensure child has all 4 cavities filled within the next 3 months.
- Secure safe and affordable housing with separate bedroom for child within 2 months.

SMART Goal 1			
<b>Goal 1 Name*</b>	<b>*Required Goal for use of Stipend*</b>	<b>Goal Start Date*</b>	
<b>Goal Status*</b>	<input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Not Complete - Family Decided not to Pursue <input type="checkbox"/> Not Complete - Other		
<b>Goal Target End Date*</b>			
<b>Goal End Date*</b>			
<b>Goal Area* (check all that apply)</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> <b>Concrete Services</b>  <input type="checkbox"/> Clothing  <input type="checkbox"/> Food  <input type="checkbox"/> Furniture/Household Items  <input type="checkbox"/> Housing Assistance/Emergency Shelter  <input type="checkbox"/> Transportation  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Counseling/Intensive Support</b>  <input type="checkbox"/> Mental Health  <input type="checkbox"/> Family Therapy  <input type="checkbox"/> Behavioral Health  <input type="checkbox"/> Substance Abuse  <input type="checkbox"/> Grief  <input type="checkbox"/> DCP&amp;P  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Employment/Training/Education</b>  <input type="checkbox"/> Education  <input type="checkbox"/> Employment Counseling, Training &amp; Placement  <input type="checkbox"/> Other (specify _____)           </div> <div style="width: 48%;"> <input type="checkbox"/> <b>Family &amp; Social Connections</b>  <input type="checkbox"/> Child Educational Services  <input type="checkbox"/> Childcare, Respite care  <input type="checkbox"/> Family Success Centers  <input type="checkbox"/> Parenting Supports/Education  <input type="checkbox"/> Support Groups  <input type="checkbox"/> Recreational Services/Child Programming  <input type="checkbox"/> Faith-based services  <input type="checkbox"/> Senior Services  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Financial/Legal</b>  <input type="checkbox"/> Financial Management/Self-Efficacy  <input type="checkbox"/> Legal Assistance  <input type="checkbox"/> Kinship Legal Guardianship Program  <input type="checkbox"/> Other Legal Permanency Options (custody, adoption, etc.)  <input type="checkbox"/> Document Assistance  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Healthcare</b>  <input type="checkbox"/> Health Insurance  <input type="checkbox"/> Medical/Dental Services  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Public Benefits</b>  <input type="checkbox"/> Use of KWS Stipend  <input type="checkbox"/> Public Benefits  <input type="checkbox"/> Advocacy Other (specify _____)           </div> </div>		

**Recommended  
Actions\***

**Action #1**

- Wrap-Around Stipend
- Family Success Center Referral
- Referral
- Other Action

**Please specify:**

**Describe Action #1 using SMART** (Specific, Measurable, Achievable, Relevant, Time bound):

**Select**

- “Another Action” if needed, (add Action #2 and Describe Action #2, then repeat for subsequent Actions)**

SMART Goal 2			
<b>Goal Name</b>	*Enter goal name here*		<b>Goal Start Date*</b>
<b>Goal Status*</b>	<input type="checkbox"/> Partially Complete (In Progress) <input type="checkbox"/> Completed <input type="checkbox"/> Family Decided not to Pursue		
<b>Goal Target Date*</b>			<b>Goal End Date*</b>
<b>Goal Area*</b> (check all that apply)	<input type="checkbox"/> <b>Concrete Services</b> <input type="checkbox"/> Clothing <input type="checkbox"/> Food <input type="checkbox"/> Furniture/Household Items <input type="checkbox"/> Housing Assistance/Emergency Shelter <input type="checkbox"/> Transportation <input type="checkbox"/> Other (specify _____)  <input type="checkbox"/> <b>Counseling/Intensive Support</b> <input type="checkbox"/> Mental Health <input type="checkbox"/> Family Therapy <input type="checkbox"/> Behavioral Health <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Grief <input type="checkbox"/> DCP&P <input type="checkbox"/> Other (specify _____)  <input type="checkbox"/> <b>Employment/Training/Education</b> <input type="checkbox"/> Education <input type="checkbox"/> Employment Counseling, Training & Placement <input type="checkbox"/> Other (specify _____)	<input type="checkbox"/> <b>Family &amp; Social Connections</b> <input type="checkbox"/> Child Educational Services <input type="checkbox"/> Childcare, Respite care <input type="checkbox"/> Family Success Centers <input type="checkbox"/> Parenting Supports/Education <input type="checkbox"/> Support Groups <input type="checkbox"/> Recreational Services/Child Programming <input type="checkbox"/> Faith-based services <input type="checkbox"/> Senior Services <input type="checkbox"/> Other (specify _____)  <input type="checkbox"/> <b>Financial/Legal</b> <input type="checkbox"/> Financial Management/Self-Efficacy <input type="checkbox"/> Legal Assistance <input type="checkbox"/> Kinship Legal Guardianship Program <input type="checkbox"/> Other Legal Permanency Options (custody, adoption, etc.) <input type="checkbox"/> Document Assistance <input type="checkbox"/> Other (specify _____)  <input type="checkbox"/> <b>Healthcare</b> <input type="checkbox"/> Health Insurance <input type="checkbox"/> Medical/Dental Services <input type="checkbox"/> Other (specify _____)  <input type="checkbox"/> <b>Public Benefits</b> <input type="checkbox"/> Use of KWS Stipend <input type="checkbox"/> Public Benefits <input type="checkbox"/> Advocacy Other (specify _____)	

**Recommended  
Actions\***

**Action #2**

- Wrap-Around Stipend
- Family Success Center Referral
- Referral
- Other Action

**Describe Action #2 using SMART** (Specific, Measurable, Achievable, Relevant, Time bound):

**Select**

- “Another Action” if needed, (add Action #3 and Describe Action #3, then repeat for subsequent Actions)**

SMART Goal 3			
<b>Goal Name</b>	*Enter goal name here*		<b>Goal Start Date*</b>
<b>Goal Status*</b>	<input type="checkbox"/> Partially Complete (In Progress) <input type="checkbox"/> Completed <input type="checkbox"/> Family Decided not to Pursue		
<b>Goal Target Date*</b>			<b>Goal End Date*</b>
<b>Goal Area*</b> (check all that apply)	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> <b>Concrete Services</b>  <input type="checkbox"/> Clothing  <input type="checkbox"/> Food  <input type="checkbox"/> Furniture/Household Items  <input type="checkbox"/> Housing Assistance/Emergency Shelter  <input type="checkbox"/> Transportation  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Counseling/Intensive Support</b>  <input type="checkbox"/> Mental Health  <input type="checkbox"/> Family Therapy  <input type="checkbox"/> Behavioral Health  <input type="checkbox"/> Substance Abuse  <input type="checkbox"/> Grief  <input type="checkbox"/> DCP&amp;P  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Employment/Training/Education</b>  <input type="checkbox"/> Education  <input type="checkbox"/> Employment Counseling, Training &amp; Placement  <input type="checkbox"/> Other (specify _____)           </div> <div style="width: 48%;"> <input type="checkbox"/> <b>Family &amp; Social Connections</b>  <input type="checkbox"/> Child Educational Services  <input type="checkbox"/> Childcare, Respite care  <input type="checkbox"/> Family Success Centers  <input type="checkbox"/> Parenting Supports/Education  <input type="checkbox"/> Support Groups  <input type="checkbox"/> Recreational Services/ Child Programming  <input type="checkbox"/> Faith-based services  <input type="checkbox"/> Senior Services  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Financial/Legal</b>  <input type="checkbox"/> Financial Management/Self-Efficacy  <input type="checkbox"/> Legal Assistance  <input type="checkbox"/> Kinship Legal Guardianship Program  <input type="checkbox"/> Other Legal Permanency Options (custody, adoption, etc.)  <input type="checkbox"/> Document Assistance  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Healthcare</b>  <input type="checkbox"/> Health Insurance  <input type="checkbox"/> Medical/Dental Services  <input type="checkbox"/> Other (specify _____)   <input type="checkbox"/> <b>Public Benefits</b>  <input type="checkbox"/> Use of KWS Stipend  <input type="checkbox"/> Public Benefits  <input type="checkbox"/> Advocacy Other (specify _____)           </div> </div>		

Recommended  
Actions\*

**Action #3**

- Wrap-Around Stipend
- Family Success Center Referral
- Referral
- Other Action

**Describe Action #3 using SMART** (Specific, Measurable, Achievable, Relevant, Time bound):



<p><b>Additional Needs Explained*</b></p>	<p><b>If additional needs were identified during the home visit assessment that are not entered as goals here, please explain why (check all that apply):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not applicable (all identified needs have corresponding goals)</li> <li><input type="checkbox"/> Other needs are prioritized first</li> <li><input type="checkbox"/> No appropriate referral exists</li> <li><input type="checkbox"/> Family chooses to use own resources and support system</li> <li><input type="checkbox"/> Family chooses not to pursue goals for additional needs</li> <li><input type="checkbox"/> Other (specify) _____</li> </ul>	
<p><b>If No Appropriate Referral Exists was selected above, please indicate which need areas lack appropriate referrals (check all that apply):</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Concrete Services</b></li> <li><input type="checkbox"/> Clothing</li> <li><input type="checkbox"/> Food</li> <li><input type="checkbox"/> Furniture/Household Items</li> <li><input type="checkbox"/> Housing Assistance/Emergency Shelter</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> Other (specify _____)</li>   <li><input type="checkbox"/> <b>Counseling/Intensive Support</b></li> <li><input type="checkbox"/> Mental Health</li> <li><input type="checkbox"/> Family Therapy</li> <li><input type="checkbox"/> Behavioral Health</li> <li><input type="checkbox"/> Substance Abuse</li> <li><input type="checkbox"/> Grief</li> <li><input type="checkbox"/> DCP&amp;P</li> <li><input type="checkbox"/> Other (specify _____)</li>   <li><input type="checkbox"/> <b>Employment/Training/Education</b></li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Employment Counseling, Training &amp; Placement</li> <li><input type="checkbox"/> Other (specify _____)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Family &amp; Social Connections</b></li> <li><input type="checkbox"/> Child Educational Services</li> <li><input type="checkbox"/> Childcare, Respite care</li> <li><input type="checkbox"/> Family Success Centers</li> <li><input type="checkbox"/> Parenting Supports/Education</li> <li><input type="checkbox"/> Support Groups</li> <li><input type="checkbox"/> Recreational Services/ Child Programming</li> <li><input type="checkbox"/> Faith-based services</li> <li><input type="checkbox"/> Senior Services</li> <li><input type="checkbox"/> Other (specify _____)</li>   <li><input type="checkbox"/> <b>Financial/Legal</b></li> <li><input type="checkbox"/> Financial Management/Self-Efficacy</li> <li><input type="checkbox"/> Legal Assistance</li> <li><input type="checkbox"/> Kinship Legal Guardianship Program</li> <li><input type="checkbox"/> Other Legal Permanency Options (custody, adoption, etc.)</li> <li><input type="checkbox"/> Document Assistance</li> <li><input type="checkbox"/> Other (specify _____)</li>   <li><input type="checkbox"/> <b>Healthcare</b></li> <li><input type="checkbox"/> Health Insurance</li> <li><input type="checkbox"/> Medical/Dental Services</li> <li><input type="checkbox"/> Other (specify _____)</li>   <li><input type="checkbox"/> <b>Public Benefits</b></li> <li><input type="checkbox"/> Use of KWS Stipend</li> <li><input type="checkbox"/> Public Benefits</li> <li><input type="checkbox"/> Advocacy Other (specify _____)</li> </ul>
<p><b>Notes*</b></p>		
<p><b>Supervisor Approval*</b></p>	<p style="text-align: right;"><b>Date of Approval:</b> _____</p>	

