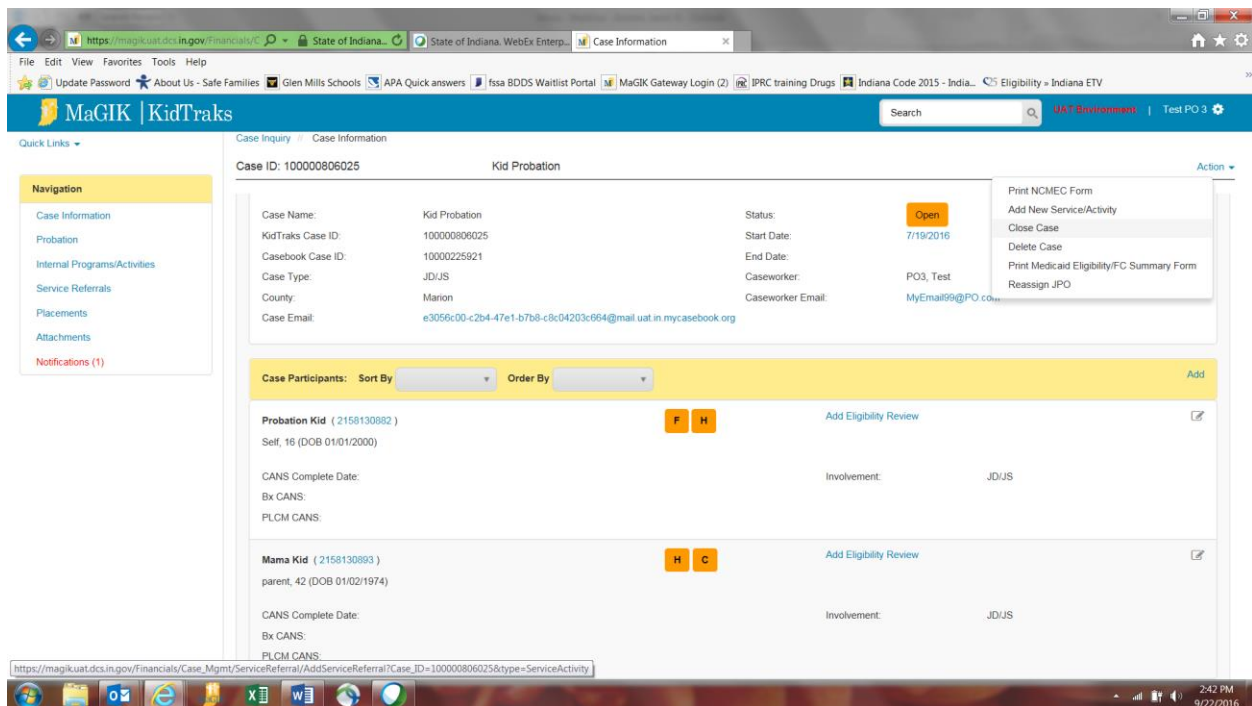
	<b>INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Services</b>	<b>Effective Date: 9/30/2016</b>
	<b>Section 5: Closing a Case With Placements or Services</b>	<b>Version: 1</b>

## *Close Case with Placements Or Services*

Once the youth's probation case is dismissed or discharged by the court and the county probation office is no longer involved or supervising the youth, the MaGIK case can be closed. On the Case Information page, to the "ACTION" drop down in the upper right hand corner and select the "Close Case" option.

