

**DHS & CONTRACTOR INSTRUCTIONS  
FOR FAMILY SAFETY, RISK, AND PERMANENCY SERVICES (FSRP)  
CASE TERMINATION SUMMARY**

The Case Termination Summary is completed by the Contractor upon termination of FSRP Services.

**Case Information.** All fields in this section of the Case Termination Summary must be completed, including:

- Billing Child Name
- State ID
- DHS Case Manager Name
- County
- Case ID
- Case Referral Date
- Current Closure Date
- Report Date
- Date Case Termination Summary was provided to DHS Case Manager
- Date Case Termination Summary was provided to the Parent(s)
  - Unless parental rights have been terminated
- Author of Case Termination Summary/Care Coordinator Name
- Contractor and Address
- Placement Status of Child(ren)

**Service Plan Behavioral Outcomes/Goals and Objectives and Progress.** The Case Termination Summary includes the established Service Plan Goals, identified behavioral outcomes and service plan objectives, and behavioral outcome progress.

- Monitor and document progress of the child and/or families response to interventions/strategies to each respective behavioral outcome/goal.
- Document accomplishment of outcomes or any barriers to completing these outcomes during the reporting period.

**Service Provision Contacts/Attempted Contacts.** This section includes information on all face-to-face contacts or attempted face-to-face contacts that occurred after the last Case Progress Report prior to the termination of services. This includes the following:

- Date
- Location
- Participants Names
  - Specify who was involved and participated during the contact
- Start and End time
- Summary of service provision or attempt
  - Consider behavior, intervention, strategies, and resources in specifying what was provided or completed during this contact
- Service Plan Goals Addressed

**Current Home Environment. Threats of Maltreatment. Protective Capacity of the Parent. Child Vulnerability. Current or Potential Risks.**

- Identify interventions and/or support activities provided to impact any/all of these identified areas. (Refer to instructions for completion of the Case Progress Report for more detail on each of these areas).

**Termination Information.** Describe how safety issues were reduced and risk factors addressed as a result of service delivery with the family. Describe why these changes are expected to be sustained.

- Include a description of the impact of services on family function and short overview of case progress during services.
- Include a short description of current child(ren) and family functioning and case status.
- Include a short description of the family and community supports that have been developed and will serve as resources to the family after formal services end.

**Case Closure.** Consider whether case closure is successful or unsuccessful and check the respective box. Document what occurred in the case for it to be considered as such.

**Signatures.** Signatures from the care coordinator and supervisor must be obtained and dated prior to submission of the Case Termination Summary to DHS and the parents.

**Completion/Distribution/Reporting Requirements**

The completed Case Termination Summary must be completed and submitted to the DHS worker within 14 calendar days of the date DHS terminates the services.

The Case Termination Summary will be e-mailed to the referring DHS worker. The naming convention in the subject line should be S or P (for type of service) – County Number – State ID#. So, for FSRP Services provided for a child from Wapello County, the email would have a subject line of P-90-123456A. The Case Termination Summary can also be sent in written form to the DHS worker.

**Location of Forms**

All FSRP Services forms can be accessed at the following website:

[http://dhs.iowa.gov/Consumers/Child\\_Welfare/BR4K/FamilySafety](http://dhs.iowa.gov/Consumers/Child_Welfare/BR4K/FamilySafety)