## KNP REFERRAL FORM

KNP Staff Name:

Referral Date\*:

Primary Caregiver Name:

<b>First Name:</b> <small>(Person receiving services)</small>			<b>Last Name:</b>		
<b>KNP Participant Role</b>	<input type="checkbox"/> Primary Caregiver <input type="checkbox"/> Adult Household Participant <input type="checkbox"/> Child Household Participant				
<b>Referral Type*</b>	<input type="checkbox"/> DCF <input type="checkbox"/> Internal (Within Own Agency) <input type="checkbox"/> External (Outside of Agency)	<b>If DCF Referral Site:</b> <input type="checkbox"/> DCF Program: <input type="checkbox"/> DCF Site:	<b>If Internal or External Referral Site:</b> <input type="checkbox"/> Referral Site/Agency:		
Referral Category*			Reason for Referral*		
<input type="checkbox"/> Concrete Services			<input type="radio"/> Clothing <input type="radio"/> Food <input type="radio"/> Furniture/Household Items <input type="radio"/> Housing Assistance/Emergency Shelter <input type="radio"/> Transportation <input type="radio"/> Other (specify) _____		
<input type="checkbox"/> Counseling/Intensive Support			<input type="radio"/> Mental Health <input type="radio"/> Family Therapy <input type="radio"/> Behavioral Health <input type="radio"/> Substance Abuse <input type="radio"/> Grief <input type="radio"/> DCP&P <input type="radio"/> Other (specify) _____		
<input type="checkbox"/> Employment/Training/Education			<input type="radio"/> Education <input type="radio"/> Employment Counseling, Training & Placement <input type="radio"/> Other (specify) _____		
<input type="checkbox"/> Family & Social Connections			<input type="radio"/> Child Educational Services <input type="radio"/> Childcare, Respite care <input type="radio"/> Family Success Centers <input type="radio"/> Parenting Supports/Education <input type="radio"/> Support Groups <input type="radio"/> Recreational Services/Child Programming <input type="radio"/> Faith-based services <input type="radio"/> Senior Services <input type="radio"/> Other (specify) _____		

<input type="checkbox"/> Financial/Legal	<input type="radio"/> Financial Management/Self-Efficacy <input type="radio"/> Legal Assistance <input type="radio"/> Kinship Legal Guardianship Program <input type="radio"/> Other Legal Permanency Options (custody, adoption, etc.) <input type="radio"/> Document Assistance <input type="radio"/> Other (specify) _____
<input type="checkbox"/> Healthcare	<input type="radio"/> Health Insurance <input type="radio"/> Medical/Dental Services <input type="radio"/> Other (specify) _____

<input type="checkbox"/> Public Benefits	<input type="radio"/> Use of KWS Stipend <input type="radio"/> Public Benefits <input type="radio"/> Advocacy <input type="radio"/> Other (specify) _____
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<b>Referral Follow-Up</b>	<p><i>Please complete the section below for follow-ups with the caregiver regarding each service referral made.</i></p>
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<b>Did the caregiver obtain access to this service?</b> (Select only one)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Pending (in process)
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<b>If no, why was the caregiver unable to access the service?</b>	<table border="0"> <tr> <td data-bbox="375 1211 797 1652"> <input type="checkbox"/> Decided not to  <input type="checkbox"/> Did not qualify  <input type="checkbox"/> Did not have transportation  <input type="checkbox"/> Needed further assistance/guidance to access the service  <input type="checkbox"/> Service conflicted with school/work (hours available did not match mine)  <input type="checkbox"/> Did not have the money/resources  <input type="checkbox"/> Someone discouraged caregiver from getting services  <input type="checkbox"/> Found different resource           </td> <td data-bbox="841 1211 1552 1652"> <input type="checkbox"/> Follow-up information provided was wrong  <input type="checkbox"/> Could not leave message/no one contacted caregiver back  <input type="checkbox"/> Service not available/caregiver on waiting list  <input type="checkbox"/> Language/cultural barriers  <input type="checkbox"/> No childcare offered  <input type="checkbox"/> Other (please specify)            _____  <input type="checkbox"/> Prefer not to answer           </td> </tr> </table>	<input type="checkbox"/> Decided not to <input type="checkbox"/> Did not qualify <input type="checkbox"/> Did not have transportation <input type="checkbox"/> Needed further assistance/guidance to access the service <input type="checkbox"/> Service conflicted with school/work (hours available did not match mine) <input type="checkbox"/> Did not have the money/resources <input type="checkbox"/> Someone discouraged caregiver from getting services <input type="checkbox"/> Found different resource	<input type="checkbox"/> Follow-up information provided was wrong <input type="checkbox"/> Could not leave message/no one contacted caregiver back <input type="checkbox"/> Service not available/caregiver on waiting list <input type="checkbox"/> Language/cultural barriers <input type="checkbox"/> No childcare offered <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Prefer not to answer
<input type="checkbox"/> Decided not to <input type="checkbox"/> Did not qualify <input type="checkbox"/> Did not have transportation <input type="checkbox"/> Needed further assistance/guidance to access the service <input type="checkbox"/> Service conflicted with school/work (hours available did not match mine) <input type="checkbox"/> Did not have the money/resources <input type="checkbox"/> Someone discouraged caregiver from getting services <input type="checkbox"/> Found different resource	<input type="checkbox"/> Follow-up information provided was wrong <input type="checkbox"/> Could not leave message/no one contacted caregiver back <input type="checkbox"/> Service not available/caregiver on waiting list <input type="checkbox"/> Language/cultural barriers <input type="checkbox"/> No childcare offered <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Prefer not to answer		

**KLG CHECKLIST**

<b>Primary Caregiver Name</b>				
<b>Child Name</b>				
	<b>KNP Case Manager</b>		<b>KNP Supervisor</b>	
<b>KLG Packet</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. KLG Compliant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. KLG Assessment form 4-5b	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Certification of Caregiver as to Knowledge of Identity	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. and/or Location of Parent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Navigator Certification as to Requested Background Checks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Fingerprint Verification Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Results of Background Checks for all adults in the household:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. Criminal History Information (CRHI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Child Abuse Registry Information (CARI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Domestic Violence Central Registry (DVCR)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Exhibits</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Custody Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Child’s Birth Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Death Certificate of a parent (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Caregiver’s Driver License	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Caregiver’s Income Statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Child’s Dental	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. Health Record	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. School Record	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Cover Letter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Other Documents:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>KNP Resource Guide Distributed to Family:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Supervisor Signature</b>		<b>Date:</b>	
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### KWS FUNDS DISTRIBUTION FORM

<b>Primary Caregiver Name*</b>		<b>Date of Request*</b>			
<b>Staff Name*</b>					
<b>Case Manager collected supporting documentation to verify relationship to child: *</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Case Manager verified family meets income criteria for KWS grant:*</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Item	Item Description	Vendor	Item Cost	Supervisor Approval	
				Yes	No
School Supplies				<input type="checkbox"/>	<input type="checkbox"/>
Children's Clothing				<input type="checkbox"/>	<input type="checkbox"/>
Food				<input type="checkbox"/>	<input type="checkbox"/>
Furniture				<input type="checkbox"/>	<input type="checkbox"/>
Appliances				<input type="checkbox"/>	<input type="checkbox"/>
Kitchen essentials				<input type="checkbox"/>	<input type="checkbox"/>
Linens				<input type="checkbox"/>	<input type="checkbox"/>
Personal Hygiene				<input type="checkbox"/>	<input type="checkbox"/>
Rent/ Mortgage				<input type="checkbox"/>	<input type="checkbox"/>
Utility/Energy Assistance				<input type="checkbox"/>	<input type="checkbox"/>
Other				<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Cost</b>					
<b>Case Manager Signature</b>				<b>Date:</b>	
<b>KNP Agency Supervisor's Signature</b>				<b>Date:</b>	
<b>Date of Distribution:</b>					

(Manual entry - when funds are given to family)

## KNP SPECIAL APPROVAL REQUEST FORM

<b>Primary Caregiver Name*</b>				
<b>Date of Request*</b>				
<b>Staff Name*</b>				
<b>Request Applies To:*</b>				
<b>Types of services/ referrals provided to mitigate emergent needs: *</b>				
<b>Reason for Request (check all that apply):</b>	<input type="checkbox"/> Prevent child abuse/neglect <input type="checkbox"/> Prevent Homelessness <input type="checkbox"/> Prevent Out of home placement <input type="checkbox"/> Child has special needs <input type="checkbox"/> Food insecurity <input type="checkbox"/> Other (please specify _____)			
<b>Please describe reasons in detail:</b>				
<b>List of attached supporting documents:</b>				
<b>Item</b>	<b>Item Description</b>	<b>Vendor</b>	<b>Item Cost</b>	<b>DCF Approved Cost</b>
School Supplies				
Children's Clothing				
Food				
Furniture				
Appliances				
Kitchen Essentials				
Linens				

Personal Hygiene				
Rent/ Mortgage				
Utility/Energy Assistance				
Other				
<b>Total Cost:</b>				

<b>Case Manager Signature:</b>		<b>Date:</b>	
<b>KNP Agency Supervisor's Signature:</b>		<b>Date:</b>	

**DCF Approvals:**

<b>KNP Coordinator:</b>		<b>Date:</b>	
	<input type="checkbox"/> <b>Approve</b> <input type="checkbox"/> <b>Deny</b>		

**\*Special requests over the amount of \$1500 requires OFSS Manager approval.**

<b>*OFSS Manager:</b>		<b>Date:</b>	
	<input type="checkbox"/> <b>Approve</b> <input type="checkbox"/> <b>Deny</b>		

