DHS & CONTRACTOR INSTRUCTIONS
FOR FAMILY SAFETY, RISK, AND PERMANENCY SERVICES (FSRP)
SERVICE PLAN

The Service Plan documents goals and objectives with specific concrete strategies to address needs and issues identified within the CPS Child Abuse Assessment Summary or CPS CINA Assessment Summary and assessment tools.

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

- Billing Child Name
- State ID
- DHS Case Manager Name
- County
- Case ID
- Case Referral Date
- Service Plan Date
- Service Plan Revision Date
- Date Service Plan was provided to DHS Case Manager
- Date Service Plan was provided to the Parent(s)
- Author of Service Plan/Care Coordinator Name
- Contractor and Address

Family Functioning Domains. The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from DHS child protective workers to DHS ongoing workers and contracted service providers.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being
- Parent/Caretaker Capabilities
- Family Safety
- Family Interactions
- Home Environment

Complete the family functioning domain sections of the Service Plan by working through each domain category. You must use the child and family strengths, needs and issues identified within the CPS Child Abuse Assessment Summary/CPS CINA Assessment Summary as you complete this section.

Fill in the narrative “strengths” and “needs” section of each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Within the Family Interactions domain, check "yes" if any child is removed and placed out of the home. If you check "yes", check whether or not there is a Family Interaction Plan. If there is, document the date of the Family Interaction Plan.

Behavioral Outcomes/Goals and Objectives. Behavioral outcomes/goals and objectives should be written in observable and measurable terms to allow progress monitoring of the child and/or family's response to interventions.

Establish a behavioral outcome/goal and objective(s) where a need is identified. After reviewing the goal and objective(s), identify service interventions/strategies and referrals/resources utilized that may assist in achieving behavioral outcomes.

Document the date for when the outcome was completed or modified.

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

Completion/Distribution/Reporting Requirements

Contractors shall complete the Service Plan within thirty (30) calendar days from the effective date of the 3055. The Service Plan must be updated, at a minimum, of every ninety (90) days following the date of the original service plan.

The Service Plan and any updated Service Plans will be e-mailed to the referring DHS worker and submitted within five (5) business days of completion. The naming convention in the subject line should be 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 Service Plan can also be sent in written form to the DHS worker.

Contractors shall also provide the Service Plan and any updated Service Plans to the family served by FSRP Services within five (5) business days of completion with a copy maintained in the Contractor's Case file for review by DHS.

Location of Forms

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

http://dhs.iowa.gov/Consumers/Child_Welfare/BR4K/FamilySafety