

# Crisis Intervention Unit (CIU) Monthly Report Instruction Sheet

While some items to be completed are self-explanatory, others need clarification. If you still have questions about the information to be collected after reading the following, please call the Judiciary Help Desk at (609) 421-6100.

## Instructions:

- You are to complete both pages of the Crisis Intervention Unit Monthly Report.
- Please refer to this Instruction Sheet for explanations of the information needed.
- This report is to be e-mailed no later than the fourth working day of the month to the following address:

[ReportSupport.Mailbox@njcourts.gov](mailto:ReportSupport.Mailbox@njcourts.gov)

- When you click the **[SUBMIT BY EMAIL]** box on the document, the completed form and a formatted **SUBJECT** line will appear in your e-mail processor ready for you to send. The message that you will see in the body of the e-mail is intended for the *reviewer* of the data (at the AOC) and not for you (the sender of the information). Simply update the **SUBJECT** line and press **SEND** to deliver your completed monthly form.
- Prior to transmitting your report to the AOC, please structure your **SUBJECT** line as follows:  

**SUBJECT:** FCIU-*county-year-month*

Example **SUBJECT:** FCIU-Mercer-2019-April
- In order to meet the requirements for review by your county, please also e-mail the report to the county's Family Division Manager, or other individual, as designated by your county. You can add the additional recipient(s) on the e-mail that is presented.

**You no longer are required to fax or mail copies to the AOC Family Division Research & Statistical Unit**

**Select your County** from the dropdown menu. Make sure the year is correct and **select the Month** (also from a dropdown menu) for which you are providing information.

Check off the box in the Instructions Section for **MONTHLY REPORT** or **REVISED REPORT**. If it is a Revised Report, the Revision Date must be entered.

In the **PREPARER'S NOTE** section, if the Beginning Pending count is the same as last month's Active Pending count, check the box next to **Identical to last month's active pending count**. If the counts are different, check the box next to **Different than last month's active pending count**. When the numbers are different, indicate whether the beginning pending case count has more cases or less cases than what was reported on the previous month's report.

## I. Unit Caseload

### 1. Beginning Pending

This is the number of cases currently active at the start of the month. This number must equal the number you reported as *Total Active Pending* in line item **I.5** that you submitted on the previous month's report.

### 2. Cases added - PRIMARY Reason (Most Urgent Presenting Problem)

Each referral of a juvenile and his or her family should be treated as a separate case. If the telephone contact was extensive enough to open a file for the juvenile and maintain an individual written record of the contact, then face-to-face contact would not be necessary to count the matter as a case. For each case, choose only **one primary reason for referral** to the CIU from the choices in items 2a through 2f. If the Primary Reason for Referral is not one of the choices provided in 2a through 2f, choose 2j "Other."

### 3. Cases added - SECONDARY Reason

You must choose only one of the items in the list of secondary reasons for referral entered as items 3a through 3j. If there is no secondary reason for referral, select 3i "None."

**NOTE:** The case counts for items **2k** (Primary Reason for Referral) and **3k** (Secondary Reason for Referral) must be identical.

Each single case will have one item checked in the list of primary reasons for referral and one item checked in the list of secondary reasons for referral for each case.

### 4. Cases Disposed

This total should reflect the number of cases closed during the reporting month and should include all cases closed which meet the definition of a case under Section I.2.

**NOTE:** Cases described in Item **II.1** Information and/or Referral should *not* be included.

### 5. Total Active Pending

This number should represent the unit's total active case load at the end of the month. If *Cases Added* and *Cases Disposed* have been accurately reported, *Beginning Pending* (**1**) plus *Cases Added* (**2k**) minus *Cases Disposed* (**4**) will create the *Total Active Pending* (**5**) case count. (Do not include 3k in this calculation.)

## II. Information and/or Referral

1. This item records all contacts during the month resulting in information and/or referral only. This category should include contacts which were not extensive enough to require the maintenance of an individual written record. Contacts reported in this category should NOT be counted as cases added or disposed.

### III. Cases Disposed

Responses for this section are for *cases disposed during the current month only*. Connect each case with its appropriate counseling session category. Report the number of cases disposed during the month that fall into each of the categories listed. Do NOT include information relating to cases that have not been disposed. The totals for this section (**III.1e**, **III.2c** and **III.3c**) *must equal* the total number of cases disposed as reported in Section I.4.

#### 1. Counseling sessions-DISPOSED cases only

Report these totals *only* for cases disposed during the month. The counseling sessions held during the processing of each case need not have been held during this month.

#### 2. Referrals-DISPOSED cases only

Report these totals *only* for cases disposed during the month. Referrals need not have been made during this month. Referral to an outside agency does NOT include referral to an agency that operates as a CIU by contract with the county.

#### 3. Petitions-DISPOSED cases only

Report these totals *only* for cases disposed during the month. Petitions need not have been filed during this month.

### IV. Placements

#### 1. Total placements

Report the total number of placements made by the CIU during the current month. More than one placement per juvenile may be reported.

- (a) Number of placements of juveniles with friends, relatives or others, by **Voluntary** agreement of the family. (*No Out-of-Home Placement petition is needed*)
- (b) Number of **Involuntary** placements of juveniles outside of their home. (*With Out-of-Home Placement petition*)
- (c) Total [add items (a) and (b)].

#### 2. Juveniles placed during the month

Report the number of juveniles placed during the month. Do *not* report more than one placement per juvenile.

### V. Petitions

Report the total number of petitions filed *during* the current month for Juvenile/Family Crisis and for Out-of-Home Placements.

### VI. Referral types

Report all referrals made during the month which fall into any of the four categories listed. Multiple referrals for any one case should be reported.

**NOTE:** For the entry of item **VI.4** (Number of referrals made to all other services), do NOT report cases referred to agencies that act as a CIU by contract with the county.