## KNP PARTICIPANT DISCHARGE FORM

**Note:** Every time a participant is discharged, Case Manager informs family of case status.

<b>First Name*</b>			<b>Last Name*</b>				
<b>KNP Participant Role</b>	<input type="checkbox"/> Primary Caregiver <input type="checkbox"/> Adult Household Participant <input type="checkbox"/> Child Household Participant						
<b>Reason for Discharge*</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Completed program  <input type="checkbox"/> Caregiver did not provide documentation  <input type="checkbox"/> Caregiver/child/family relocated out of state  <input type="checkbox"/> Child no longer resides with caregiver                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Did not meet program requirements (income, relationship, residency)  <input type="checkbox"/> DCP&amp;P involvement  <input type="checkbox"/> Bio parent resides in home  <input type="checkbox"/> Caregiver did not complete KWS process  <input type="checkbox"/> KLG - Caregiver changed his/her mind  <input type="checkbox"/> KLG - Caregiver/Household member refused fingerprinting process                 </td> </tr> </table>					<input type="checkbox"/> Completed program <input type="checkbox"/> Caregiver did not provide documentation <input type="checkbox"/> Caregiver/child/family relocated out of state <input type="checkbox"/> Child no longer resides with caregiver	<input type="checkbox"/> Did not meet program requirements (income, relationship, residency) <input type="checkbox"/> DCP&P involvement <input type="checkbox"/> Bio parent resides in home <input type="checkbox"/> Caregiver did not complete KWS process <input type="checkbox"/> KLG - Caregiver changed his/her mind <input type="checkbox"/> KLG - Caregiver/Household member refused fingerprinting process
<input type="checkbox"/> Completed program <input type="checkbox"/> Caregiver did not provide documentation <input type="checkbox"/> Caregiver/child/family relocated out of state <input type="checkbox"/> Child no longer resides with caregiver	<input type="checkbox"/> Did not meet program requirements (income, relationship, residency) <input type="checkbox"/> DCP&P involvement <input type="checkbox"/> Bio parent resides in home <input type="checkbox"/> Caregiver did not complete KWS process <input type="checkbox"/> KLG - Caregiver changed his/her mind <input type="checkbox"/> KLG - Caregiver/Household member refused fingerprinting process						



## KNP SATISFACTION SURVEY

Agency Name							Date Completed						
<p>The below statements refer to your satisfaction and experience with the Kinship Navigator Program. Please read each statement and circle the one number in each row that best describes how you feel about your experience with the Kinship Navigator Program. Number 5 means you “Strongly Agree” with the statement. Number 1 means you “Strongly Disagree” with the statement. For statements that do not apply to you, please answer “Not Applicable.”</p>													
	Strongly Disagree	Disagree	Neither Agree nor Disagree (Neutral)	Agree	Strongly Agree	Not Applicable							
1. I learned about services and resources available in the community.	1	2	3	4	5	NA							
2. I know where to go to get support to meet my kin child or children’s needs.	1	2	3	4	5	NA							
3. I know where to go for support to meet my family’s needs.	1	2	3	4	5	NA							
4. I understand my legal rights and options as a kinship caregiver.	1	2	3	4	5	NA							
5. I understood the information my Kinship Navigator gave me about the potential services to help me as a caregiver.	1	2	3	4	5	NA							
6. I understood what the agencies that were referred to me were going to help me with before I contacted them.	1	2	3	4	5	NA							
7. I got the services that my kin child or children need.	1	2	3	4	5	NA							
8. I got the services that my family needs.	1	2	3	4	5	NA							

The below statements refer to your satisfaction and experience with the Kinship Navigator Program. Please read each statement and circle the one number in each row that best describes how you feel about your experience with the Kinship Navigator Program and its staff. Number 5 means you “Almost Always” felt that way about the statement. Number 1 means “Almost Never.” For statements that do not apply to you, please answer “Not Applicable.”

	Almost Never	Seldom	Sometimes	Often	Almost Always	Not Applicable
9. People from the Kinship Navigator Program really seem to care about me.	1	2	3	4	5	NA
10. I would come back to the Kinship Navigator Program if I need help again.	1	2	3	4	5	NA
11. I would recommend the Kinship Navigator Program to people I care about.	1	2	3	4	5	NA
12. People from the Kinship Navigator Program really know what they are doing.	1	2	3	4	5	NA
13. I get the kind of help from the Kinship Navigator Program that I really need.	1	2	3	4	5	NA
14. People from the Kinship Navigator Program accept me for who I am.	1	2	3	4	5	NA
15. People from the Kinship Navigator Program seem to understand how I feel.	1	2	3	4	5	NA
16. I feel I can really talk to people from the Kinship Navigator Program.	1	2	3	4	5	NA
17. The help I get from the Kinship Navigator Program is better than I expected.	1	2	3	4	5	NA

These below statements are about your impressions regarding the Kinship Navigator program services so far. Please indicate to what degree you agree with the following statements about the Kinship Navigator Program and its staff. Number 5 means you “Strongly Agree” with the statement. Number 1 means you “Strongly Disagree” with the statement. For statements that do not apply to you, please answer “Not Applicable.”

	Strongly Disagree	Disagree	Neither Agree nor Disagree (Neutral)	Agree	Strongly Agree	Not Applicable
18. Accepts our family as important members of the team in addressing our family’s needs.	1	2	3	4	5	NA
19. Helps us get all the information we want and/or need.	1	2	3	4	5	NA
20. Helps us get the help we want from our family, friends, and community.	1	2	3	4	5	NA
21. Blames me for my family’s problems.	1	2	3	4	5	NA
22. Points out what my family does well.	1	2	3	4	5	NA
23. Listens to us.	1	2	3	4	5	NA
24. Respects our family’s beliefs, customs, and ways that we do things in our family.	1	2	3	4	5	NA
25. Helps us do the same kinds of things that other families do.	1	2	3	4	5	NA
26. Makes it clear that we as a family, not the professionals, are responsible for deciding what is done for our family.	1	2	3	4	5	NA
27. Plans meetings at times and places that are good for our family.	1	2	3	4	5	NA
28. Criticizes what we do with the child(ren) we are caring for.	1	2	3	4	5	NA
29. Treats us with respect.	1	2	3	4	5	NA
30. Makes negative judgments about us because of ways that we are different from the staff (such as race, income level, job, or religion).	1	2	3	4	5	NA
31. Cares about our entire family.	1	2	3	4	5	NA

32. Makes decisions that affect my family without asking me what I want.	1	2	3	4	5	NA
33. Helps my family to meet our needs as we see them.	1	2	3	4	5	NA
34. Suggests things that we can do for the child(ren) we are caring for that fit into our family's daily life.	1	2	3	4	5	NA
35. Understands that I know this child(ren) better than anyone else does.	1	2	3	4	5	NA
36. Helps my family get services from other agencies or programs as easily as possible.	1	2	3	4	5	NA
37. Talks in everyday language that we can understand.	1	2	3	4	5	NA
38. Helps our family expect good things in the future for everyone involved.	1	2	3	4	5	NA
39. Makes sure we understand our family's rights.	1	2	3	4	5	NA
40. Accepts our feelings and reactions as normal for our situation.	1	2	3	4	5	NA
41. Wants to hear what we think about this program.	1	2	3	4	5	NA
42. Supports my making as many decisions as I choose about what is done for child and family.	1	2	3	4	5	NA
43. Encourages me to speak up during meetings with professionals when there is something that I want to say.	1	2	3	4	5	NA

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	NA
44. Overall, how satisfied were you with Kinship Wraparound Services?	1	2	3	4	5	NA
45. Overall, how satisfied were you with Kinship Legal Guardianship Services?	1	2	3	4	5	NA

The following questions will ask about more specific services from the Kinship Navigator Program that may have been provided or given to you as referrals. Please select the answer that best represents your experience.

<p>46. When you first became involved with the Kinship Navigator Program, which of the following specific services did you want to be referred to?</p> <p>(Check all that apply.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Concrete Services</b></li> <li><input type="checkbox"/> Clothing</li> <li><input type="checkbox"/> Food</li> <li><input type="checkbox"/> Furniture/Household Items</li> <li><input type="checkbox"/> Housing Assistance/Emergency Shelter</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> Other (specify _____)</li> <li><input type="checkbox"/> <b>Counseling/Intensive Support</b></li> <li><input type="checkbox"/> Mental Health</li> <li><input type="checkbox"/> Family Therapy</li> <li><input type="checkbox"/> Behavioral Health</li> <li><input type="checkbox"/> Substance Abuse</li> <li><input type="checkbox"/> Grief</li> <li><input type="checkbox"/> DCP&amp;P</li> <li><input type="checkbox"/> Other (specify _____)</li> <li><input type="checkbox"/> <b>Employment/Training/Education</b></li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Employment Counseling, Training &amp; Placement</li> <li><input type="checkbox"/> Other (specify _____)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Family &amp; Social Connections</b></li> <li><input type="checkbox"/> Child Educational Services</li> <li><input type="checkbox"/> Childcare, Respite care</li> <li><input type="checkbox"/> Family Success Centers</li> <li><input type="checkbox"/> Parenting Supports/Education</li> <li><input type="checkbox"/> Support Groups</li> <li><input type="checkbox"/> Recreational Services/ Child Programming</li> <li><input type="checkbox"/> Faith-based services</li> <li><input type="checkbox"/> Senior Services</li> <li><input type="checkbox"/> Other (specify _____)</li> <li><input type="checkbox"/> <b>Financial/Legal</b></li> <li><input type="checkbox"/> Financial Management/Self-Efficacy</li> <li><input type="checkbox"/> Legal Assistance</li> <li><input type="checkbox"/> Kinship Legal Guardianship Program</li> <li><input type="checkbox"/> Other Legal Permanency Options (custody, adoption, etc.)</li> <li><input type="checkbox"/> Document Assistance</li> <li><input type="checkbox"/> Other (specify _____)</li> <li><input type="checkbox"/> <b>Healthcare</b></li> <li><input type="checkbox"/> Health Insurance</li> <li><input type="checkbox"/> Medical/Dental Services</li> <li><input type="checkbox"/> Other (specify _____)</li> <li><input type="checkbox"/> <b>Public Benefits</b></li> <li><input type="checkbox"/> Use of KWS Stipend</li> <li><input type="checkbox"/> Public Benefits</li> <li><input type="checkbox"/> Advocacy Other (specify _____)</li> </ul>
<p>47. Overall, did the Kinship Navigator Program provide a referral for the specific service(s) checked in question 46?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No, no service referrals provided</li> <li><input type="checkbox"/> Yes, some service referrals provided</li> <li><input type="checkbox"/> Yes, most service referrals provided</li> <li><input type="checkbox"/> Yes, all of the service referrals provided</li> <li><input type="checkbox"/> Unsure</li> </ul>	
<p>48. Overall, did staff at the Kinship Navigator Program follow up about your access or use of the services referred?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No, no service referrals provided</li> <li><input type="checkbox"/> Yes, some service referrals provided</li> <li><input type="checkbox"/> Yes, most service referrals provided</li> <li><input type="checkbox"/> Yes, all of the service referrals provided</li> <li><input type="checkbox"/> Unsure</li> </ul>	

