



## Voluntary Family Maintenance (VFM) Case Closure Summary Guidance

### BACKGROUND

Whenever terminating a VFM case without subsequent court intervention, the revised FM/VFM policy indicates that the CSW must document the specific rationale for closing the case as part of a comprehensive case closure summary in CWS/CMS.

In instances where the written closure summary exceeds the character limits in the Closure Summary tab, the following steps are recommended:

- 1) Include as much of the written summary in the closure summary tab and document that the *complete* written summary is located in the Contacts Notebook, then paste the complete written closure summary in the Contact Notebook; and/or
- 2) Place a printout of the closure summary write-up (and/or closing case plan) in the physical case file.

The below examples and space to add case specific information are provided as a tool to assist in completing the Closure Summary tab. CSWs can copy and paste into CWS/CMS the information responding to each of the example items from this guidance document.

**Location in CWS/CMS:**    The Closure Summary tab

### EXAMPLES

In order to ensure consistency across DCFS, it is strongly recommended that the VFM Case Closure Summary include the following information. Please refer to the [revised FM/VFM policy](#) for additional guidance:

1. The reasons for DCFS intervention (i.e., the initial allegations, the findings of the initial SDM Safety Assessment and SDM Risk Assessment).	<i>[Enter Case Specific Information Here]</i>
2. The results of the SDM Risk Reassessment and “case closing” Safety Assessment/Safety Reassessment.	<i>[Enter Case Specific Information Here]</i>
3. The family’s compliance with the VFM case plan, with a consideration of behavioral or structural changes to the family as a result of VFM services, and the effectiveness of the case plan in ameliorating the original SDM safety threats and SDM risk factors.	<i>[Enter Case Specific Information Here]</i>
4. A summary of any consultations with other collaterals or professionals (e.g., FCS, CANS,	<i>[Enter Case Specific Information Here]</i>



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MAT, Hub), or of any relevant assessments conducted during the period of supervision.	
5. Any services that may be put in place after case closure, or any referrals for post-supervision services provided to the family.	<i>[Enter Case Specific Information Here]</i>
6. Any ARA, RA (or higher) approval that was required during the period of supervision.	<i>[Enter Case Specific Information Here]</i>

### OTHER RELEVANT REFERENCE MATERIALS

Case closing from SDM Manual: This is a specialized review/update that is completed when considering closing a case. This option only appears in WebSDM when completing a safety reassessment on an open ongoing case.

[Link](#)

### OTHER RELEVANT CASEWORKER NOTES ON CASE CLOSURE

Please feel free to add additional notes here and enter them into the case file where appropriate and character limitations allow.