

Supervisory Conference

At the worker's weekly supervisory conference

- the worker and supervisor shall identify cases to be closed
- the social worker shall be directed to initiate the closing process
- the social work supervisor shall enter the supervisory conference notes into the LINK record.

The social work supervisor shall consult with the Program Supervisor if necessary.

Time Frame for Case Closing

The following time frames shall be observed throughout the case closing process:

Person Responsible	Task	Time Frame
On-going Services Worker	Submits case closing to supervisor (refer to closing checklist, DCF-2220, for all tasks to be completed).	Thirty (30) calendar days from the decision to close made in the Supervisory Conference
On-Going Services Supervisor	Reviews case closing in LINK and submits case to Program Supervisor	Three (3) calendar days from time of receipt of case from worker
Program Supervisor	Reviews case closing information in LINK. If case is not approved, documents reasons in LINK.	Five (5) calendar days from time of receipt of case from supervisor

Closing Summary

The following topics provide a guideline for entering the final entry (closing summary) into the LINK narrative:

- date and reason for most recent case opening
- reason for case closing (cite reason from policy 36-110-1, Closing Process)
- previous DCF history, including legal
- additional reports received and outcomes
- other identified protective services issues
- review of identified services and client's utilization/compliance/progress
- current assessment of risk in the home
- recommendations

Notification to Parents

Once the Program Supervisor approves the case closing, the social worker shall notify the family that the case will be closed.