<p>49. Overall, were you able to access or use the specific service(s) referred [checked in question 46]?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No, none of the services</li> <li><input type="checkbox"/> Yes, some of the services</li> <li><input type="checkbox"/> Yes, most of the services</li> <li><input type="checkbox"/> Yes, all of the services</li> <li><input type="checkbox"/> Unsure</li> </ul>	
<p>50. If you weren't able to access or use the overall service(s) checked in question 46, what are the reasons why?  (Check all that apply.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> N/A - Was able to access or use the service(s)</li> <li><input type="checkbox"/> Decided not to</li> <li><input type="checkbox"/> Did not qualify</li> <li><input type="checkbox"/> Did not have transportation</li> <li><input type="checkbox"/> Needed further assistance/guidance to access the service</li> <li><input type="checkbox"/> Service conflicted with school/work (hours available did not match mine)</li> <li><input type="checkbox"/> Did not have the money/resources</li> <li><input type="checkbox"/> Someone discouraged caregiver from getting services</li> <li><input type="checkbox"/> Found different resource</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow-up information provided was wrong</li> <li><input type="checkbox"/> Could not leave message/no one contacted caregiver back</li> <li><input type="checkbox"/> Service not available/caregiver on waiting list</li> <li><input type="checkbox"/> Language/cultural barriers</li> <li><input type="checkbox"/> No childcare offered</li> <li><input type="checkbox"/> Other (please specify) _____</li> <li><input type="checkbox"/> Prefer not to answer</li> </ul>

## KNP EVENTS FORM

<b>KNP Staff Name</b>			
<b>KNP Staff Role (check one)</b>	<input type="checkbox"/> KNP Case Manager <input type="checkbox"/> Supervisor <input type="checkbox"/> KNP Director		
<b>Event Name</b>			
<b>Event Start Time</b>		<b>Event End Time</b>	
<b>Event Date</b>		<b>Number Attending</b> <i>(enter approx. number for large events)</i>	
<b>Target Population</b> <i>(check all that apply)</i>	<input type="checkbox"/> Caregivers <input type="checkbox"/> Other Kin <input type="checkbox"/> Children	<input type="checkbox"/> Community Partners	<input type="checkbox"/> General Population
<b>Detailed Topic(s) Discussed</b> <i>(check all that apply)</i>	<input type="checkbox"/> Caregiver Appreciation Event <input type="checkbox"/> Participant Outreach Recruitment <input type="checkbox"/> Partnership Networking <input type="checkbox"/> Collaboration with Family Success Centers	<input type="checkbox"/> Collaboration with Other Community Partners <input type="checkbox"/> Reviewing Data <input type="checkbox"/> Solutions to Community Barriers <input type="checkbox"/> Other	
<b>Did you distribute KNP marketing materials?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Community Partners</b>			

## KNP COMMUNITY PARTNER PROFILE

<b>Date</b>	
<b>Organization Name</b>	
<b>Organization Representative</b>	
<b>Title of Representative</b>	
<b>Address</b>	
<b>Phone*</b>	
<b>Email*</b>	
<b>Sector*</b>	<input type="checkbox"/> Business <input type="checkbox"/> Police <input type="checkbox"/> State Government <input type="checkbox"/> Non-profit agency <input type="checkbox"/> School <input type="checkbox"/> Healthcare <input type="checkbox"/> Courts <input type="checkbox"/> Local Government <input type="checkbox"/> Faith <input type="checkbox"/> College/ University <input type="checkbox"/> Other
<b>Types of Support They May Provide*</b> <i>(check all that apply)</i>	<input type="checkbox"/> Community Advocacy / Organizing <input type="checkbox"/> Education Grants for Families <input type="checkbox"/> One on One Support <input type="checkbox"/> Food and Drinks <input type="checkbox"/> Tutoring / Education <input type="checkbox"/> Workshops <input type="checkbox"/> Material Goods for Families (clothing, diapers etc.) <input type="checkbox"/> Employment Opportunities for Families <input type="checkbox"/> Host Events <input type="checkbox"/> Supplies for KNP (computers, furniture, etc.) <input type="checkbox"/> Referral Resource (Services for Families) <input type="checkbox"/> Co-lead Events <input type="checkbox"/> Financial Support for KNP <input type="checkbox"/> Host Table <input type="checkbox"/> Other



## KNP TRAINING AND SUPERVISION FORM

<b>KNP Supervisor Name*</b>		<b>Date of Contact*</b>	
<b>Name of Attendees/Staff</b>			
<b>Other Staff (Numeric Field)</b>			
<b>Contact Method*</b>	<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Web-based Recording (self-paced) <input type="checkbox"/> Live Video Conference		
<b>Contact Type*</b>	<input type="checkbox"/> DCF Standardized Training <input type="checkbox"/> Agency In-Service Training <input type="checkbox"/> Coaching <input type="checkbox"/> Supervision <input type="checkbox"/> Other (please specify) _____		
<b>Topics Discussed*</b> <i>(check all that apply)</i>	<input type="checkbox"/> NJ DCF KNP Practice Profile Online Module <input type="checkbox"/> NJ DCF KNP Staff Training Online Module <input type="checkbox"/> NJ DCF KNP Supervisor Training Online Module <input type="checkbox"/> Supervisor One-on-One Case Reviews <input type="checkbox"/> Case Practice Related/Practice Profile Implementation <input type="checkbox"/> Community Engagement/Outreach/Networking <input type="checkbox"/> CQI/Data/Documentation <input type="checkbox"/> Cultural Competency/Diversity/Equity <input type="checkbox"/> Protective Factors <input type="checkbox"/> NJ Standards for Prevention Programs <input type="checkbox"/> Agency Policies (Human Resources, etc.) <input type="checkbox"/> Other (Please Specify) _____		
<b>Time Spent*</b> <i>(in 15 minute increments)</i>	<input type="checkbox"/> up to 15 minutes <input type="checkbox"/> 16 - 30 minutes <input type="checkbox"/> 31 - 45 minutes <input type="checkbox"/> 46 - 60 Minutes <input type="checkbox"/> 61 - 75 minutes <input type="checkbox"/> 76 - 90 minutes <input type="checkbox"/> 91 - 105 minutes <input type="checkbox"/> 106 - 120 minutes <input type="checkbox"/> 121 minutes or more		
<b>Notes</b>			



Section 500

**DATA COLLECTION AND  
REPORTING PROCESS**

## 501

### **KNP Data Entry**

Case Managers are required to submit documentation into a web-based data management system called DCF Connex. Electronic data should be entered real-time if possible; for documentation that utilized the paper version of the KNP Forms such as documents completed during a Home Visit, data should be entered no later than five business days. Training on how to access and complete all forms mentioned throughout the KNP manual will be determined and organized at a later date.



# Appendix

## Appendix A

# Commonly Used Acronyms

### KNP Acronyms

1. DCF- Department of Children and Families
2. OFSS- Office of Family Support Services
3. DCP&P- Division of Child Protection and Permanency
4. KNP- Kinship Navigator Program
5. DFD- Division of Family Development
6. KWS- Kinship Wrap Around Services
7. KLG- Kinship Legal Guardianship
8. KLGs- Kinship Legal Guardianship Subsidy
9. KCSP- Kinship Care Subsidy Program
10. TANF- Temporary Assistance for Needy Families
11. CWA- County Welfare Agency
12. WFNJ- WorkFirst New Jersey
13. SSI- Supplemental Security Income
14. EA- Emergency Assistance
15. CG- Caregiver
16. HH- Household
17. EU- Eligible Unit
18. I & R- Information and Referral
19. WA- Wrap Around
20. LOS- Level of Service
21. DHS- Department of Human Services
22. DOB- Date of birth
23. VA- Veterans' Assistance benefits
24. GA- General Assistance benefits
25. FLP- Federal Poverty Level

## **Basic KNP Definitions**

### **1. Department of Children and Families:**

DCF is responsible for overseeing the operations of the Kinship Navigator Program.

### **2. Office of Family Support Services:**

OFSS oversees the Kinship Navigator Program and provides technical assistance and training to all four KNP agencies.

### **3. Division of Child Protection and Permanency:**

The Office of Family Support Services works in conjunction with DCP&P to provide kinship services and KLG subsidy eligibility.

### **4. Kinship Navigator Program:**

The Kinship Navigator Program provides information and referral about a wide range of services designed for kinship caregivers and the related children in their care. OFSS works in conjunction with DCP&P to help caregivers connect to kinship services, and to help determine whether a child is eligible for KLG subsidy. The Kinship Navigator Program encompasses the Kinship Wraparound, Kinship Legal Guardianship and the Kinship Care Subsidy Program, for caregivers who obtain Kinship Legal Guardianship.

### **5. Division of Family Development:**

The Division of Family Development provides leadership and supervision to the public and non-profit agencies that deliver financial assistance and critical safety net services to individuals and families in New Jersey. The Kinship Navigator Program started within DFD in 2000 but was transferred to DCF in 2012.

### **6. Kinship Wrap around Services:**

The Kinship Wraparound Services is administered through four regional contracted agencies and assists kinship caregivers with essential services or items not available through existing programs. Eligible caregivers can receive services up to \$500 every calendar year.

### **7. Kinship Legal Guardianship:**

Kinship Legal Guardianship assists a caregiver in petitioning the court to appoint him or her as kinship legal guardian for a child living in his/her home when the child's parents are unable to care for the child. A kinship legal guardian is responsible for taking care of the child until the child turns 18. The court can end guardianship before the child turns 18 if: the parents become able to take care of the child, or the kinship legal guardian is unable to take care of the child.

### **8. Kinship Legal Guardianship Subsidy:**

Kinship Legal Guardianship Subsidy provides a monthly subsidy per month per child for children with low income caregivers who acquire Kinship Legal Guardianship. Adults who are raising related or non-related children in their homes can often qualify for wrap around services in the amount of \$500, to purchase items such as furniture and clothing for the relative child.

### **9. Kinship Care Subsidy Program:**

Kinship Care Subsidy Program provides cash assistance for eligible children who reside with qualified relatives other than parents.

**10. Temporary Assistance for Needy Families:**

The Temporary Assistance for Needy Families program, which is time limited, assists families with children when the parents or other responsible relatives cannot provide for the family's basic needs. The Federal government provides grants to States to run the TANF program.

**11. County Welfare Agency:**

County Welfare Agency helps determine who is eligible for SNAP. Caregivers can apply for assistance at their local County Welfare Agency.

**12. WorkFirst New Jersey:**

WorkFirst New Jersey is the state's public assistance program, designed to help families move to self-sufficiency by offering them a full array of supports, from childcare, health insurance and transportation, to substance abuse treatment and emergency funds. Recipients face a five-year lifetime limit on cash assistance and must become employed or take part in work activities.

**13. Supplemental Security Income:**

Supplemental Security Income helps eligible people who are over age 65, blind and/or disabled, receive Federal Social Security Administration dollars to help them pay for special living arrangements (e.g., nursing home care), burial costs, legal fees, and other emergency costs.

**14. Emergency Assistance:**

Caregivers can request help with rent, security, or utilities by applying for Emergency Assistance by following procedures. If anyone in the household is on TANF, SSI, or on a DFD KLG subsidy, they must apply at their local County Welfare Agency (CWA) for Emergency Assistance first.

**15. Caregiver:**

A caregiver is an adult who is raising related or non-related children in their home.

**16. Household:**

According to the US Census, a household consists of all the people who occupy a housing unit.

**17. Eligible Unit:**

When a caregiver becomes eligible for the KLG subsidy, the caregiver and child become the Eligible Unit.

**18. Information and Referral:**

Information and Referral is the art, science, and practice of bringing people and services together.

