

Case Closure Process

Note: In order to close a case, an assignment to the case is needed.

1. Click on the Cases tab.
2. Click on the case name hyperlink. This will open the Maintain Case page.

Abby, Art J. (9223376)			
Case details: Youth Justice BMCW-Agency-CSSW Open OHP exists for associated participant(s)	Case address: C/O: ##### 17#### Catnap Court####, Apt. ## ### Wisconsin Rapids, WI 54494 (608) 999-9999	Primary worker: Coke, Caitlin C. (123) 456-7890 Ext. 1234 chris.santoslang@wisconsin.gov	Actions: Please select an action
+ View case information			

3. From the Options drop-down, select Submit Case Closure Request and click Go. This will open the Case Closure page.

Note: In order to initiate a case closure, you do not have to be on the Closing/Merge History tab.

Maintain Case - ID: 9223376 - Internet Explorer

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Case: 9223376

Name: [Abby, Art J.](#) Case Type: [Youth Justice](#)

County: [Milwaukee](#) Site/Region: [BMCW-Agency-CSSW](#)

CARES Case #: County Case #: W-2: [Central](#)

☐ Restricted Designation: [Select Program](#) Status: Open 03/29/2018

[Participants](#) [Address](#) [Collaterals](#) [Closing/Merge History](#)

Active Participants

Name	Person Type	Rsp	Household	DOB	Gender	Relationship	Legal	Program	
Abby, Art J. (20998)	None	<input checked="" type="checkbox"/>	Y	11/11/1961	M	Reference Person	N/A	Y	DeAct Rem
Mooretest, Maddie M. (9221584)	CW, YJ	<input checked="" type="checkbox"/>	Y	02/01/2018	F	Biological Child	N/A	N	DeAct Rem
Mooretest, Morgan (9223128)	CW	<input checked="" type="checkbox"/>	Y	06/05/1980	F	Biological Child	N/A	N	DeAct Rem

Number of Household Members: 3 [Insert](#)

[Inactive Participants](#)

Options: [Actions](#) [Go](#)

[Submit Case Closure Request](#)

[Delink Access Report/Assessment/YJ Referral](#)

[Save](#) [Close](#)

4. In the Closing Information group box, select the appropriate check boxes and the appropriate Reason value from the drop-down list.
5. In the Closing Summary group box, complete the case closure summary narrative.
6. From the Options drop-down, select Validate Case Closure Request, and click Go.

Case Closure Print Help

Basic Information

Case Name: Abby, Art J. Case Number: 9221155 Open Date: 02/07/2006

Closing Information

Closure Status: No Request Closed Date:

☐ Request For Closure? Reason: Case Outcomes Achieved

☐ Check Here If Final Safety Assessment is Not Needed Adopted By:

☐ Check Here If Closing Checklist is Not Applicable

Closing Checklist: Recruited By:

Closure Summary

Describe the closure process with the family and service providers and the family's plan for meeting future service needs. Describe how any behaviors or conditions judged to be at a level where safety is not assured or risk of maltreatment is a concern will be managed or sufficiently mitigated by other resources/supports.

Describe...

Closure Denial Messages

Options: Go



Actions
Safety
Validate Case Closure Request

Save Close

Note: If there is an open Targeted Safety Support Funds (TSSF) program assignment at the time the case closure request is submitted, a message displays that reads, "There is a remaining TSSF Program Assignment. Please work with your TSSF Coordinator to end assignment prior to case closure."

Note: When closing Pre-adoptive case types: Selecting the Reason 'Child Adopted with Adoption Assistance' or 'Child Adopted w/o Adoption Assistance', displays a Select hyperlink in the Adopted By field. Click the hyperlink, select a checkbox value on the Adopted By page and click Continue to return to the Case Closure page.

Adopted By

Print  Help 

Descriptions

Check All that Apply

☐ Adoption by Licensed Foster Family - Like-Kin

☐ Adoption by Licensed Foster Family - Non-Relative

☐ Adoption by Licensed Foster Family - Relative

☐ Adoption by Other Non-Relative

☐ Adoption by Relative

☐ Adoption by Stepparent

Continue

Close

7. At this point, you will be able to determine if your case was accepted or denied for closure by looking at the Closure Status field in the Closing Information group box. If your closure was denied, you will be able to view what work needs to be completed in order for the case to close by clicking on the Closure Denial Messages expando. You can also view this information by going to Options and selecting Closure Denial Report from the Options drop-down. If your closure was accepted, the Closure Denial Messages group box will be blank. Skip to Step 11 if your Closure Status is Accepted.

