

FSFN Page:	Case Closure
Tab Name:	Case Closure
Field Name:	Reason
	Administrative Closure
	Adoption Finalization
	Case Closed – Delink Intake
	Case Supervision Completed/Outcomes Achieved
	Child Adopted
	Child Adopted w/o Adoption Subsidy
	Child Adopted with Adoption Subsidy
	Child Aged Out (RTI)
	Child Deceased
	Child Reached Age of Majority
	Closing Disrupted
	Court Ordered Supervision Closed
	Dismissed by Court
	Family Fled
	Family Requests Services Close
	Family Whereabouts Unknown/Reasonable Efforts Met
	Investigation Completed - No action needed
	Jurisdiction Transferred to Tribe
	Loss of FL Jurisdiction
	Merge
	Other
	Service Provision Completed
	Service Refused by Family/No Legal Grounds
	Special Immigrant Juvenile - Jurisdiction Terminated
	Voluntary Placement Expires



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Tab Name:	Case Closure
Field Name:	Closing Checklist
	Ongoing Case Closing Checklist

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	Close all placements/living arrangements/removals.
	Close case goals as appropriate
	Notify family, collaterals and service providers as necessary.
	Prepare paper file for closure.
	Prepare Case Closure/Termination Summary.
	Prepare Final Case Notes.
	Prepare Final Safety/Risk Assessment.
	Submit case eval or case note to supervisor for approval
	Update/end Legal Status as appropriate