**19. Wrap around:**

The Wrap around Program provides caregivers with vouchers to pay for necessities that are not available through existing programs.

**20. Level of Service:**

The level of service is the number of caregivers that have been serviced by the Kinship Navigator Program.

**21. Department of Human Services:**

The Department of Human Services is home to the Division of Family Development.

**22. Date of Birth:**

The month, day, and year a person was born.

**23. Veterans' Benefits:**

The US Department of Veteran Affairs provides a wide variety of benefits. Examples include, educational assistance, healthcare, assisted living, home loans, insurance, and burial and memorial services, for retired or separated United States armed forces personnel, their dependents and survivors.

**24. General Assistance Benefits:**

New Jersey is one of the only few states that also provides cash benefits and support services to individuals and couples with no dependent children, through the General Assistance (GA) program. Services under WFNJ are limited to 5 years.

**25. Federal Poverty Level:**

Federal Poverty Levels are used to determine your eligibility for certain programs and benefits, including saving on Marketplace health insurance, and Medicaid and CHIP services.



**NJ Kinship Navigator Program  
APPENDIX B LOGIC MODEL**

<b>Vision:</b> Assist kinship caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising and their own needs and promote effective partnerships among public and private agencies to ensure kinship caregiver families are served.			
<b>Name of Initiative:</b> Kinship Navigator Program			
<b>Target Population:</b> NJ Caregivers, who meet the eligibility criteria, raising/caring for non-biological children from ages 0-18 (up to 21 if the child has a disability) in their custody. Caregivers may include grandparents, siblings, aunts, uncles, cousins, family friends, etc.			
<b>RESOURCES</b>	<b>ACTIVITIES/ OUTPUTS</b>	<b>SHORT TERM OUTCOMES (3-6 months)</b>	<b>INTERMEDIATE OUTCOMES (6 – 12 months)</b>
<b>Funding</b>  <b>Provider Agencies and KNP Staff</b>  <b>Locations</b>  <b>Program manual, forms and tools</b>  <b>Training</b>  <b>TA and Support</b>  <b>Resource Guide</b>	<u><b>Recruitment and Marketing</b></u> <ul style="list-style-type: none"> <li>● KNP staff provide outreach to kinship families, including each agency establishing a kinship website and relevant guides/outreach materials to distribute at community events and other locations.</li> <li>● Staff coordinate with NJ 2-1-1 and other State and local agencies that promote service coordination or provide information and referral services.</li> <li>● Uses the following to promote the KNP and disseminate information: <ul style="list-style-type: none"> <li>○ DCF website/social media accounts</li> <li>○ 211 website/social media accounts</li> <li>○ Provider website, if applicable</li> <li>○ Community partnerships (promotion of program)</li> <li>○ Marketing materials (i.e., KNP banner, brochures)</li> <li>○ Email lists</li> </ul> </li> </ul> <u><b>Networking</b></u> <ul style="list-style-type: none"> <li>● Attend at least 6 community events per year to:</li> </ul>	<i>(learn critical skills or knowledge - increase in individual and in comparison to others in group &amp; other group)</i>  <b>Access to services</b> <ul style="list-style-type: none"> <li>- Kinship caregivers gain access to resources to help meet their family's needs</li> <li>- Kinship caregivers learn</li> </ul>	<i>(behavior change - increase in individual and in comparison to others in group, within subjects not between groups)</i>  <b>Referral to services</b> <ul style="list-style-type: none"> <li>- Kinship caregivers experience an increase in appropriate referrals to services from the KNP</li> </ul> <b>Child Permanency</b> <ul style="list-style-type: none"> <li>- Children experience increased legal permanency</li> </ul>

Partnerships	<ul style="list-style-type: none"> <li>○ Create partnerships between public and private agencies, including schools, community-based or faith-based organizations, and relevant government agencies to increase the agencies' knowledge of the needs of kinship care families and share or create resources.</li> <li>○ Distribute marketing/informational materials to inform other providers about KNP.</li> </ul>	about resources available	(through length of placements, disruptions, reunification)
Data Collection/ Reporting System	<ul style="list-style-type: none"> <li>● Hosts annual caregiver appreciation event(s) in September to empower, support and connect caregivers.</li> <li>● Coordinates with OFSS to hold an annual meeting with all Family Success Centers in KNP catchment area.</li> </ul>	- Kinship caregivers utilize available services more	- Kinship families experience increased stability (through stability or permanency of placements; the continuity of family relationships and connections is preserved for children)
Office Equipment	<p><u>Kinship Wraparound Services (KWS) – 1050 families/year for each regional provider</u></p> <p>Referral Process-</p> <p><u>KNP Intake and Initial Screening</u></p> <ul style="list-style-type: none"> <li>● Engages caregivers who contact provider directly through walk-ins (immediately), phone calls or 211 (within 48 hours)</li> <li>● Reviews NJ 211 database and contacts caregivers within 48 hours</li> <li>● Explains both Kinship Wraparound Services and Kinship Legal Guardianship services to caregivers</li> <li>● Inputs caregiver information into NJ 211 database and agency specific database</li> <li>● Collects initial eligibility information (demographics and income) through an initial, approximately 30-minute phone call.</li> <li>● If found ineligible, provides information and referral to caregivers, as requested, to meet families' needs.</li> <li>● If eligible, mails program information to caregivers which includes list of required documents.</li> </ul> <p><u>Confirmation of KNP Eligibility</u></p> <ul style="list-style-type: none"> <li>● KNP collects and submits identifying information from caregiver and children to OFSS KNP Coordinator within 3 business days.</li> <li>● OFSS KNP Coordinator completes NJS search to confirm there is no CP&amp;P involvement. Results are sent back to the Provider agency within 2 business days <ul style="list-style-type: none"> <li>○ For complex active cases and restricted cases, OFSS KNP coordinator may contact Adoption Subsidy Unit and/or CP&amp;P for additional information to determine eligibility.</li> </ul> </li> </ul>	<p>Satisfaction with programs and services</p> <p>- Kinship caregivers feel satisfied with the programs and services they receive as part of NJ KNP</p>	<p>Adult Well-Being (Family Functioning)</p> <p>- Kinship families demonstrate increased</p>

- Communicates program eligibility to caregivers.
  - If ineligible, KNP Intake Specialist calls family to notify them they have an open case and provides contact information for CP&P local office within 2 business days, and mails letter within 14 business days.
  - If eligible, KNP provider assigns case to case manager within 3 business days

**KWS Application, Home Visit and Follow Up-**

**KWS Application**

- Case manager contacts caregiver by phone within 5 business days to schedule a home visit and describe list of required documents.
- Prior to home visit, begins collecting documents by phone

**Home Visit and Assessment**

- In person home visit lasts 1 – 2 hours and includes:
  - Shares info on program (including KNP stipend, KLG status and subsidies)
  - Completes stipend application, obtaining required documents that verify residency, relationship, and income.
  - If ineligible, provide information and referrals
  - If eligible for stipend, completes intake, strengths and needs assessment and safety checklist, including observing where children sleep
  - In cases where there is imminent danger, case manager contacts 911. As mandated reporters, if child abuse neglect concerns are noted, case manager will conference with supervisor for possible calls to DCP&P.
  - If other safety, abuse or neglect concerns are observed, case manager will contact appropriate authorities.
- KNP staff utilize strengths and needs assessment tool to help family identify their own strengths and needs.
  - Based on the needs identified by the family and through the family assessment, KNP staff develop a case plan with the family to provide information and referrals to meet their needs which may include eligibility and enrollment information for Federal, State and local benefits.
  - Case plan should identify financial needs and items caregivers wish to purchase if approved for stipend. This includes explaining to caregivers how stipend can be used and what items are approved to purchase.

**Protective Factors and Empowerment**

- Kinship families demonstrate decreased needs of its members
- Kinship families have enhanced capacity to provide for their members' needs (related to – physical care and maintenance of family members; socialization and education of children; and economic and financial support of the family)

*\*Note: Seeing the Logic Model as the roadmap for how the theory of*

- KNP staff may refer families to Family Success Centers for peer support/support groups and other services and/or other service providers for respite care, social-emotional or therapeutic support or other services to meet concrete needs.

**Follow Up After the Home Visit is Completed**

- Application reviewed by supervisor to confirm program eligibility
- Case manager may call family and provide additional information and resources as needed

**Administering KWS Voucher-**

- KNP staff receives completed KNP stipend application from caregiver at home visit
- KNP staff provides up to \$500 annually to caregivers for approved purchases to support financial needs or purchases items directly for the caregivers, depending on agency - within 30 days of the home visit.

**KWS Follow Up and Case Closure-**

- 2 weeks after stipend was distributed, KNP staff hold first follow up visit by telephone for approximately 30 minutes
  - Reviews case plan progress, follows up on action items, works to overcome identified barriers and provides additional referrals as needed
  - Begins to collect receipt from caregiver and/or vendor and uploads receipts into agency's database
- Completes final receipt review
- 30 days after the initial follow up call, provider has a second 30 minute follow up call to ensure all receipts have been received and case plan is complete. If case plan goals still need further assistance, provide resources for other community-based agencies. Case is closed at this follow up.
- Case is closed in agency's records and through NJ 211
- Kinship caregivers may contact the program at any time for additional information and/or referrals.

**Kinship Legal Guardianship Services (KLG) – 300 families/year for each regional provider**

*change will be implemented, specific notes of how each outcome will be measured (tying to forms, scales, data collection points to outcomes, will be outlined to greater detail in the evaluation plan)*

**KLG Application and Home Visit-**

- **Contacts caregiver to schedule home visit and assessment**
- **Explains program to caregiver and assists in completion of KLG Application.**
- **Completes KLG Assessment form 4-5b at the caregiver's residence**
  - **Observing home for safety and for indications child abuse and neglect. In cases where there is imminent danger, case manager contacts 911. As mandated reporters, if concerns are noted, case manager will conference with supervisor for possible calls to DCP&P.**
  - **Interviewing caregivers.**
  - **Interviewing child, if appropriate based on age and developmental capacity.**
  - **Collect documentation that verifies child has resided in the home for 12 consecutive months.**
  - **Explains to caregiver the KLG court process, what questions may be asked, and what to expect**
- **Discuss and complete required forms with caregiver (and all adult household members) to include criminal background checks, finger printing, parent locator, & Child Abuse Record Inquiry (CARI)/DVCR checks.**
- **Advises the caregiver to schedule an appointment to get fingerprinted**
- **Sends biological parents (regular and certified mail) letters providing notification of the KLG process**
  - **If parent location is not known, submits names & DOBs of caregivers & children via email to OFSS KNP Coordinator**
  - **Submits the Parent Locator form to the OFSS KNP Coordinator**
  - **OFSS KNP Coordinator sends results of Parent Locator & fingerprints to agency KNP supervisor**
    - **OFSS KNP Coordinator, copies, reviews, and stores Parent Locator & fingerprint results back to the provider agency within a 24-48 hour time frame.**

**KLG Court Petition and Follow Up-**

- **Collects required documents, completes & files a petition for KLG with local county family court**
- **Makes quarterly phone calls to determine outcome of case. Families that don't qualify for wraparound may receive information/referral if requested. If court doesn't grant KLG, case is closed.**

	<p><b>Application for KLG Subsidy- (increased TANF Award)</b></p> <ul style="list-style-type: none"><li>● If KLG is granted &amp; caregiver is income eligible, KNP staff explains KLG subsidy and asks if they would like to apply. If the family needs assistance, they explain how the process works and then send family to the county Board of Social Services to apply. Case is closed.</li></ul> <p><b>Annual KLG Redetermination-</b></p> <ul style="list-style-type: none"><li>● County Board of Social Services who require it will notify KNP provider agency when an annual KLG redetermination is due</li><li>● Makes 3 attempts through phone calls and letters to schedule a home visit. If case is not open for wraparound, re-opens it for the home visit.</li><li>● Completes KLG subsidy re-determination form with family at home visit</li><li>● Compiles information from home visit and verifies income and submits paperwork to county Board of Social Services for continuation of monthly KLG subsidy payments within 30 days of home visit (or as dictated by local Board of Social Service policies)</li></ul>		
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## Appendix C:

# Practice Profiles and Service Delivery Implementation

According to Allison Metz, the Director of the National Implementation Research Network, consistent implementation of a practice model requires clearly defined components and practices. The guiding principles and essential functions of a defined practice model are illuminated in a Practice Profile. Consistent implementation of a Practice Profile is best defined as a number of defined efforts to create a particular set of outcomes.

