

CASE CLOSURE

Activity Log Coding Details

Contact Type: Other

Case Category: Bridges

Category: Case Closure

Sub Category: Case Closure Summary

Location Type:

Select: Agency Setting or Other

Participant Tab: Contact status must be selected for the young adult.

In Regards To – marked when discussing young adult, but young adult not present.

Narrative Template

Copy and paste into narrative and then complete all sections to ensure required minimum documentation is included in narrative.

Reason(s) for Case Closure:

Describe goals achieved or progress made by young adult while in Bridges:

Problems or goals that remain unresolved or unaccomplished:

Summary of services and activities provided by Bridges or other community resources/agencies:

SACWIS Case Closure Steps

1. Complete an Case Closure Activity Log – see above.
2. Make sure no Activity Logs are in “Draft” status. Use the filter criteria for an easy sort.
3. Make sure to complete the following, if needed:
 - a. End-date the Bridges Legal Custody Episode
 - b. End-date Housing Record
 - c. End-date the Tier Level
 - d. End-date any Case Services
 - e. Bridges Plan can be either completed or deleted, depending on the situation at time of case closure. – For example, if in the middle of doing the plan and the young adult withdraws and you are unable to complete the plan, you may delete it.
 - f. Bridges Review can be either completed or deleted, depending on the situation at time of case closure. – See example above.
 - g. If, during the application process, a young adult states they no longer want to submit the application, a Recommendation of Withdrawn will be selected. This does not need to be sent to ODJFS for final approval.
4. **Keep SACWS case open for 15 days in the event that the young adult appeals the termination.** After the 15 days, you may proceed using the steps below to close the case in SACWIS. NOTE: If termination reason is young adult turned 21 years old, you do not have to wait to close the case.

5. Select “Case Closure” in the blue left navigation box
6. Click “Add Case Closure” button
7. Select a “Case Closure Reason”.
8. Both “A/I Checklist Completed” and “Ongoing Closure Checklist Completed” remain “N/A”
9. The Case Closure activity log should automatically pull in. If it does not, click the “Link Activity” button and select the “Case Closure” Activity Log.
10. Click “Validate for Approval” Button – this will tell you if there are any outstanding items that need your attention.
11. If nothing needs done, click “Process for Approval”.
12. Bridges Liaison – Route to your Supervisor and click “Save”
13. Bridges Supervisor – Select “Approved-Final” and click “Save” button.
14. Case status now changes to “Closed”.