



How-Do-I? Guide Case Closure

OUTCOMES:

- Child safety
- Child and family well-being
- Child permanency
- Safe case closure
- Family active participation
- Appropriate type, level and intensity of DHS services and placement

DECISIONS:

- Child safety
- Child and family well-being
- Family active participation
- Appropriate type, level and intensity of DHS services and placement

CRITERIA:

- Conditions for safe case closure
- Assessments
- Family team meeting

CASE CLOSURE

Policy	Procedure	Practice Guidance
<p>Preparation</p> <p>Measurable conditions for case closure are set early in the life of the case when strategies for the family change process are planned and selected. Outcomes and conditions for case closure are documented within domain areas of the case plan.</p> <p>When case closure is being considered, assess whether the family change and parental functioning can adequately sustain safety and well-being for the children. When there is a family team, the team should review the questions below and agree that case closure is safe for the child and family. The decision to close a case is reviewed and approved by the supervisor.</p>	<ol style="list-style-type: none"> 1. Set conditions for case closure in the initial case plan. 2. Develop a sequence of strategies, supports, and services for family change. 3. Review progress and revise the plan to achieve identified family change. 4. Make a decision about case closure and complete a case closure summary. <p>Assess whether the family change and parental functioning can adequately sustain safety and well-being for the children. When there is a family team, the team should review the questions below and agree that case closure is safe for the child and family. Prior to closing a case, the worker and supervisor should review the following questions:</p> <ul style="list-style-type: none"> ■ Is the home environment safe and stable? Are the basic needs of the children met? ■ Are the parents/caretakers able to manage risks or threats to safety to the children and others in the home? ■ Are the parents/caretakers able to sustain the behavior changes that keep the children safe and stable? Will they continue to follow safety plans and relapse plans even if DHS is not involved? 	<p>From the onset, incorporate into the family's plan strategies and steps to achieve safe case closure. These include:</p> <ul style="list-style-type: none"> ■ <i>Protective provisions</i> that must be put into place to keep people in the home safe. ■ <i>Behavioral patterns</i> that must be acquired and then adequately, consistently demonstrated by the caregiver to preserve or reunify a family and to maintain family stability and daily functioning. ■ <i>Recovery/relapse prevention, advance care directives, safety plans with response capacities</i> that must be put in place and work reliably. ■ <i>Sustainable family supports</i> (e.g., housing, health care, adequate supervision, etc.) that will preserve and sustain the family following case closure. ■ <i>Resolution of legal issues and court requirements</i> (e.g., court orders, guardianship, adoption) that must be achieved before family independence, case closure, and permanency can occur. ■ <i>Measures and schedules</i> for determining progress, outcomes, and satisfaction of case closure requirements. These elements define for the family and practitioners/providers how we will know what's working and when we're done?

Policy	Procedure	Practice Guidance
<p>Preparation (Cont.)</p> <p>The case closing summary should be completed in the progress review section of the case plan and address the conditions for case closure.</p>	<ul style="list-style-type: none"> ■ Does the family have a reliable support system that will remain, even after DHS exits? ■ Are court issues related to permanency involved? Specifically, if juvenile court has ordered a change in guardianship or custody, is there now a district court order in place that will make these changes permanent? ■ If the case involves a youth “aging out of the system,” does the youth have adequate supports to successfully transition to independent living? 	<p>Note:</p> <p>In applying conditions for case closure, it is understood that perfection is an unlikely standard for achieving family change. As a basic condition for case closure the family, the family team, the court and service system practitioners, should be assured of adequate child safety and well being and possess a reasonable expectation that these conditions will be sustained by the family following independence from the service system.</p>