There are many benefits to consistent service delivery implementation guided by a defined Practice Profile:

### **Provide a fully operationalized practice model for consistent implementation of the innovation**

Practice Profiles provide greater specificity of the innovation and improve the likelihood that practitioners can engage in the essential functions.

### **Facilitate the development of effective hiring and training protocols, coaching strategies, and fidelity assessments**

A well-operationalized innovation allows for the development of competency-based recruiting, hiring, training, coaching, and fidelity assessments that are “in service to” the essential functions outlined in the Practice Profile. Without this level of operationalization, organizations will be unable to develop the right supports and infrastructure for ensuring the innovation is used effectively and improved over time.

### **Refine the organizational and systems supports the program will need to install for the facilitation of consistent and effective practice across practitioners**

A well-operationalized innovation will allow organizations to develop decision-support data systems, administrative practices, and systems partnerships aligned with the expectations for the new way of work.

**Promote the use of continuous improvement as an essential function of the practice model** Organizations can only improve innovations that are well defined. Without a clear understanding and consistent operationalization of the practice model, it cannot be tested and improved over time. Usability testing allows for data-driven enhancements and revisions to the profile, leading to improved practice by practitioners.

### **Ensure that outputs and outcomes of the innovation can be accurately interpreted**

In order for outcomes to be interpreted, there must be clarity about “what” was implemented.

Outcomes are challenging to interpret if there is a lack of clarity in “what” was implemented. If expected outcomes are not achieved, fidelity assessment data related to the Practice Profile components can provide an explanation and facilitate action planning for a fuller implementation of the appropriate “what” in actual service delivery.

**Demonstrate a commitment to adapting models and practices to achieve more desirable outcomes** Practice Profiles emphasize the importance of translating, adapting, and optimizing evidence-based practices and programs in local contexts.

Adapted from Metz, A. (2016) Practice Profiles: A Process for Capturing Evidence and Operationalizing Innovations). National Implementation Research Network: Chapel Hill, NC.

**NJ DCF Kinship Navigator Program (KNP) – Practice Profile**

<b>Guiding Principles</b> <i>Philosophies, values, or beliefs that programs have when working with families.</i>	
<b>Family-focused</b>	Services provided are tailored to families’ needs.
<b>Strength-based</b>	Services strive to empower and strengthen families.
<b>Voluntary</b>	Participation in services are voluntary.
<b>Culturally Competent</b>	Individuals of all race, ethnicities, classes, and religious beliefs are welcomed into the program and can access and receive services.
<b>Child Safety and Well-being</b>	Services support safety of children and increased well-being.
<b>Permanency and Out-of-Home Placement</b>	Services promote permanency and prevent out-of-home placement.
<b>Flexible</b>	Services are adjusted to families’ evolving needs.
<b>Accessible</b>	Services are accessible to New Jersey families.



<b>Engaging</b>		
<i>Establishing and maintaining trusting relationships with families by building rapport through open communication, ongoing interactions, community outreach while involving families in the process.</i>		
<b>Expected</b>	<b>Developmental</b>	<b>Unsatisfactory</b>
<i>includes activities that exemplify practitioners who are able to generalize required skills and abilities to wide range of settings and contexts</i>	<i>includes activities that exemplify practitioners who are able to implement required skills and abilities, but in a more limited range of contexts and settings</i>	<i>includes activities that exemplify practitioners who are not yet able to implement required skills or abilities in any context.</i>
<ul style="list-style-type: none"> <li>● <b>Regularly facilitates meaningful engagement of families.</b></li> <li>○ Responds to all referrals including NJ 2-1-1 by contacting the family.</li> <li>○ Builds rapport with families to cultivate relationships and accurately assess strengths and needs by:               <ul style="list-style-type: none"> <li>▪ Offering a warm greeting;</li> <li>▪ Introducing self, providing program overview, and answering any emergent questions;</li> <li>▪ Communicating in an open, honest, respectful and culturally sensitive manner;</li> <li>▪ Expressing interest in who they are; and</li> <li>▪ Working to establish a trusting relationship (Feldman, 2017) (TriWest Group, 2005b).</li> </ul> </li> <li>○ Maintains regular contact with families through phone calls and home visit(s) and hosting annual caregiver appreciation event(s).</li> <li>○ Schedules home visit(s) at a time that is convenient for the family and confirms visits.</li> <li>○ Explains program and any applicable program updates to families and continually provides information, services or resources that may be available to the family in response to the needs expressed:               <ul style="list-style-type: none"> <li>▪ Uses strategies and approaches that are responsive to the varied needs of diverse families;</li> <li>▪ Responding to requests for information within required timeframes;</li> <li>▪ Asking follow-up questions; and</li> <li>▪ Helping identify and acknowledge strengths.</li> </ul> </li> <li>○ Creates a culture of inclusion, ensuring that individuals of all ethnicities, classes, and religious beliefs are welcomed into the program and have access to and receive services by:               <ul style="list-style-type: none"> <li>▪ Providing services and approaches that respond to the unique needs (religious, cultural, language, etc.) of families; and</li> <li>▪ Developing protocols, using strategies and approaches that are responsive to the varied needs of diverse families.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>Inconsistently facilitates meaningful engagement of families.</b></li> <li>○ May not respond to all referrals including NJ 2-1-1 by contacting the family.</li> <li>○ Typically builds rapport with families to cultivate relationships but seldomly accurately assesses strengths and needs.</li> <li>○ Contacts families on a limited or sporadic basis.</li> <li>○ Schedules home visit(s) at a time that is convenient for the family but does not consistently confirm visits.</li> <li>○ Provides a limited explanation of program and any applicable program updates to families and inconsistently provides information, services or resources that may be available to the family in response to the needs expressed.</li> <li>○ Infrequently creates a culture of inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Rarely facilitates meaningful engagement of families</b></li> <li>○ Does not respond to all referrals including NJ 2-1-1 by contacting the family.</li> <li>○ Rarely builds rapport with families and does not accurately assess strengths and needs.</li> <li>○ Does not maintain regular contact with families.</li> <li>○ Schedules home visit(s) at a time that is not convenient for the family and does not confirm visits</li> <li>○ Seldomly explains program and any applicable program updates to families and rarely provides information, services or resources that may be available to the family in response to the needs expressed.</li> <li>○ Does not create a culture of inclusion.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Consistently uses effective strategies to identify families through community outreach</b></li> <li>○ Regularly networks with other community-based organizations which may include social service agencies, courts, public and private school districts and religious organizations to increase awareness of the program and services through phone calls, emails, formal and informal presentations and meetings. (Hernandez et al., 2014; Rushovich, Murray, Woodruff, &amp; Freeman, 2017; TriWest Group, 2005a)</li> <li>○ Advertises the program regularly and consistently through flyers, notices, brochures (Rushovich et al., 2017; (TriWest Group, 2005a) and maintains a dedicated website to inform caregivers and encourage them to self-refer, if possible (Hernandez, Magaña, Zuñiga, James, &amp; Lee, 2014).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inconsistently uses effective strategies to identify families through community outreach.</b></li> <li>○ Irregularly networks with other community-based organizations.</li> <li>○ Seldomly or inconsistently advertises the program.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Does not identify families through community outreach.</b></li> </ul>
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<b>Supportive Listening<sup>1</sup></b>		
<i>Using communication techniques that encourage free dialogue and mutual understanding.</i>		
<b>Expected</b>	<b>Developmental</b>	<b>Unsatisfactory</b>
<i>includes activities that exemplify practitioners who are able to generalize required skills and abilities to wide range of settings and contexts</i>	<i>includes activities that exemplify practitioners who are able to implement required skills and abilities, but in a more limited range of contexts and settings</i>	<i>includes activities that exemplify practitioners who are not yet able to implement required skills or abilities in any context.</i>
<ul style="list-style-type: none"> <li>• <b>Consistently creates an environment that empowers families<sup>2</sup> to communicate their interests, goals and needs to connect them with available Kinship Navigator Program services and community resources.</b> <ul style="list-style-type: none"> <li>○ Creates a culture of inquiry and encourages open dialogue, so families share evolving needs.</li> <li>○ Addresses the family in ways that are congruent with their cultural expectations.</li> <li>○ Validates and incorporates family’s voice into process and is receptive to the family’s feedback.</li> <li>○ Provides support and empathy to the complicated issues faced by caregivers. (Hernandez et al., 2014)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inconsistently creates an environment that empowers families to communicate their interests, goals and needs to connect them with available Kinship Navigator Program services and community resources.</b> <ul style="list-style-type: none"> <li>○ Misses opportunities to create a culture of inquiry therefore, families may not get an opportunity to share evolving needs.</li> <li>○ Sometimes addresses the family in ways that are congruent with their cultural expectations.</li> <li>○ Inconsistently validates and incorporates family’s voice into process and may not always be receptive to the family’s feedback.</li> <li>○ Provides minimal support and empathy to the complicated issues faced by caregivers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rarely creates an environment that empowers families to communicate their interests, goals and needs to connect them with available Kinship Navigator Program services and community resources.</b> <ul style="list-style-type: none"> <li>○ Does not encourage open dialogue and rarely inquiries about the families evolving needs.</li> <li>○ Does not take family cultural expectations into account when addressing families or interacts with families in a culturally insensitive manner.</li> <li>○ Does not actively validate and family’s voice is absent in the process. Rarely receptive to the family’s feedback.</li> <li>○ Seldomly supportive and empathetic to the complicated issues faced by caregivers.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Regularly utilizes effective interviewing and/or communication techniques to build trust and encourage mutual dialogue.</b> <ul style="list-style-type: none"> <li>○ Demonstrates supportive listening skills, concern and shows respect for the family’s point of view.</li> <li>○ Encourages family with positive feedback.</li> <li>○ Guides the conversation with the use of open-ended questions.</li> <li>○ Summarizes and reframes what is said to validate common understanding.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inconsistently utilizes effective interviewing and/or communication techniques.</b> <ul style="list-style-type: none"> <li>○ Demonstrates some supportive listening skills and concern but may not always show respect for the family’s point of view.</li> <li>○ Misses opportunities to encourage family with positive feedback.</li> <li>○ Sometimes uses closed-ended questions when open-ended questions are more appropriate.</li> <li>○ Seldom summarizes and reframes what is said by the family.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rarely utilizes effective interviewing and/or communication techniques.</b> <ul style="list-style-type: none"> <li>○ Rarely demonstrates supportive listening skills and concern and does not show respect for the family’s point of view.</li> <li>○ Does not provide positive feedback.</li> <li>○ Presents mostly closed-ended questions thus inhibiting the family’s voice in the process.</li> <li>○ Rarely summarizes and reframes what is said by the family which may cause confusion.</li> </ul> </li> </ul>