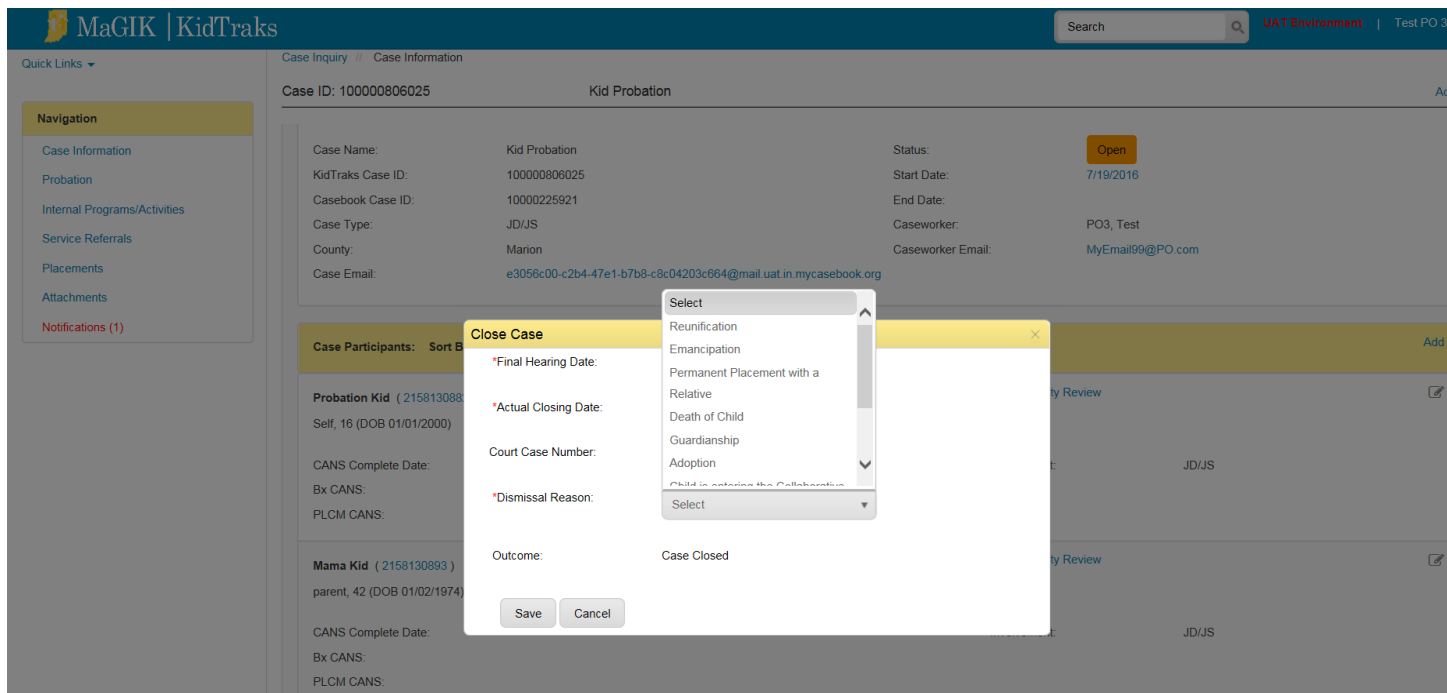
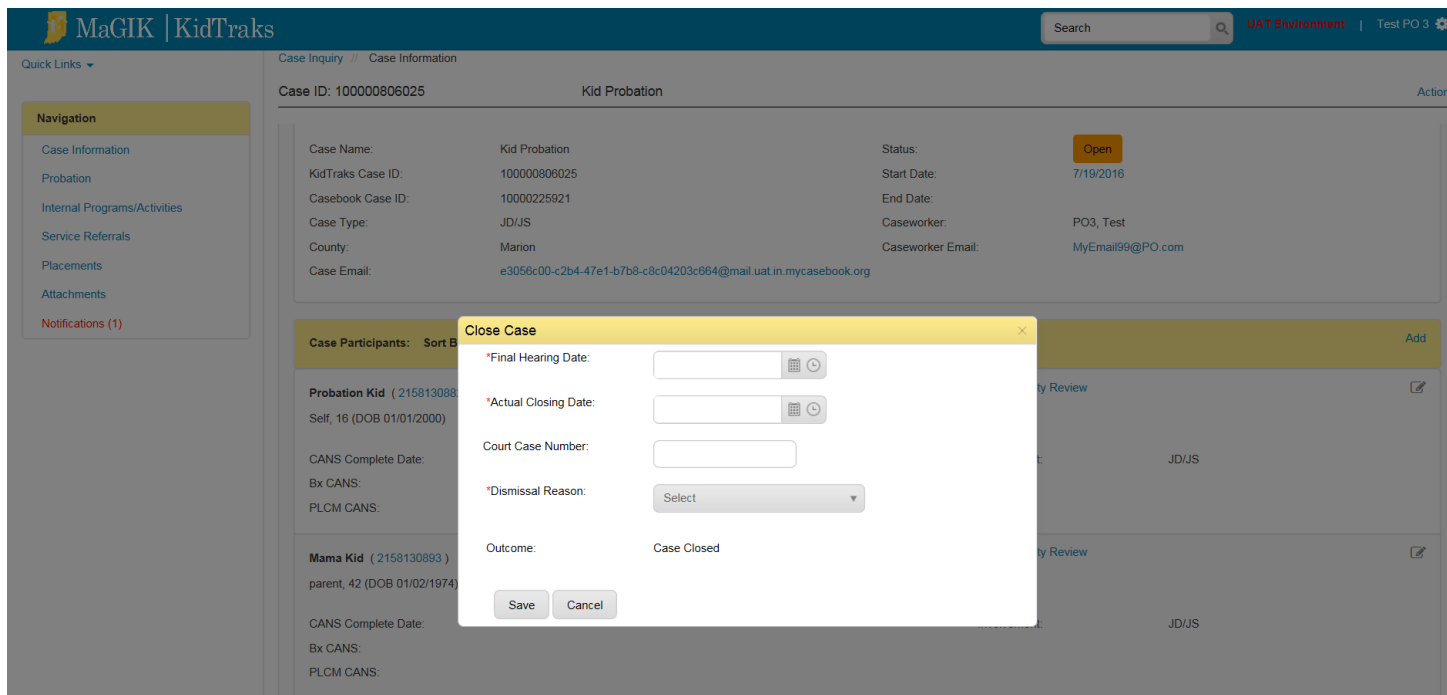


The screenshot shows the MaGIK | KidTraks Case Information page for Case ID 10000806025. The page includes a navigation menu on the left, a main content area with case details, and a 'Case Participants' table. An 'Action' dropdown menu is open, showing options like 'Close Case'.

