

CASE CLOSURE PROCEDURE

1. Enter Exit Planning client note.
2. Enter work activities for the last month TA was open.
3. Close the work activity screen 30 days after the month of closure and leave in current CARC. i.e. case closed June 30th, close work activity screen July 31st
4. Print the CMS summary screen and put in file.
5. Place the file in the closed files within the year of closure as well as alphabetically.
6. Post TA cases are closed in the same manner. The family remains eligible for Post TA services for 12 months (TA Manual section 740-1), but the file is put into closed and the work activity screen is closed. Services are provided when clients contact the case manager requesting services.