

CHILD PROTECTION SERVICES
STANDARDS FOR EFFECTIVE PRACTICE

STANDARDS FOR ONGOING PROTECTIVE SERVICES

3.8 CASE CLOSURE

Council on Accreditation Standards

The Council on Accreditation Standards S10 (Child Protective Services) and S10.5 (Family Services) link to and support Standard 3.8 *Case Closure*.

Administrative Code

The Ohio Administrative Code Rules 5101:2-39-02 (Case Records For Children Services); and 5101:2-39-08.1 (PCSA Case Plan for Children in Custody or Under Court Ordered Protective Supervision) address Standard 3.8 *Case Closure*.

I. Philosophy

The length of CFSA involvement with a family is determined by many factors, including: the nature of the family's needs, the level of progress made toward correcting the situation that caused the family to become involved with the CFSA, and risk reduction to a level under which the family is able to again function independently from the CFSA. CFSA involvement with a family is terminated when the children in the family are receiving care and support which meets their minimum needs, and the parents have demonstrated a sustained ability to protect and care for their children free from agency intervention with support from their family and community.

II. Outcome

- The level of risk to the children is sufficiently reduced.
- Family stability is achieved and maintained.
- Identified community services and supports are arranged.

III. Evaluation

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the CFSA may consider the following:

- the risk assessment is thoroughly completed at point of entry, key decision-making points, case transfer excluding adoption and PPLA;
- documentation that areas of risk are discussed at each home visit with the family;
- the number of family case conferences held to discuss and update the child and family assessment at key decision-making points with the family, substitute provider (if applicable), service providers, family support persons and agency staff present;
- services are provided for a minimum of 75 days from the date the child is placed into the permanent setting;
- the number of children reunified with their family;
- the number of children recidivating within 12 months of exiting care;

- the median length of stay for children prior to returning home, emancipation or prior to adoption finalization.

IV. Standards for Implementation

- 1) The CFSA should close a case when one of the following conditions has been met:
 - a. the caregiver(s) has successfully achieved the family's goals and objectives in the case plan, and a risk assessment indicates that the risk has been reduced to a level which allows for the care and safety of the child by the family; or
 - b. the caregiver(s) has not successfully achieved the family's goals and objectives of the case plan, but due to other factors, risk to the child has been reduced to a level as determined by the staff and supervisor; or
 - c. the child is settled in a permanent non-adoptive placement (excluding Planned Permanent Living Arrangements) with services provided for a minimum of 75 days from the date the child is placed in the permanent setting, with no reports of abuse and neglect, or other care or safety concerns for the child; or
 - d. the family does not wish to receive services and the assessed risk to the child is not severe enough to warrant a petition to the Court; or
 - e. the Court approved termination of services or the Court terminated agency supervision against agency recommendation.

- 2) The following factors involved in a thorough risk assessment should be evaluated when planning to close a case:
 - type and degree of acts or conditions to which children have been exposed;
 - frequency of acts or conditions to which children have been exposed;
 - child characteristics;
 - characteristics of all adults in the household;
 - adult, child relationship;
 - socioeconomic factors;
 - alleged perpetrator access and responsibility for care of child;
 - community supports, including specific linkages with the family's neighborhood resources.

- 3) The family, extended family, the foster family and all other professionals actively involved in the case should be contacted and consulted and their observations requested prior to case closure and written documentation should be requested. When possible, this can occur at a Family Case Conference (see Standard 3.9, *Family Case Conference*). When a professional who is actively involved in the family's case does not concur with the decision to close, the staff should list the concerns and reasons why the professional is in disagreement. The staff should document the rationale for the CFSA decision to close the case. If the CFSA reconsiders its decision and keeps the case open, the staff should document the reason for doing so.

- 4) Prior to closing the case, the CFSA refers and/or arranges community resources and supports for the family.
- 5) The agency should confirm that all court involvement is terminated and documentation has been received.
- 6) The genogram and ecomap are updated upon case closure.
- 7) Upon case closure, the following elements should be included in the family's file:
 - a. the reason for opening the case;
 - b. the current level of risk to the child;
 - c. the services provided and outcomes;
 - d. the securement of community supports and services;
 - e. the reason for closing the case;
 - f. the family's utilization of services and/or resources;
 - g. the family's perception of their progress and agency's involvement;
 - h. the journal entry terminating Court involvement (as applicable);
and
 - i. the date of case closure.

The case should not be considered closed until after the documentation has been completed.

- 8) When the CFSA closes a case, the family is notified in writing within 5 working days of closure.
- 9) When the CFSA closes a case, all service providers who are actively involved with the case should be sent written notification of the CFSA's decision to close the case within 5 working days of closure.
- 10) The case may be closed if the family has left jurisdiction without completing the case plan, and a referral has been made to the new county of residence. Should the case plan be court ordered, the agency should attempt to have the jurisdiction of the case transferred or the Court involvement terminated (see Standard 3.12, *External Case Transfer*).

V. Financial Implications

Costs associated with Standard 3.8, *Case Closure* include:

$$8 \text{ hours} \times \$81.21/\text{hour} = \$649.68$$