

Chapter 9

SAFE CASE CLOSURE

9-1. Purpose. To ensure that there is standardized criteria for the closure of child welfare cases that involved an unsafe child.

9-2. Requirements for Closure.

a. A case should be closed when a determination has been made that the child's safety plan is no longer necessary per CFOP 170-7, [Chapter 13](#), "Discontinue a Safety Plan" and the child has also achieved a permanency goal. When reunification cannot be achieved, the case will not be closed until legal custody of the child has been established through court proceedings.

b. If a child is not safe, the case may be closed only when all of the following remedies have been attempted:

(1) Per paragraph 4-7 of this operating procedure, "Difficulty Engaging the Parent(s)/Legal Guardian(s)." All reasonable efforts to engage the parent(s)/legal guardian(s) have been made.

(2) Per CFOP 170-7, Chapter 1, [paragraph 1-8](#), "Staffings with Children's Legal Services." Staffings have been held and consensus has been reached or the dispute resolution process has been completed.

c. In every case, there must be a Progress Update that provides the justification for closure.

(1) Any providers that are continuing to work with the family will be notified as to case closure.

(2) Termination of services in those cases where a Florida child has been legally placed into another state (the receiving state) pursuant to the Interstate Compact on the Placement of Children requires the prior written concurrence of the receiving state Compact office before any action to terminate supervision and/or jurisdiction can be accomplished. Such other state's written concurrence must, when received, be placed in the case record and a copy attached to the appropriate report to the court.

d. The supervisor must ensure that cases in which the court has ordered supervision are not closed until an order has been entered by the court terminating supervision and a copy has been placed in the case record. Local procedures may allow the Living Arrangement/Placement to be ended and the child system information "deactivated" as the child and family are no longer receiving services; however, the case cannot be formally closed until the order is received and placed into the file.

9-3. Supervisor Consultation and Approval. After a case consultation, a supervisor may approve case closure. Consultation will be provided to the case manager to explore issues and provide feedback regarding progress and/or challenges in achieving case plan outcomes or permanency goals.

9-4. FSFN Documentation. The progress made toward resolving the problems which resulted in Department intervention will be documented in an updated Progress Update.

