**Transfer of Learning Tool-**

**HANDOUT #9**

***Case Closure Checklist***

Use a case of your own in the office, prepare it for termination when the time is appropriate. Do the following:

1. Answer these questions:
* What is the evidence that the client is safer and no longer at risk (or at reduced risk)?
* What is the evidence that client’s self-determination was respected and the least restrictive interventions were taken?
* What is the evidence that the case was handled ethically and legally, and agency procedures were followed?
1. Follow the Case Closure Checklist:
* Update Risk Assessment
* Collect evidence as required
* Investigate and document all allegations
* Verify protective services have been offered/provided
* Make sure all reasonable efforts have been tried
* Notify other agencies or boards as needed
* Inform client of case closure. If the client lacks capacity to consent, notify a significant other
* Closing Case Summary to Supervisor
1. Write a Case Summary as required by your agency. If your agency does not require a summary, write one using the information given to you in this training.
2. Submit the materials to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_