




Termination of Services

<u>Department Name</u> Quality Management		
<u>SUBJECT:</u> Termination of Services	<u>POLICY NUMBER:</u> QM-008	
<u>APPROVAL:</u> 	<u>EFFECTIVE DATE:</u> 2/24/2021	<u>REPLACES (policy # and date):</u> QM -008 effective 07/22/2014

- I. **PURPOSE:** This policy and procedure establishes the minimum requirements for general termination of services.

- II. **REVIEW HISTORY:** Approved QM-008 dated 07/22/2014.

 Rulemaking Authority 39.012, 39.0121(12), (13) FS. Law Implemented 39.701(2)(a) FS. History–New 5-4-06, Amended 2-25-16. FAC 65C-30.022, CFOP 170-9, Chapter 9.

- III. **CONTACT:** Quality Management Department.

- IV. **PERSONS AFFECTED:** CNSWFL staff and Contracted Case Management Organizations.

- V. **POLICY:** It is the policy of Children’s Network of Southwest Florida that all Case Managers follow the outlined procedure when terminating services of non-judicial in-home, judicial in-home or out-of-home monitored cases.

- VI. **RATIONALE:** The rationale of this policy is to ensure all non-judicial in-home, judicial in-home or out-of-home monitored cases are closed in the proper manner.

- VII. **PROCEDURES:**
 - A. Supervision of a child shall be terminated unless:
 - 1. A lead agency-managed safety plan is still necessary;
 - 2. Supervision is court ordered, or
 - 3. The child has reached age 18 and remains in Extended Foster Care, Postsecondary Educational Services and Support or Aftercare.

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B. Prior to terminating any services case, the Case Manager shall complete a Progress Update in FSFN and/or a Judicial Review Social Study Report (JRSSR). The Case Manager shall also determine whether there is an open or pending child protective investigation or whether within the previous three (3) months a child abuse, neglect or abandonment report has been received on any child in the case.

For both court ordered and non-judicial cases, if any of these situations apply, the Supervisor of the Case Manager Supervisor shall be required to review and approve the case closure before a non-judicial case may be closed or a recommendation may be made to the court to close a court ordered case.

1. For non-judicial in-home cases, the Case Manager shall complete a Progress Update for review by the Case Manager Supervisor and next level supervisor. A case consultation will occur including the Case Manager, Supervisor and next level supervisor to determine progress toward resolving the issues that warranted agency involvement, current status of safety concerns for the child, the parents enhanced protective capacity and observable positive behavior change.

2. For court ordered supervision cases, the Case Manager shall complete a Progress Update for review by the Case Manager Supervisor and submission to the court through Childrne's Legal Services (CLS). However, when a JRSSR is prepared at the time of the request to terminate supervision, it may be used as a termination summary to provide the information needed by the court to make the termination decision.

C. The termination summary or JRSSR shall include:

1. Reason for Department involvement,

2. Progress toward resolving the issues that resulted in Department intervention; current status of safety, and an explanation of case plan outcomes that were met and those that were not; and,

3. The reason for termination.

D. 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.

E. 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

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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.

F. In cases where the Judge issues a verbal order terminating supervision, the Case Manager is no longer required to visit the family. The unit Supervisor must ensure the Case Manager enters a note into 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.

G. If the case is closed by the General Magistrate, a Citizen's Review Panel, or by letter, the Case Manager must continue to supervise the case until the signed written order closing the case is received.

H. When the agency has been unable to locate the family using all available sources of information, the Case Manager must notify the CLS 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.

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

1. 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 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:

- a. Adoption by the caregiver; or
- b. Permanent Guardianship by the caregiver.

2. Refer to paragraph VII.E. concerning termination if the case is ICPC.

J. Termination in Cases Where Progress is Less than Adequate

When case progress is less than adequate, termination can occur in these circumstances listed below.

When in-home protective supervision has been court-ordered, the Case Manager, through the CLS Attorney, may request a review by the court and inform the court of the family's lack of cooperation. When there are no safety

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concerns for the child and this can be clearly documented for the court, the Case Manager, through the CLS 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.