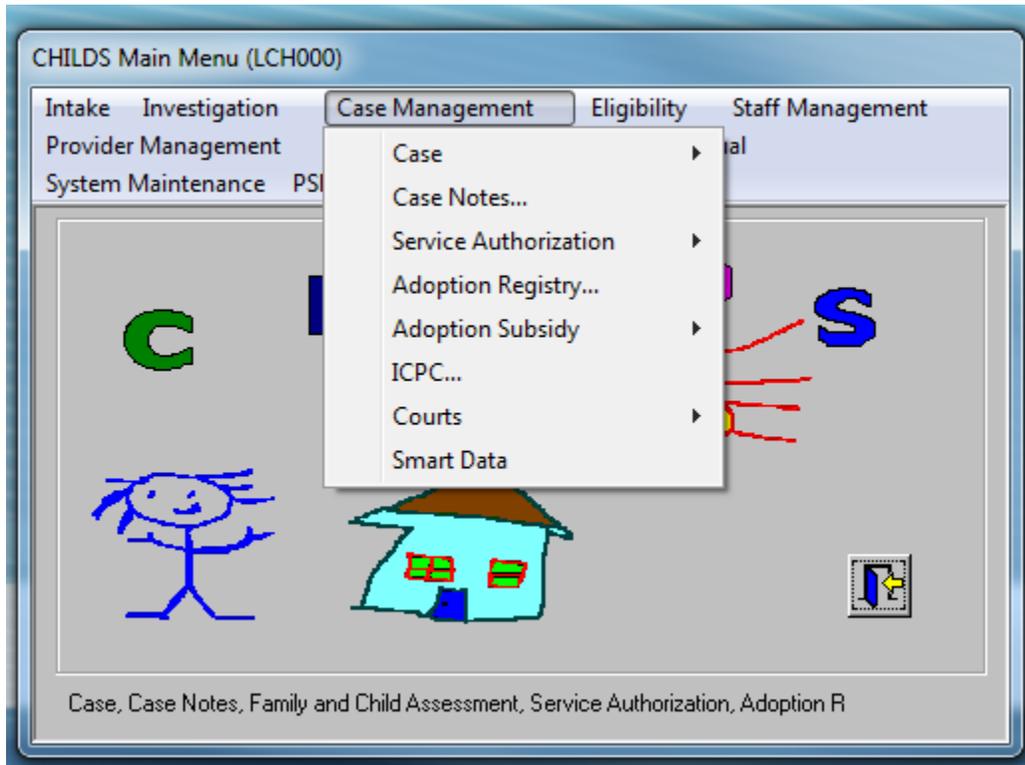
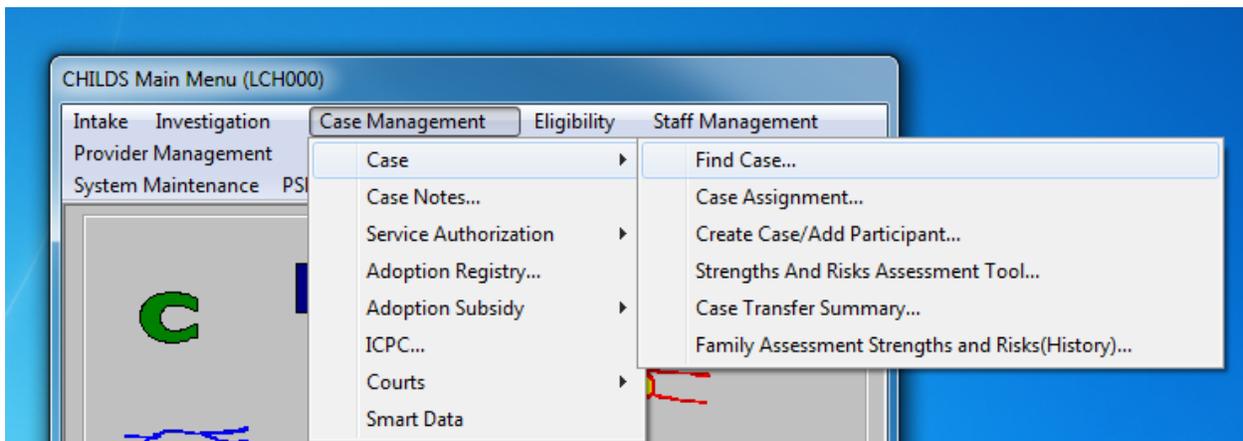


