# CASE CLOSURE FORM

This form should be completed if a participant leaves the program before the end of the contract year. All fields should be completed. Form should be placed in the case notes section of participant’s file.

### Youth FORCE Program Information

|  |  |  |  |
| --- | --- | --- | --- |
| Provider: | Select Youth FORCE provider | Contract Year: | Select contract year |
| Program Site: |  |  |  |

### Participant Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Youth Name: |  | | Closing Date: | Click to enter date |
| Total after school and Non-school day units: | |  | If youth has ≥30 units, Youth FORCE Law Violation Follow-up service component may need to be attached. | |

### Closing Reason

Please choose **one** closing reason below. Closing reason on this form must match closing reason in SAMIS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Successfully engaged in program | | | Lack of transportation | Dissatisfaction with services |
| Successfully completed program | | | Moved out of service area | Non-compliance |
| Completed summer | | | Participant dropped out | Arrested/Incarceration |
| Participant not eligible | | | Unable to contact | Transferred to another provider |
| Health problems | | | Client declined services | Participant died |
| Other | *Please explain:* |  | | |

### Closing Summary

Enter closing summary in the text box provided below. Explain efforts to complete assessments, if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Form Completed by: |  |  |  |
| Staff Signature: |  | Date: |  |

### CASE closure checklist

|  |  |
| --- | --- |
| Case Closure form completed/signed | Enter close date for Youth FORCE Service component in PM |
| Case closed in CDG | Data and/or uncollected reasons (if applicable) entered for all PMs |
|  | Law Violation Follow-up service component attached (if client has ≥30 units) |