

OVERVIEW

Case/program type closure decisions are based on social work principles, law, and Michigan Department of Health and Human Services (MDHHS) policy. Caseworkers must adhere to these principles when recommending court dismissal of temporary court wards or discharge of state wards. At all times, the child's safety and well-being must remain the primary consideration. Other factors caseworkers must assess (when applicable) include, but are not limited to:

- The parent/caregiver's ability to protect and provide for the child's ongoing needs.
- Resolution of the problem(s) which originally led to the child's removal.
- Permanency.
- The youth's adjustment in the community.

Definition

Case/program type closure is the process of ending agency involvement with a family or child.

INITIATING CASE/PROGRAM TYPE CLOSURE

Caseworkers are required to continue case management activity and provide services to the child and family; including the appropriate documentation of these services, until the written court order is received by the department.

Note: Failure to enter the court order in MiSACWIS, within the time period specified below, results in an error within the Adoption and Foster Care Analysis and Reporting System (AFCARS).

Cases with Court Involvement

In order to initiate case/program type closure, the written court order must be received. Court orders must be entered in MiSACWIS within 10 calendar days of receipt by the department. The foster care program type must be closed in MiSACWIS within 30 calendar days of entry of the court order in MiSACWIS.

**Cases without
Court Involvement**

The foster care program type must be closed on MiSACWIS within 30 calendar days of receipt of the DHS-1476, Early Discharge of MCI Ward, or an approved DHS-1302, YAVFC Case Closure Request; see FOM 722-15A, Case Management Services for Youth after Age 18 and FOM 722-16, Young Adult Voluntary Foster Care.

Child Death

In the event of the death of a foster child, the foster care case/program type must be closed in MiSACWIS within 30 calendar days of the date of death.

**CASE
MANAGEMENT
ACTIVITY**

All case management activity; for example, completion of case service plans, caseworker contact requirements, etc., continues until one of the following documents is received:

- The written court order dismissing the case.
- An approved DHS-1476, Early Discharge of MCI Ward.
- An approved DHS-1302, YAVFC Case Closure Request.

Case Service Plans

Case service plans must document all case activity until the date the court order is received. If the court order dismissing the case is received less than 30 calendar days from the last report period end date, then the DHS-69, Foster Care/Juvenile Justice Action Summary, may be used in lieu of a final service plan.

**DHS-69, Foster
Care/Juvenile
Justice Action
Summary**

The DHS-69, Foster Care/Juvenile Justice Action Summary, must be completed as a part of the case/program type closure process; see FOM 722-09C, Foster Care Action Summary.

DISCHARGE DOCUMENTS

Youth 18 years old or older or youth who are independently leaving foster care must be given the discharge documents outlined in FOM 722-03C, Older Youth: Preparation, Placement, and Discharge.

For all other children, the caseworker must provide a copy of educational documents, Social Security card, birth certificate and the completed medical passport to the birth parent or guardian at the time of closure; see FOM 801, Medical Passports and FOM 723, Educational Services. For adoptive placements, the caseworker must provide copies of any additional documents that have been obtained since the adoption referral to the adoption worker; see ADM 0210, Notification from Foster Care.

RETENTION OF CASE RECORDS

Temporary Wards

The closed foster care files for temporary wards must be retained in the local (county) office until the youngest child turns 28 years old.

Foster care cases managed by a PAFC must be retained by the agency for one year after the foster care program type closure date. One year after the closure date, the PAFC must send the original file to the local DHHS office to combine and retain until the youngest child turns 28 years old.

For record disposal instructions, please refer to the Records Management Services website at <http://www.michigan.gov/recordsmanagement/>.

Permanent Court Wards/MCI Wards

For both DHHS and PAFC supervised cases, the supervising agency must retain all foster care case files for one year after the case closure date. One year after the closure date, the PAFC must send the original file to the local DHHS office; **copies must not be maintained by the PAFC**. The local DHHS office must combine and forward all records (both DHHS and PAFC) to the Document Control Section in DHHS Central Office for permanent retention.

Michigan Department of Health and Human Services

Document Control Section
235 S. Grand Ave.
P.O. Box 30025
Lansing, MI 48909

Adoption

MDHHS provides a central location for the permanent retention of **all** records for children that have been adopted; see ADM 1030, Adoption Case Record Retention.

Note: The foster care record is combined with the adoption record.