Note: After your closure has been denied, you will need to Validate Case Closure again from the Options drop down.

Case Closure
Print
Help

Basic Information

Case Name:	Abby, Art J.	Case Number:	9223376	Open Date:	03/29/2018
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Closing Information

Closure Status: Closure Denied <input checked="" type="checkbox"/> Request For Closure? <input type="checkbox"/> Check Here If Final Safety Assessment is Not Needed <input type="checkbox"/> Check Here If Closing Checklist is Not Applicable Closing Checklist:	Closed Date: Reason: Case Outcomes Achieved Adopted By: Recruited By:
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Closure Summary

Describe the closure process with the family and service providers and the family's plan for meeting future service needs. Describe how any behaviors or conditions judged to be at a level where safety is not assured or risk of maltreatment is a concern will be managed or sufficiently mitigated by other resources/supports

Description....

Closure Denial Messages

Options: Go

Save Close

- The Closure Denial Report will list all current open work that needs either supervisory approval or termination. As long as there are no AFCARS errors, you can update all information (i.e. send work for final approval, update legal status, terminate plans etc.) and re-validate the case closure errors. If an error is an AFCARS error, the error must be corrected and the AFCARS nightly batch will be run. You can then attempt to close the case the following day.

9241111.0 - Compatibility Mode - Saved

File eWISACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWISACWIS

Wisconsin Department of Children and Families
Division of Safety and Permanence
Edits for Case Closure Request

Case Number: 9223376

Placements are incomplete

Person Name	Plcm Bgn	Plcm End	Prvd Name	Service Type Desc
Allen Johnnie	2004-01-01	2004-10-15	Address	Foster Home-Gen License 15+ years

Child's final placement is missing a discharge reason

Plan(s) need to be Terminated and/or Approved

Plan ID	Plan Type	Plan Status
008000687	FACP CPE	PENDING
009228480	SFTY ASSESS PLN IS INCMPL	SAP OPEN

AFCARS data is incomplete

Person Name	ID AFCARS TKLR
Allen Johnnie	009238950

Worker has Pending Approvals

Approval Person Name	Supervisor	App Person ID	Work Type
Clark	Supervisor	009221048	Safety Assessment and Plan
Clark	Supervisor	009221048	Family Assessment and Case Plan

- Once all errors have been corrected, return to the Closing/Merge History tab on the Maintain Case page. Click on the Denied hyperlink. This will bring you back to the Case Closure page.

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Case: 9223376

Name: Abby, Art J. Case Type: Youth Justice

County: Milwaukee Site/Region: BMCW-Agency-CSSW

CARES Case #: County Case #: W-2: Central

☐ Restricted Designation: [Select Program](#) Status: Open 03/29/2018

Participants Address Collaterals **Closing/Merge History**

Case History

Open Date	Closed Date	Reason	Initiated by	
09/22/2004	00/00/0000	Case Outcomes Achieved	Cake, Caitlin C. (10173)	Denied
09/22/2004	05/12/2008	Closing Disrupted	Clark, Supervisor (9221048)	Historical

Merged Cases

Open Date	Merged Date	Former Case No.	Former Case Name	Initiated by
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- At this point, go to the Options drop-down and select Validate Case Closure Request and click Go to see if your closure has been accepted. If it has, the closure status will be updated to Accepted.
- Click on the Options drop-down and select Approval. Submit the closure for approval. Once the closure has been finally approved by a supervisor, the case will be closed and all assignments to the case will be closed as well.

Case Closure

Print Help

Basic Information

Case Name: Abby, Art J.

Case Number: 9223376

Open Date: 03/29/2018

Closing Information

Closure Status: Closure Accepted

☒ Request For Closure?
 ☒ Check Here If Final Safety Assessment is Not Needed
 ☒ Check Here If Closing Checklist is Not Applicable

Closing Checklist:

Closed Date:

Reason: Case Outcomes Achieved

Adopted By:

Recruited By:

Closure Summary

Describe the closure process with the family and service providers and the family's plan for meeting future service needs. Describe how any behaviors or conditions judged to be at a level where safety is not assured or risk of maltreatment is a concern will be managed or sufficiently mitigated by other resources/supports

Summary....

Options:

Closure Denial Message

Actions

Approval

Validate Case Closure Request

Text

Closure Summary

Closure Denial Solutions

Closure Denial Report

Go

Save Close