



## Termination of Services

<b>Department Name</b> Quality Management		
<b>CHAPTER:</b>	<b>SUBJECT:</b> Termination of Services	<b>POLICY NUMBER:</b> QM-008
<b>APPROVAL:</b>	<b>EFFECTIVE DATE:</b> 3/16/2005	<b>REPLACES (policy # and date):</b> CFOP 175-47, December 1, 1998

- I. **PURPOSE:** This policy and procedure establishes the minimum requirements for general termination of services.
- II. **REVIEW HISTORY:** New Policy
- III. **CONTACT:** Quality Management Department
- IV. **PERSONS AFFECTED:** Contracted Case Management Organizations.
- V. **POLICY:** It is the policy of Children's Network of Southwest Florida that all child welfare case managers follow the outlined procedure when terminating services of either voluntary or involuntary court monitored cases.
- VI. **RATIONALE:** The rationale of this policy is to ensure all voluntary or involuntary court monitored cases are closed in the proper manner.
- VII. **PROCEDURES:**
  - A. Termination Summary or Report to the Court.
    - a. The child welfare case manager can request termination of services through a Judicial Review Social Study Report or Termination Summary. For all voluntary protective supervision cases, a termination summary must be written as there are no judicial reviews. The termination summary or court report must:
      - (1) Include the dated signature of the child welfare case manager and supervisor.
      - (2) State the reason agency involvement was required.
      - (3) Document the progress made toward resolving the problems which resulted in Community Based Care intervention, including an

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updated assessment of the family strengths, improved family functioning, reduced risk to the child, identification of which court-ordered or case plan objectives were met, which were not, the reason they were not met and document agency compliance.

- (4) Include the basis for requesting termination.
  - (5) Indicate the involvement of the parent, legal custodian or legal guardian and the child, if appropriate, in making the decision about termination.
- b. In cases where other agencies or persons, such as the Guardian ad Litem or citizen review panels, are involved with the family, these agencies or individuals must be provided with written notification when supervision is to be terminated or such recommendation is to be made to the court. This written notification must be documented in the case record.
  - c. Termination of services in those cases where a Florida child has been legally placed into another state (the receiving state) pursuant to the Interstate Compact on the Placement of Children (ICPC) requires the prior written concurrence of the receiving state Compact office before any action to terminate can be accomplished. Such other state's written concurrence must, when received, be placed in the case record and a copy attached to the appropriate report to the court.
  - d. The unit supervisor must ensure that cases are closed when the judge issues a verbal order terminating supervision. The unit supervisor must also ensure the child welfare case manager enters a note into Homesafenet indicating supervision has been terminated and the case is then closed on all computer systems. The file must be maintained in the unit until the written order is received. At that time the case record should be archived.
  - e. If the case is closed by the General Master, a Citizen's Review Panel, or by letter, then the case manager must continue to supervise the case until the signed written order closing the case is received.
  - f. Failure to Locate. When the assigned child welfare case manager has been unable to locate the family using all available sources of information, a termination summary or court report is prepared which documents all efforts to locate the family. Dated signatures of the case manager and supervisor are required. In court ordered cases, the child welfare attorney must also review, sign and date the report and submit it to the court.
- B. Termination of Supervision in Relative and Non-Relative Placements.

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- a. When children are in the temporary physical custody of a relative or non-relative, under the supervision of community based care, and the parent, legal custodian or legal guardian has not substantially complied with the terms of the case plan within the specific target date, the case manager, in collaboration with all involved persons and entities, must assess the family's situation. If this assessment results in a decision that reunification is not a viable plan, an alternative permanency plan must be presented to the court for approval. Such plan may consist of:
    - (1) Adoption by the relative;
    - (2) Legal guardianship established by the relative; or,
    - (3) Long-term Relative Custody.
  - b. Refer to paragraph A(c) concerning termination if the case is ICPC.
- C. Termination in Cases Where Progress is Less than Adequate. When case progress is less than adequate, termination can occur in the circumstances listed below.
- a. When in-home protective supervision has been court-ordered, the case manager, through the child welfare attorney, may request a review by the court and inform the court of the family's lack of cooperation. When the child is not at risk and this can be clearly documented for the court, the case manager, through the child welfare attorney, will request supervision be terminated. In making this risk determination, school, day care, medical and therapeutic documentation, and any other information relative to child health and safety must be reviewed, documented in the case file and presented to the court.
  - b. When supervision is voluntary and the case manager is aware of no immediate risk to the child which warrants court intervention, the case manager, after a staffing with and agreement by the unit supervisor (it is also strongly recommended that the case manager and supervisor consult with the child welfare attorney), may terminate supervision. If the case manager has concerns that there may be some risk to the child, but the family requests termination, the case manager and supervisor shall consult with child welfare attorney in regard to initiation of proceedings for court ordered dependency and supervision.