Case Name	Kid Probation	Status	Open
KidTraks Case ID	10000806025	Start Date	7/19/2016
Casebook Case ID	10000225921	End Date	
Case Type	JD/JUS	Caseworker	PO3, Test
County	Marion	Caseworker Email	MyEmail@PO.com
Case Email	e3056c00-c2b4-47e1-b7b8-c8c04203c664@mail.uat.in.nycasebook.org		

Case Participants	Sort By	Order By	Add
<b>Probation Kid ( 2158130882 )</b> Setf, 16 (DOB 01/01/2000)			Add Eligibility Review F H
CANS Complete Date: Bx CANS: PLCM CANS:		Involvement:	JD/JUS
<b>Mama Kid ( 2158130893 )</b> parent, 42 (DOB 01/02/1974)			Add Eligibility Review H C
CANS Complete Date: Bx CANS: PLCM CANS:		Involvement:	JD/JUS

The "Case Close" pop up screen will be enabled. The data fields are different depending on whether it is a services only case or a placement case. **Service and ESC cases just require the actual closing date. Placement cases will require dates and dismissal reason.**



**For a case with placements, the following fields need to be completed:**

- **Final Hearing Date:\*** - Date field for entering final hearing date. Use the calendar to set the date and the clock to set the approximate time of the hearing. The last hearing often occurs before the date the case is closed, so this date may or may not be the same as the Actual Closing Date.
- **Court Case Number:** - Text field for entering case number; **this is not required.**

- **Dismissal Reason:** Drop-down list for selecting “Dismissal Reason.” There are nine dismissal reasons from which to select:
  - **Adoption**
  - **Death of a Child**
  - **Emancipation**
  - **Guardianship**
  - **Permanent Placement with a Relative**
    - With whom? (Select from drop down of case participants)
  - **Reunification**
    - With whom? (Select from drop down of case participants)
  - **Runaway with Wardship Dismissal**
  - **Transfer of Placement and Care to Another Indiana Agency** (asked to select one of four agencies in the “Agency” dropdown)
    - Department of Child Services (DCS)
    - Department of Corrections (DOC)
    - Department of Mental Health (DMH)
    - Department of Developmental Disabilities (DDRs)

\*\*\*please note that youth who are placed in an adult jail would be marked as transfer to Department of Corrections (DOC)
  - **Voluntary Placement in the Collaborative Care Program**
- **Actual Case Closing Date:\*** - Date field to enter date for case to be closed. Use calendar to select the appropriate date. This date closes the case in MaGIK, end dates the last “placement” and end dates the permanency plan goal.
- **Outcome** - Auto populated as “Case Closed.

Upon completing the data fields, click “Save” to save record or “Cancel” to exit without saving. The close case data appears on the Case Information page in a golden box at the top for easy viewing.

Case Inquiry // Case Information

Case ID: 100000806025 Kid Probation

### Case Information

**Case Details**

Case Name:	Kid Probation	Status:	Closed
KidTraks Case ID:	100000806025	Start Date:	7/19/2016
Casebook Case ID:	10000225921	End Date:	9/21/2016
Case Type:	JD/JS	Caseworker:	PO3, Test
County:	Marion	Caseworker Email:	MyEmail99@PO.com
Case Email:	e3056c00-c2b4-47e1-b7b8-c8c04203c664@mail.uat.in.mycasebook.org		

**Case Participants:** Sort By [v] Order By [v]

<b>Probation Kid</b> ( 2158130882 )	F H	Add Eligibility Review
Self, 16 (DOB 01/01/2000)		
CANS Complete Date:	Involvement:	JD/JS
Bx CANS:		
PLCM CANS:		
<b>Mama Kid</b> ( 2158130893 )	H C	Add Eligibility Review

https://magikuat.dcs.in.gov/Financials/Case\_Mgmt/Case/PrintMedicaidEligibility?Person\_Id=2158130882&Case\_PK=100000806025

If a case was mistakenly or prematurely closed, the status may be reversed back to “Open” by going to the “ACTION” drop down in the upper right hand corner and selecting “Reopen Case”. This generates a ticket to the KT HelpDesk which will be forwarded to the DCS Service Consultant assigned to that county to review with the PO the reason that the case needs to be set back to ‘Open’.

Case Inquiry // Case Information

Case ID: 100000806025 Kid Probation

### Case Information

**Case Details**

Case Name:	Kid Probation	Status:	Closed
KidTraks Case ID:	100000806025	Start Date:	7/19/2016
Casebook Case ID:	10000225921	End Date:	9/21/2016
Case Type:	JD/JS	Caseworker:	PO3, Test
County:	Marion	Caseworker Email:	MyEmail99@PO.com
Case Email:	e3056c00-c2b4-47e1-b7b8-c8c04203c664@mail.uat.in.mycasebook.org		

**Case Participants:** Sort By [v] Order By [v]

<b>Probation Kid</b> ( 2158130882 )	F H	Add Eligibility Review
Self, 16 (DOB 01/01/2000)		
CANS Complete Date:	Involvement:	JD/JS
Bx CANS:		
PLCM CANS:		
<b>Mama Kid</b> ( 2158130893 )	H C	Add Eligibility Review