<sup>1</sup> Research indicates supportive listening is one of the most helpful aspects of kinship navigator programs. (Woodruff et al., 2014)

<sup>2</sup> Families who feel more empowered to establish custody may ensure the stability of placement. (Rushovich et al., 2017)

<b>Assessing</b>		
<i>Using a process to collect information to identify the family’s program eligibility, needs and strengths.</i>		
<b>Expected</b>	<b>Developmental</b>	<b>Unsatisfactory</b>
<i>includes activities that exemplify practitioners who are able to generalize required skills and abilities to wide range of settings and contexts</i>	<i>includes activities that exemplify practitioners who are able to implement required skills and abilities, but in a more limited range of contexts and settings</i>	<i>includes activities that exemplify practitioners who are not yet able to implement required skills or abilities in any context.</i>
<ul style="list-style-type: none"> <li>• <b>Regularly gathers necessary information to determine the family’s program eligibility and assess service needs.</b> <ul style="list-style-type: none"> <li>○ Collects and verifies the family’s demographic information, CP&amp;P case involvement status, and background check information for program eligibility.</li> <li>○ Conducts initial home visit with the family to:                             <ul style="list-style-type: none"> <li>▪ Obtain documents verifying residency, relationship and income, assess safety of home, etc.; and</li> <li>▪ Interview families to assess their current situation, challenges, strengths and most urgent needs which may include mental health, physical health, financial, academic, social-emotional and/or emergent needs. (Maryland Social Services Administration, 2014; TriWest Group, 2005b)</li> </ul> </li> <li>○ Enters the family’s information into applicable databases.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inconsistently gathers necessary information to determine the family’s eligibility or service needs.</b> <ul style="list-style-type: none"> <li>○ Misses opportunities to collect and verify the family’s demographic information, CP&amp;P case involvement status, and background check information for program eligibility.</li> <li>○ Conducts initial home visit with the family but does not always obtain necessary documents and/or interview families.</li> <li>○ Enters some but not all of the family’s information into applicable databases</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Does not gather necessary information to determine the family’s program eligibility and assess service needs.</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Regularly reviews, evaluates and updates the family’s information to determine whether there is a need for additional services and/or concrete supports.</b> <ul style="list-style-type: none"> <li>○ Synthesizes information, develops plans and makes service recommendations and referrals.</li> <li>○ Checks in with families, as needed, to review current service needs.</li> <li>○ Logs all contacts with families into applicable databases.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inconsistently reviews, evaluates, and updates the family’s information.</b> <ul style="list-style-type: none"> <li>○ Considers only basic information about the family when developing plans and misses opportunities to recommend and make referrals to services.</li> <li>○ Infrequently checks in with families to review current service needs.</li> <li>○ Does not always log contacts with families into applicable databases.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Does not review, evaluate, or update the family’s information.</b></li> </ul>

<b>Connecting<sup>3</sup></b>		
<i>Providing information and linking families to resources and other families to increase knowledge of community supports and promote self-sufficiency.</i>		
<b>Expected</b>	<b>Developmental</b>	<b>Unsatisfactory</b>
<i>includes activities that exemplify practitioners who are able to generalize required skills and abilities to wide range of settings and contexts</i>	<i>includes activities that exemplify practitioners who are able to implement required skills and abilities, but in a more limited range of contexts and settings</i>	<i>includes activities that exemplify practitioners who are not yet able to implement required skills or abilities in any context.</i>
<ul style="list-style-type: none"> <li>○ <b>Regularly provides information to families to increase awareness of community resources and links families to supportive community-based organizations when needed</b></li> <li>○ Creates and provides an updated general resource guide with detailed agency information that offers information on how to access and utilize community resources as well as case management and family support services. (Maryland Social Services Administration, 2014)</li> <li>○ Provides details about current services offered through community providers that are relevant and specific to the family’s needs and assist with meeting the basic needs of the children in their care which may include:               <ul style="list-style-type: none"> <li>○ Educational resources such as special education procedures, free and reduced lunch program, and counseling services;</li> <li>○ Access to medical services such as physical health, mental health, and substance abuse;</li> <li>○ Entitlement services such as temporary cash assistance, medical assistance and food stamps;</li> <li>○ Community resources such as food pantries, energy assistance, and housing assistance;</li> <li>○ Childcare services;</li> <li>○ Legal service; and/or</li> <li>○ Support groups<sup>4</sup> to connect with other families in the community. (Annie E. Casey Foundation, 2012; Maryland Social Services Administration, 2014)</li> </ul> </li> <li>○ Assists families with accessing services, if needed.</li> <li>○ Encourages families to form connections with other families and facilitates caregiver appreciation event(s) to empower, support and connect caregivers.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Inconsistently provides information to families on community resources or links families to supportive community-based organizations.</b> <ul style="list-style-type: none"> <li>○ Creates and provides a general county resource guide with limited and/or outdated information.</li> <li>○ Provides few details about current services offered through community providers that may be relevant and specific to the family’s needs.</li> <li>○ Inconsistently assists families with accessing services when needed.</li> <li>○ Inconsistently encourages families to form connections with other families and/or facilitates caregiver appreciation event(s) to empower, support and connect caregivers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>Does not provide information on community resources and does not link families to supportive community-based organizations when needed.</b></li> </ul>

<sup>3</sup> Research indicates information and resources are the 2nd most helpful aspect of KNP programs. (Woodruff et al., 2014)

<sup>4</sup> Caregivers who receive support group services experience an increase in social support, self-efficacy, a sense of empowerment and decreased sense of isolation. (Lin, 2013; Rushovich et al., 2017)

<sup>5</sup> Social support systems are associated with lower levels of parenting stress and caregiver burden. (Gleeson, Hsieh, & Cryer-Coupet, 2016; Strozier, 2012)

<b>Advocating</b>		
<i>Works on behalf of, and in partnership with, families to empower and support themselves.</i>		
<b>Expected</b>	<b>Developmental</b>	<b>Unsatisfactory</b>
<i>includes activities that exemplify practitioners who are able to generalize required skills and abilities to wide range of settings and contexts</i>	<i>includes activities that exemplify practitioners who are able to implement required skills and abilities, but in a more limited range of contexts and settings</i>	<i>includes activities that exemplify practitioners who are not yet able to implement required skills or abilities in any context.</i>
<ul style="list-style-type: none"> <li>• <b>Regularly works on behalf of families to access services and as needed to navigate various systems and obtain guardianship.</b></li> <li>○ Assists families with accessing essential services through existing programs or connects families to community-based providers.</li> <li>○ Aids families with obtaining necessary documentation and completes paperwork, as needed.</li> <li>○ Processes application for financial support to eligible families through Kinship Wraparound Services (KWS). Application process includes:               <ul style="list-style-type: none"> <li>▪ Conducting home visit(s) to assess eligibility and collect documentation;</li> <li>▪ Inquiring about families’ needs and ensuring the items requested are on the DCF Wraparound Items List;</li> <li>▪ Administering KWS voucher; and</li> <li>▪ Collecting and reconciling receipts verifying purchases.</li> </ul> </li> <li>○ Responds to special or emergent requests by contacting applicable community providers or by contacting DCF KNP lead for approval for additional funds, as needed.</li> <li>○ Educates families about legal permanency options which may include custody, legal guardianship, adoption, etc., if needed. (Hernandez et al., 2014)</li> <li>○ Assists families with Kinship Legal Guardianship (KLG) application, if requested, which may include:               <ul style="list-style-type: none"> <li>▪ Conducting home visit(s) to assess eligibility and collect documentation;</li> <li>▪ Completing and filing KLG application through the county’s family court;</li> <li>▪ Explains KLG court process to families, including what questions may be asked and what to expect;</li> <li>▪ Attends KLG court proceedings, if requested; and</li> <li>▪ Completes application for KLG subsidy with eligible families.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inconsistently works on behalf of families to access services and as needed to navigate various systems and obtain guardianship.</b></li> <li>○ Misses opportunities to assist families with accessing essential services through existing programs or through community-based providers.</li> <li>○ Usually aids families with obtaining necessary documentation and may assist with completion of paperwork when needed.</li> <li>○ Process application for financial support to eligible families but inconsistently collects and reconciles receipts verifying purchases.</li> <li>○ Sometimes responds to special or emergent requests.</li> <li>○ Misses opportunities to educate families about legal permanency options.</li> <li>○ Assists families apply for Kinship Legal Guardianship (KLG), if requested, but does not fully explain or participate in the process.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rarely works on behalf of families to access services and as needed to navigate various systems and obtain guardianship.</b></li> <li>○ Rarely assists families with accessing essential services through existing programs and does not connect families to community-based providers.</li> <li>○ Does not aid families with obtaining necessary documentation and has family complete paperwork when needed.</li> <li>○ Does not process application for financial support to eligible families.</li> <li>○ Does not respond to special or emergent requests.</li> <li>○ Does not educate families about legal permanency options.</li> <li>○ Does not assist families apply for Kinship Legal Guardianship (KLG) when requested.</li> </ul>

