Case Closure Checklist

Transfer of Learning
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?

2. 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

3. 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.

4. Submit the materials to _____________________________
OUR WHY:

REVOLUTIONIZE THE WAY PEOPLE WORK TO ENSURE THE WORLD IS A HEALTHIER PLACE.