



South Carolina Department of Social Services

401.1: Paths to Case Closure During Family Preservation Services Work Aid

Supplemental to DSS Policy Manual: Child Welfare Services, Family Preservation Services

Purpose: This Work Aid guides case managers and team leaders in the case closure process for Family Preservation Services (FPS).

A. Closing after Concerted Efforts	When the FPS services are opened following a Child Welfare Services (CWS) indicated investigation and the family DSS is unable to locate the family, the FPS line will close after 60 days of documented concerted efforts following the guidance in 400.3: Concerted Efforts to Locate and Engage Families Work Aid. 1. All dictation, including concerted efforts and case consultations, must be entered into CAPSS Dictation before closure. 2. Close the FPS line in CAPSS and select the reason "Unable to Locate".
B. Closing with Court Involvement When a Child Remains in an Out of Home Placement	During a court hearing, if a judge orders that the agency can close the FPS case with the family and there is no other legal action(s) pending: 1. Upon receipt of a bench or final order from the court, the FPS case manager and team leader shall close the FPS line and end monthly contact with the family. 2. If a bench or final order is not provided, then DSS must wait until the final court order is received from the hearing before ending monthly contacts with the family and closing the service line in CAPSS. 3. All dictation and FAST information must be entered in CAPSS before case closure.
C. Closing Individuals with Ongoing Court Involvement	1. During a court hearing, if a judge orders that DSS end involvement with the members of the family, but DSS is still seeking a Central Registry finding: a. DSS closes the child(ren) and non-offending caregiver out of the FPS case in CAPSS and ceases monthly contact with those individuals. b. DSS closes the FPS line in CAPSS but does not close out the alleged perpetrator for whom the agency is seeking placement on the Central Registry. c. The FPS line must remain open with the alleged perpetrator listed as a recipient in the case, and monthly contact, or concerted efforts to locate, will continue with the alleged perpetrator. 2. When the FPS line remains open, with only the alleged perpetrator pending a Central Registry determination, the FPS line must be assigned to a FPS case manager and team leader who will: a. Prepare supporting legal documents as requested by the county attorney;

	b. Be responsible for attending and appearing as witness, as necessary, in all court hearings pertaining to the legal action being pursued; and c. Upon receipt of the court order ruling on the Central Registry issue, this should conclude the matter, and therefore, the case manager may close the FPS line.
D. Consideration for Case Closure with No Court Involvement	1. The FPS case is considered for closure when: a. The family has achieved the desired outcome as outlined by the Family Permanency Plan and parental behavioral changes that make the home safe and alleviate unreasonable risks of harm have been made and thoroughly documented. b. The Family Advocacy and Support Tool (FAST) finding is between “low intensity” to “no risk” to the safety of the child. c. If the family is voluntarily participating in FPS with an unfounded case and no longer desires FPS, the case manager and team leader: i. Verify that all dictation is entered into CAPSS before closure. ii. Close the FPS line in CAPSS and select the reason “Services No Longer Appropriate.” 2. The case manager consults with the FPS team leader for recommended closure and completes the following prior to consultation with the team leader: a. Final home visit with the family; b. Closure CFTM, which is held at least five days before case closure to reinforce safety network protocol and gather supports for ongoing safety, permanency, and well-being after DSS involvement ends; c. Updates FAST; d. Enters all dictation into CAPSS; e. Assesses and finalizes the Family Permanency Plan to reflect accomplishment goals and activities; and f. Completes a case closure notice for review. 3. The case manager submits the completed case file to the team leader within five days of the recommended case closure for review before final closure of the FPS line in CAPSS using the appropriate case closure reason.
E. Closing Cases with Substance Affected Families	1. In addition to the considerations explained in subsection D of this work aid, closing a FPS case with the child in the home, when parents (or other adult household members) have been diagnosed with substance use disorders requires intensive planning, cooperation, and communication between DSS and the alcohol and drug treatment providers at the state and local level. 2. The case manager must have documentation in DSS records demonstrating the substance use disorder of the parent and any adult household member is being adequately addressed, no longer endangers the safety of the child, and no longer places the child at unreasonable risks of harm, including, but not limited to: a. Evidence that the parents(s) are actively engaged in substance use disorder treatment services as recommended by an alcohol and drug treatment provider and that a case consultation has taken place with the

	alcohol and drug treatment provider, wherein the provider verifies substance use disorders are being adequately addressed and provides recommendations or plans for any ongoing support of the parent and other adult household members; or b. Despite the level of engagement in treatment services there has been a positive impact with the family dynamics and the case consultation has taken place with the alcohol and drug treatment provider. The treatment has positively impacted the family dynamics and the case consultation has taken place with the alcohol and drug treatment provider. Note: Decisions are based on a combination service providers and assessment tools, such as FAST and CANS.
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