

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

The Case Progress Report is the monthly written documentation of a Contractor’s activities with family members and collateral contacts involved in a case. This report reflects progress on behavioral outcome goals and objectives during the reporting period as well as any identified shifts in the safety status or risk status of children in the family using the safety construct language.

Case Information. All fields in this section of the Case Progress Report must be completed, including:

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

Service Plan Behavioral Outcomes/Goals and Objectives and Progress. Case Progress Reports include 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.

Each narrative section of the Case Progress Report contains “things to consider” that provides guidance on what to observe and document during contact with the child/family.

Service Provision Contacts/Attempted Contacts. This section includes information on all face-to-face contacts or attempted face-to-face contacts during the monthly reporting period. 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. Document observations to the current home environment and identify interventions and/or support activities provided during the current reporting period to impact the home environment. Document any changes in the household members during the current reporting period and notify the DHS worker of such changes.

Threats of Maltreatment. Threats of maltreatment are situations, behaviors, emotions, motives, perceptions, or capacities which can produce child maltreatment.

- Identify and document the threats of maltreatment as well as the interventions and/or support activities provided during the monthly reporting period to impact the threats of maltreatment.

Protective Capacity of the Parent. Protective capacities are family strengths or resources that reduce, control, and/or prevent threats of maltreatment. Lack of these strengths and resources should also be noted.

- Identify and document the protective capacities as well as the interventions and/or support activities provided during the monthly reporting period to impact the protective capacity of the parent

Child Vulnerability. Vulnerability is the degree to which a child cannot avoid, negate, minimize or modify the impact of present or impending danger on his or her own.

- Identify and document child vulnerability as well as the interventions and/or support activities provided during the monthly reporting period to impact child vulnerability.

Current or Potential Risks. Identify and document current or potential risks as well as the interventions and/or support activities provided to impact these risks including any underlying conditions and contributing factors.

- **Underlying conditions** are those factors that are part of or within the family. These may include domestic violence, substance abuse, mental illness, physical illness, unrealistic expectations, and impulsivity.
- **Contributing factors** are those situations that put external pressure on the family. These may include poverty, language barriers, cultural barriers, lack of social supports, or neighborhood issues such as crime and violence.

Analysis. Analyze the information provided in the above sections.

- Outline overall impression of how the case is progressing
- Identify and document any safety and/or permanency issues, including any child abuse or CINA Assessments or changes in placement
- Identify and document any planned changes in interventions and/or activities for the next monthly reporting period, including any planned referrals for community services or resources

Court Hearings. Document attendance at Court Hearings during the reporting period and include the date of the hearing, type of hearing, and any identified future hearing dates.

FTDM or YTDM Meeting Attendance. Document attendance at any Family Team Decision-Making meetings or Youth Transition Decision-Making meetings during the reporting period and include the date of the meeting attended, type of meeting (FTDM or YTDM), and any identified future FTDM or YTDM meeting dates.

Crisis. Document any crisis situations handled during the reporting period and include the date, specifics of the situation, including interventions as well as the outcome or results of the interventions.

Signatures. Signatures from the care coordinator and supervisor should be obtained and dated prior to submission of the Case Progress Report to DHS and the parents. Electronic signatures for the care coordinator and supervisor are sufficient for providing the Case Progress Report to DHS and the parents. A parent(s) signature is not necessary at submission of the report to DHS; however, a parent signature is required on the Case Progress Report in the Contractor case file. All signatures will be verified by the assigned service contract specialist during quarterly onsite reviews. **NOTE:** If a parent chooses not to sign the Case Progress Report, document such on the parent signature line.

Completion/Distribution/Reporting Requirements

The completed Case Progress Report is due every month within five (5) business days from the date of case referral. These reports are provided at monthly intervals during the entire service delivery period. Due dates for Case Progress Reports are calculated beginning with the effective date of the initial 3055.

For example, if the effective date is the fifth (5th) of the month, then the reporting period ends on the fifth (5th) of the following month(s). The Contractor then has five (5) business days submit the report to the DHS worker and parents, unless their parental rights have been terminated.

If the effective date is the last day of the month, then the reporting period will always end on the last day of the month(s). The Contractor then has five (5) business days to get the report submitted to the DHS worker and parents, unless their parental rights have been terminated.

The FSRP Services Case Progress Report 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 Progress Report 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