<ul style="list-style-type: none"> <li>● <b>Regularly empowers families to advocate for themselves.</b></li> <li>○ Shares information on effective ways to interact with applicable systems which may include but is not limited to courts, schools, and health care providers.</li> <li>○ Connects families to Family Success Centers to enhance protective factors.</li> <li>○ Connects families to each other for guidance and support.</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Inconsistently empowers the families to advocate for themselves.</b></li> <li>○ Shares limited information or non-effective ways to interact with applicable systems.</li> <li>○ Misses opportunities to connect families to Family Success Centers.</li> <li>○ Seldomly connects families to each other for guidance and support.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Rarely empowers families to advocate for themselves.</b></li> <li>○ Does not share information or lacks knowledge on effective ways to interact with applicable systems.</li> <li>○ Rarely connects families to Family Success Centers.</li> <li>○ Does not connect families to each other for guidance and support.</li> </ul>
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<b>Collaborating</b> <i>Working together with families and community partners.</i>		
<b>Expected</b>	<b>Developmental</b>	<b>Unsatisfactory</b>
<i>includes activities that exemplify practitioners who are able to generalize required skills and abilities to wide range of settings and contexts</i>	<i>includes activities that exemplify practitioners who are able to implement required skills and abilities, but in a more limited range of contexts and settings</i>	<i>includes activities that exemplify practitioners who are not yet able to implement required skills or abilities in any context.</i>
<ul style="list-style-type: none"> <li>• <b>Regularly works in partnership with the family to determine supportive strategies and identify resources.</b> <ul style="list-style-type: none"> <li>○ Encourages families to ask questions, express their thoughts, ideas, and feelings and incorporates the family’s voice into planning.</li> <li>○ Designs strategies, based on the family’s input, to address concerns which may include:                             <ul style="list-style-type: none"> <li>▪ Delivering Kinship Navigator Program services to meet families’ identified needs;</li> <li>▪ Providing available program or service options to families and connecting them to community resources to support their identified needs; and</li> <li>▪ Helping to resolve challenges and/or barriers that prevent access to services.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inconsistently works in partnership with the family to determine supportive strategies and sometimes identify resources.</b> <ul style="list-style-type: none"> <li>○ Inconsistently encourages families to ask questions, express their thoughts, ideas, and feelings and misses opportunities to incorporate the family’s voice into planning.</li> <li>○ Does not always include family’s input when designing strategies to address concerns.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rarely works in partnership with the family to determine supportive strategies and rarely identifies resources.</b> <ul style="list-style-type: none"> <li>○ Does not provide an opportunity for families to ask questions, express their thoughts, ideas, and feelings and does not incorporate the family’s voice into planning.</li> <li>○ Does not design strategies to address concerns.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Regularly develops and maintains relationships with community-based agencies.<sup>6</sup></b> <ul style="list-style-type: none"> <li>○ Connects with community agencies to help build awareness of Kinship Navigator Program services and to educate them about kinship families’ needs in order to increase the capacity of providers to serve kinship families (Hernandez et al., 2014)</li> <li>○ Continuously markets Kinship Navigator Program to establish new partnerships with community agencies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Regularly develops but inconsistently maintains relationships with community-based agencies.</b> <ul style="list-style-type: none"> <li>○ Connects with community agencies to help build awareness of Kinship Navigator Program services but provides limited information about kinship families’ needs.</li> <li>○ Sometimes markets Kinship Navigator Program to establish new partnerships with community agencies.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Rarely develops and maintains relationships with community-based agencies.</b> <ul style="list-style-type: none"> <li>○ Seldomly connects with community agencies to help build awareness of Kinship Navigator Program services and does not provide information about kinship families’ needs.</li> <li>○ Does not market Kinship Navigator Program to establish new partnerships with community agencies.</li> </ul> </li> </ul>

<sup>6</sup> Interagency collaboration is a key facilitator of program implementation (Dewey, Tipon, DeWolfe, Sullins, & Park, 2013).



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NJ Kinship Navigator Program  
State Approved Wraparound Items

Wraparound Item	Maximum Cost	Life Span	Notes
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### APPLIANCES

REFRIGERATOR**	\$700	7 YEARS	Must have prior approval from Landlord.
MICROWAVE	\$150	5 YEARS	
DEEP FREEZER	\$350	7 YEARS	
WASHER**	\$500	7 YEARS	Must have prior approval from Landlord.
DRYER**	\$500	7 YEARS	Must have prior approval from Landlord.
STOVE**	\$500	7 YEARS	Must be HOMEOWNER.
DISHWASHER**	\$500	7 YEARS	Must have prior approval from Landlord.
COMPUTER/LAPTOP	\$500	3 YEARS	Child must be at least 5 years old.
PRINTER	\$125	3 YEARS	Child must be at least 5 years old
AIR CONDITIONER	\$400	5 YEARS	Must be HOMEOWNER.
Vacuum Cleaner	\$200	5 YEARS	Verify home has carpet
Pots and Pans	\$150	5 YEARS	
Dishes	\$100	5 YEARS	
Utensils	\$25	5 YEARS	
Steam Carpet Cleaner	\$150	5 YEARS	Verify home has carpet
Toaster	\$50	3 YEARS	

### FURNITURE

BED (includes bunk beds w/o Mattress)	\$300	5 YEARS	
DRESSER/ MIRROR	\$350	5 YEARS	
MATTRESS	\$400	5 YEARS	
Sofa-Bed	\$500	5 YEARS	

NIGHTSTAND	\$150	5 YEARS	
DESK	\$200	5 YEARS	
CHEST	\$300	5 YEARS	
CHAIR	\$50	5 YEARS	
DINING ROOM SET	\$500	5 YEARS	
BOOK SHELF	\$100	5 YEARS	
TOY BOX	\$50	5 YEARS	
DESK LAMP	\$30	1 TIME	
AREA RUG	\$100	1 TIME	
<b>INFANT FURNITURE</b>			
CRIB	\$300	4 YEARS	
CRIB MATTRESS	\$150	4 YEARS	
DRESSER/CHANGING TABLE	\$250	4 YEARS	
CAR SEAT (INFANT)	\$200	4 YEARS	
CAR SEAT (TODDLER)	\$200	4 YEARS	
BOOSTER SEAT	\$50	4 YEARS	
PLAYARD	\$100	4 YEARS	
SWING	\$100	4 YEARS	
STROLLER/ TRAVEL SYSTEM	\$200	4 YEARS	
HIGHCHAIR	\$150	4 YEARS	
BABY GATE	\$50	4 YEARS	
<b>YEARLY REQUEST</b>			
CLOTHES (up to 12yrs)	\$500		
CLOTHES (13-18yrs)	\$500		
SCHOOL SUPPLIES	\$100		
EDUCATIONAL TOYS	\$100		
LINEN	\$100		
HYGIENE PRODUCTS	\$100		
DIAPERS/ WIPES	\$150		3 Months Supply

CAMP**	Varied	1 YEAR	up to \$500
EXTRACURRICULAR ACTIVITY**(after school sports, clubs)	Varied	1 YEAR	up to \$500
TUTORING**	Varied	1 YEAR	up to \$500
<b>MEDICAL</b>			
MEDICAL OUT-OF-POCKET EXPENSES (i.e. over the counter meds etc.)	\$100		
DENTAL CARE/BRACES	\$500		
EYE EXAM/GLASSES/ CONTACT LENSES	\$300		
FEES: MEDICAL RECORDS	\$100		
<b>MISCELLANEOUS SPECIAL REQUESTS</b>			
SENIOR YEAR ACTIVITIES/ FEES	\$500		High School ONLY
CLASS TRIP**	\$500		Day Trips ONLY
SPECIAL EVENT i.e. AWARDS	\$250		All (Nursery, Elementary, Middle & High School)
College Applications/Books	\$250		Up to 5 per child
Utility/Emergency Assistance	Varied		With proof other agencies are out of funding
Driver License/Lessons	\$350		
Bike/Balls/Cleats/Helmets	\$300		
LUGGAGE	\$150		
LEGAL DOCUMENT FEES	\$100		
*****10% of funding can go towards immediate necessities (basic needs) with supervisory approval*****			
*****Any exceptions to the approved DCF wraparound items will need prior written approval from DCF offices*****			

## Introduction to SMART Goals

The SMART goals model is widely embraced as a standard for the development of goals. SMART goals are specific, measurable, achievable, relevant, and time-bound.

The University of California's "SMART Goals: A How to Guide" describes SMART goals as:

Statements of the important results you are working to accomplish, and they are designed in a way to foster clear and mutual understanding of what constitutes expected levels of performance and successful professional development.

Goals are intended to focus attention and resources on what is most important so that you can be successful in achieving your priorities. SMART Goals are goals for your day-to-day job.

Common types of goals are to:

- Increase something
- Improve something
- Reduce something
- Develop someone (yourself!)

The following SMART goal fits the process and format suggested by the **University of California's SMART Goals: A How to Guide** which contains a description, a milestone and a deadline.

### Supervisor/supervisee developed SMART goal example:

SMART Goal: I will improve my ability to document casework in a clear and timely manner.

- Description: To grow in my career, I need to improve my case documentation skills. By taking a training and reviewing suggested examples, I'll improve my documentation skills so that it only requires 25% of my work time and I am using language that is objective.
- Milestone: Complete an online training in three months.
- Deadline: Next employee review in four months.

### Worker/Family member developed SMART goal example:

SMART Goal: We will learn more about our child's ADHD diagnosis.

- Description: To improve our ability to respond to Marc's unique needs, we need to improve our understanding of ADHD and how it impacts Marc. By talking with his pediatrician and reviewing recommended articles, we will improve the way we respond to and reduce our use of timeout and yelling at Marc by 50%, and we will each spend 30 minutes a day one-on-one with him.
- Milestone: Meet with the pediatrician, follow up with any referrals and read three articles.
- Deadline: Within one month, by the next time we meet with our worker.

An excellent resource for a detailed description on the development of SMART goals is the **University of California's SMART Goals: A How to Guide** which can be found at:

[https://www.ucop.edu/local-human-resources/\\_files/performance-appraisal/How%20to%20write%20SMART%20Goals%20v2.pdf](https://www.ucop.edu/local-human-resources/_files/performance-appraisal/How%20to%20write%20SMART%20Goals%20v2.pdf)

## Defining the Five Protective Factors

Families are supported to build:

### Parental Resilience

The ability to recover from difficult life experiences, and often to be strengthened by and even transformed by those experiences.

### Social Connections

The ability and opportunity to develop positive relationships that lessen stress and isolation and help to build a supportive network.

### Knowledge of Parenting and Child Development

The ability to exercise effective parenting strategies to guide and know what to expect as children develop in multiple domains (physical, cognitive, language and social and emotional).

### Concrete Support in Times of Need

Access to supports and services that reduce stress and help to make families stronger.

### Social and Emotional Competence of Children

Family and child interactions that help children develop the ability to communicate clearly, recognize and regulate their emotions and establish and maintain relationships.

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# Definiendo los Cinco Factores de Protección

Se apoya a las familias a construir:

## Resiliencia Parental

La habilidad de recuperarse de experiencias de vida difíciles, y a menudo salir fortalecido y aun transformado por esas experiencias.

## Conexiones Sociales

La habilidad y oportunidad de desarrollar relaciones positivas que reduzcan el estrés y ayuden a desarrollar redes de apoyo.

## Conocimiento de Crianza y Desarrollo del Niño

La habilidad de poner en práctica estrategias efectivas de crianza para guiar y conocer las expectativas del desarrollo de los niños en múltiples ámbitos (físico, cognitivo, lenguaje y social y emocional).

## Apoyo Real en Momentos de Necesidad

Tener acceso a apoyos y servicios que reduzcan el estrés y ayude a fortalecer a las familias.

## Competencia Social y Emocional de Niños

Interacciones de niños y familias que ayudan a los niños a desarrollar las habilidades de comunicarse claramente, reconocer y regular sus emociones y establecer y mantener relaciones.

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