

17. Closing the Case

Procedure

- When the ongoing safety plan has been terminated, and the final visit with the family has occurred the caseworker must complete the following:
 1. Ensure all case notes are completed.
 2. Ensure the case file is in order and ready for filing.
 3. Ensure all services to the family have been closed.
 4. Complete the CF 333g Case Closure narrative in FACIS.
 5. Obtain the signature of the supervisor.

The Supervisor's Role

- Provide consultation to the caseworker when needed on case closure.
- Support the worker in ending the relationship between the family and Child Welfare.
- Review and confirm Child Welfare's ability to confidently close the ongoing safety plan.
- Confirm the closing of the case and approve the CF 333g Case Closure narrative.
- Review and confirm case documentation is completed.
- Review and approve closing the case.

Forms and References

Forms

- CF 333g Case Closure Narrative
http://dhsresources.hr.state.or.us/WORD_DOCS/CE0333g.doc

References

- I-B.3.1 Developing and Managing the Case Plan
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b31.pdf

