19 Closing a Case

Once all case information has been completed, a Case can be **closed**:

Holistix

LBTH

Logged in as **David QES Test 0910** | Log out ▸

Client: TowerHamlets
Version: V2.1.0
Environment: UAT

| My Messages | My cases | Check for case | My settings | Help |

In this section:

Case Summary
Create Message
Case Items
Case Alert Settings
Case Coordination
View case snapshot
Audit case events

My Cases > Case Summary

Case Summary

Case: 9328 - DH Test 0910 ⚙ | **Case Coordinator:** David QES Test 0910 | **Status:** Delivery

Children

Set Lead Professionals
Change Case Coordinator
Create assessment
Reassessment
Create Delivery Plan Review
Create consent statement
Create CAF Score
Case documents
Add child to case
Add adult to case
Close case member
Close case
Case Notes

case as it progresses. Selecting the item name will display that item, or a list of these items if there is

Lead Professional: David QES Test 0910 **Status:** Delivery

	Item ▲	Last Updated	Updated By	Version	Status
☐	Actions	10/10/2017	David QES Test 0910	N/A	N/A
☐	Assessment	09/10/2017	David QES Test 0910	1	Final
☐	CAF Score	10/10/2017	David QES Test 0910	2	Final
☐	Case Member Details	09/10/2017	David QES Test 0910	N/A	N/A
☐	Consent Statement	09/10/2017	David QES Test 0910	2	Final
☐	Delivery Plan & Review	10/10/2017	David QES Test 0910	1	Final
	Team around the family	09/10/2017	David QES Test 0910	N/A	N/A
☐	Verbal Consent	09/10/2017	David QES Test 0910	N/A	N/A

🖨 Select All

Use of Family eCAF is subject to the following Acceptable use policy.

QES

1. Click on 'Case Coordination'

2. Click on 'Close Case'

If there any errors or missing mandatory fields then these will need to be completed before you can proceed.

All Open Actions and Delivery Plan Reviews need to be completed. Everything must be in final status and not in draft

QES

You will then be taken to the **Case Member Closure Summary – eEHA Score**:

The final eEHA Score should be completed, and calculated, as before

Speech, language and communication	○	○	○	○	○
Emotional and social development	○	○	○	○	○
Behavioural development	○	○	○	○	○
Identity, self-esteem, self-image and social presentation	○	○	○	○	○
Family and social relationships	○	○	○	○	○
Self-care skills and independence	○	○	○	○	○
Learning					
Understanding, reasoning and problem solving	○	○	○	○	○
Participation in learning, education and employment	○	○	○	○	○
Progress and achievement in learning	○	○	○	○	○
Aspirations	○	○	○	○	○
Parents and carers					
Basic care, ensuring safety and protection	○	○	○	○	○
Emotional warmth and stability	○	○	○	○	○
Guidance, boundaries and stimulation	○	○	○	○	○
Family and environmental					
Family history, functioning and well-being	○	○	○	○	○
Wider family	○	○	○	○	○
Housing, employment and financial considerations , ensuring safety and protection	○	○	○	○	○
Social and community elements and resources, including education	○	○	○	○	○

Score

CAF Score	👤 0

Notes

> B
> ≔
> U
> ABC

[Next]

Click 'Next'

[Save Draft]

QES

You will then be taken to the **Case Member Closure Summary – Final Summary**:

QES

Holistix

LBTH

Logged in as **David QES Test 0910**   Log out ›

Client: TowerHamlets
Version: V2.1.0
Environment: UAT

| My Messages | My cases | Check for case | My settings | Help |

In this section:
Case Summary
Create Message
Case Items
Case Alert Settings
Case Coordination
View case snapshot
Audit case events

My Cases > Case Summary > Close Case

Close Case

Case Member Closure Summaries

The form below must be filled out for all case members in this case that have not already been individually closed. For each case member, all the information on the form must be filled out and all of the status checks must be completed before you can continue.

🔧 **T Test**

Closure status checks

Draft assessments	✔
Draft TAC / TAF Meetings	✔
Open Actions	✔
2+ finalised distance CAF Scores	✔

Case Member Final summary

Final comments *

Child/Young person comments *

Closure information *

Reason for closure

Reason for closure *   Please Select

Closed by   David QES Test 0910

---

1. Check that everything required has been completed to close the case.

All Actions and reviews must must be completed and closed in order to close a case

2. Complete the Case Member Final summary

3. Select Reason for closure

QES

Create Message

Case Items ▶

Case Alert Settings

Case Coordination ▶

View case snapshot

Audit case events

Case Member Closure Summaries

The form below must be filled out for all case members in this case that have not already been individually closed. For each case member, all the information on the form must be filled out and all of the status checks must be completed before you can continue.

👤 **T Test**

Closure status checks

Draft assessments	✔
Draft TAC / TAF Meetings	✔
Open Actions	✔
2+ finalised distance CAF Scores	✔

Case Member Final summary

Final comments *

Child/Young person comments *

Closure information *

Reason for closure

Reason for closure *   Please Select ▼

Closed by   David QES Test 0910

Additional information *

[Save Draft] [Close Case]

Use of Family eCAF is subject to the following Acceptable use policy.

QES

4. Enter additional Information:

If reason for closure is "disengaged" or "Withdrawn Consent" please select other and type this reason.

5. Once everything has been completed click 'Close Case'

Always read the **additional messages** in the warning box, they help you to understand exactly what you are confirming.

QES

Click on 'Save and close case.'

A Case becomes **read only** once it has been closed:

Holistix

My Messages	My cases	Check for case	My settings	Help

In this section:

- Case Summary
- Case Items ▶
- View case snapshot
- Audit case events

My Cases > Case Summary

Case Summary ❓

Case: 9328 - DH Test 0910 ⚙	**Case Coordinator:** David QES Test 0910	**Status:** Closed

Children

T Test
Male, 04/07/2017
Age: 0

Adults

Hfg Ghghg
Male

Case items will be added to the case as it progresses. Selecting the item name will display that item, or a list of those items if there is more than one of that type.

Case Items

| 👤 | T |

T Test — Lead Professional: David QES Test 0910   Status: Closed

	Item ▲	Last Updated	Updated By	Version	Status
☐	Actions	10/10/2017	David QES Test 0910	N/A	N/A
☐	Assessment	09/10/2017	David QES Test 0910	1	Final
☐	CAF Score	10/10/2017	David QES Test 0910	3	Final
☐	Case Member Closure Details	10/10/2017	David QES Test 0910	1	Final
☐	Case Member Details	09/10/2017	David QES Test 0910	N/A	N/A
☐	Consent Statement	09/10/2017	David QES Test 0910	2	Final
☐	Delivery Plan & Review	10/10/2017	David QES Test 0910	1	Final
	Team around the family	09/10/2017	David QES Test 0910	N/A	N/A
☐	Verbal Consent	09/10/2017	David QES Test 0910	N/A	N/A

🖨 Select All

Use of Family eCAF is subject to the following Acceptable use policy.

QES

QES