

9. Close a Family Support Services Case Plan

DHS is always working toward terminating interventions with a family. In family support services cases this is particularly true, since the services are intended to be short-term and time-limited.

Procedure

- The caseworker must consult with the supervisor whenever any of the following circumstances exist, as this signals the likely need to close the FSS Case Plan:
 1. The parents, legal guardians, former foster child or department indicates the FSS Case Plan goals have been achieved.
 2. The parents, legal guardians or former foster child states that he or she is withdrawing the request for voluntary family support services.
 3. The caseworker has been unsuccessful in contacting the parents, legal guardians or former foster child after diligent efforts. The caseworker documents in FACIS the attempts made to contact the individuals and the reason for closing the case, if closure at that time is approved by the supervisor.
 4. The department, parents, legal guardians or former foster child determines that the FSS Case Plan no longer is appropriate or effective.
 5. A child who had been voluntarily placed in substitute care based on a parent's or guardian's request for voluntary placement has returned to the parent's home.
 6. A child who had been placed in substitute care based upon a Voluntary Custody Agreement has returned to the parent's home.
 7. The court dismisses a pre-adjudicated delinquent child from the department's custody or the court relieves DHS of the need to provide services to a pre-adjudicated delinquent, when services were previously ordered by the court.
 8. Another community service resource accepts responsibility for providing services to the child, former foster child or family.

- When closing the family support services case after the final visit with the family has occurred, the caseworker must:
 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

- Regularly consult with the caseworker to determine whether it remains appropriate to keep the case open.
- Direct the caseworker to close the case or approve the caseworker's request to close the case when appropriate.
- Provide consultation to the caseworker when needed on case closure.
- Support the worker in ending the relationship between the family and the department.
- Confirm the closing of the case and approve the CF 333g Case Closure narrative.
- Review and confirm that case documentation is completed.
- Review and approve closing the case.

Forms and References

Forms

- CF 0333g Closing Narrative
http://dhsresources.hr.state.or.us/WORD_DOCS/CE0333g.doc

References

- I-B.2.3.1 Family Support Services
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b231.pdf
- I-I.2 Narrative Recording
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-i2.pdf