Kids Central, Inc. System of Care
Policy & Procedure

Series:	**Permanency and Child Well Being**	
Policy Name:	**Case Closure**	
Policy Number:	**219**	
Origination Date:	**5/02/2006**	**Revision Date: 12/01/10**
Authority:	39 F.S., 65C-30.022 F.A.C.	

Policy

It is the policy of Kids Central, to establish case closure guidelines to ensure child safety and timely permanency.

Procedure

1. Supervision of a child shall not be terminated while supervision is court ordered unless the child has reached 18. However, a child in out-of-home care may elect to petition the court for continued court jurisdiction until age 19 (refer to Kids Central policy for more information regarding continued jurisdiction beyond age 18).

2. Cases in which a child is reunified with a parent or placed as relative/non-relative guardianship will remain open a minimum of 6 months following reunification or placement.

3. The Case Manager completes a search to verify the receipt of any child protective investigations prior to case closure.

4. The Case Manager determines if case closure is in the best interest of the child based on progress made in the permanency plan. The Case Manager has assessed and verified the elimination of safety threats and has addressed risk factors.

5. Prior to requesting the termination of a case, the Case Manager shall prepare a termination summary or Judicial Review Social Study Report (JRSSR) as specified below:

    a. For non-judicial cases, the termination summary for review by the Case Manager Supervisor for approval and determination if a petition is needed for court ordered supervision.
    b. For court ordered supervised cases, the Case Manager shall prepare a termination summary for review by the Case Manager Supervisor and submission to the court through Child Legal Services (CLS). However, when a JRSSR is prepared at the time of the request to terminate supervision, it may be used in lieu of a termination summary

to provide the information needed by the Case Manager Supervisor to make the termination decision.

c. The termination summary or JRSSR shall include: Reason for Kids Central's involvement; Progress toward resolving the issues that resulted in agency intervention, current status of safety and risk assessment, and explanation of case plan objectives that were met; and the reason for termination.

6. The Case Manager shall refer to Kids Central's ICPC when terminating services for children who have been placed into another state through Interstate Compact on Placement of Children (ICPC).

7. The Case Manager ensures that judicial supervision for cases is not terminated until authorized by court order. The Case Manager supervisor also ensures that the case is closed in FSFN and other databases.

Approved By:

Cynthia A. Schuler

Cynthia A. Schuler, Chief Executive Officer

Date