




Termination of Services

Department Name Quality Management		
CHAPTER:	SUBJECT: Termination of Services	POLICY NUMBER: QM-008
APPROVAL: 	EFFECTIVE DATE: 7-22-2014	REPLACES (policy # and date):

- I. **PURPOSE:** This policy and procedure establishes the minimum requirements for general termination of services.
- II. **REVIEW HISTORY:** Approved QM-008 dated 3-16-08 replaced CFOP 175-47 (12-1-98)
- 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 judicial in-home or out-of-home monitored cases.
- VI. **RATIONALE:** The rationale of this policy is to ensure all judicial in-home or out-of-home 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. 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 safety concerns 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, 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. Written verification can be the termination summary that is filed with the court for dissemination to all parties of the case.
 - c. Termination of services in those cases where a Florida child has been legally placed into another state (the receiving state), 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. In cases where the Judge issues a verbal order terminating supervision, the Child Welfare Case Manager is no longer required to visit the family. The unit Supervisor must ensure the Child Welfare Case Manager enters a note into Florida Safe Families Network (FSFN) indicating supervision has been terminated. The child shall be deactivated and the living arrangement is ended in FSFN. Upon receipt of the signed court order terminating supervision, the case is then closed in all computer systems.
 - e. If the case is closed by the General Magistrate, a Citizen's Review Panel, or by letter, the Child Welfare Case Manager must continue to supervise the case until the signed written order closing the case is received.
 - f. When the agency has been unable to locate the family using all available sources of information, the Child Welfare Case Manager must notify the Children's Legal Services Attorney and follow protocol as outlined in the missing child policy (QM-006) A termination summary or court report requesting to termination supervision cannot be submitted to the court when the whereabouts of a child is unknown.

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B. Termination of Supervision in Relative and Non-Relative Placements.

- 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 Child Welfare 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 caregiver; or
 - (2) Permanent Guardianship by the caregiver.
- 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 Child Welfare Case Manager, through the Children's Legal Services Attorney, may request a review by the court and inform the court of the family's lack of cooperation. When there are no safety concerns for the child and this can be clearly documented for the court, the Child Welfare Case Manager, through the Children's Legal Services Attorney, will request supervision be terminated. In making this determination, school, day care, medical and therapeutic documentation, and any other information relative to child's health and safety must be reviewed, documented in the case file and presented to the court.