

Kids Central, Inc. System of Care Procedure Manual

Series: Educational

Procedure Name: Case Closure

Procedure Number: 1510

Origination Date: 2/13/2012

Revision Date: 7/9/2012

Reference: CSE 4.02

Attachments: Closure Summary

Procedure

The process of ending the relationship between Kids Central Educational Program and the child involves a mutual review of the progress made throughout the helping relationship. Optimally, cases are closed when a child has made progress on their educational goals. This procedure establishes the case closure process.

A. Closure Procedures

1. The Education Liaison will staff the case with the Supervisor if they feel the child is ready for closure. This will only occur if closure is recommended prior to court supervision terminating or prior to case closure by a Diversion or Prevention provider.
2. The Education Liaison will complete a closure summary and input information in FSFN. The closure summary will include a detailed summary of progress on each identified educational goal, needs, strengths, risks, barriers to services and continued need for services.
3. A copy of the closure summary and will be placed in the child's file.
4. Upon case closing, the Education Liaison will notify any collaborating service providers and/or Child Protective Investigator, parent, caregiver, Case Manager, school designee and Guardian Ad Litem of the case closing evaluation findings and assessment of unmet needs, as appropriate. Notification shall be documented in FSFN case notes.

B. Re-Admission to Program

1. A referral may be made on behalf of the child if:
 - a. he/she remains under the supervision of the department, diversion or prevention provider and it is determined that further educational support and/or needs exists
 - b. the child re-enters the formalized child welfare system, diversion or prevention services and educational needs exist

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2. All referrals will be reviewed and eligibility will be determined by the supervisor.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date