**How to Find Your Unit's Pending Closure Cases**

**Step 1 – Go to Case Management on the main screen of CHILDS**

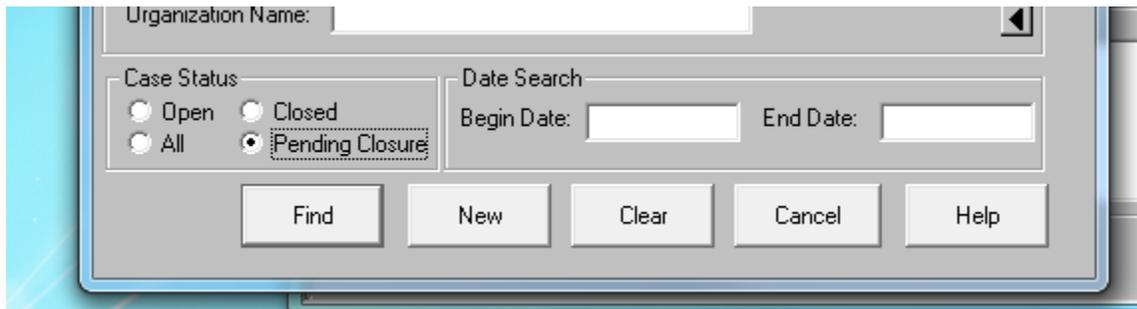


**Step 2 – Go to "Case", and then hover to the right to "Find Case"**



## DEPARTMENT OF CHILD SAFETY

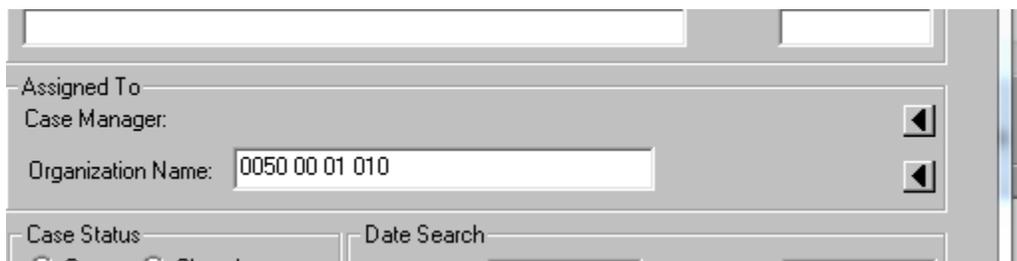
### Step 3 – Choose Pending Closure in the Case Status portion of the screen



A screenshot of a software interface showing the 'Case Status' section. It includes radio buttons for 'Open', 'Closed', 'All', and 'Pending Closure'. The 'Pending Closure' option is selected. To the right, there is a 'Date Search' section with 'Begin Date' and 'End Date' input fields. Below these are buttons for 'Find', 'New', 'Clear', 'Cancel', and 'Help'.

### Step 4 – Type in your Unit Organization Name

(The first four numbers are 00 plus your region. For example, Southwest Region is 50 so you would enter 0050. The second numbers are for the DPM. The third numbers are your section. And the final numbers are for your unit)

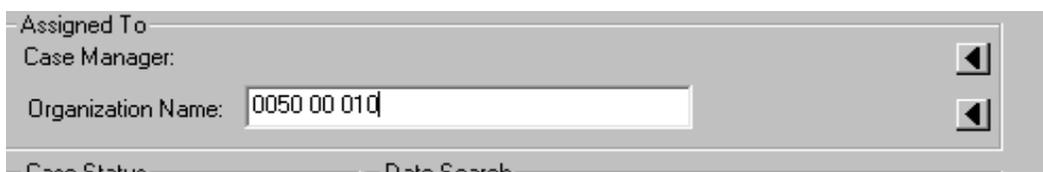


A screenshot of the 'Organization Name' input field in the software interface. The field contains the text '0050 00 01 010'. Above the field is a dropdown menu for 'Assigned To Case Manager'. Below the field are the 'Case Status' and 'Date Search' sections.

### Step 5 – Click Find

This will provide you with a list of all cases in Pending Closure Status for the specific unit

If you want to find all cases in Pending Closure Status for a section, not just one unit, leave off the last three numbers



A screenshot of the 'Organization Name' input field in the software interface. The field contains the text '0050 00 010' and the cursor is at the end of the text. Above the field is a dropdown menu for 'Assigned To Case Manager'. Below the field are the 'Case Status' and 'Date Search' sections.

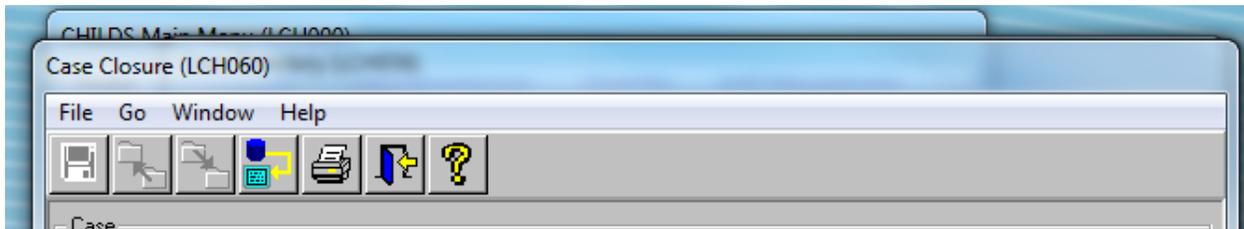
You can use the print tab at the top of the screen to print a list of the cases using the print button



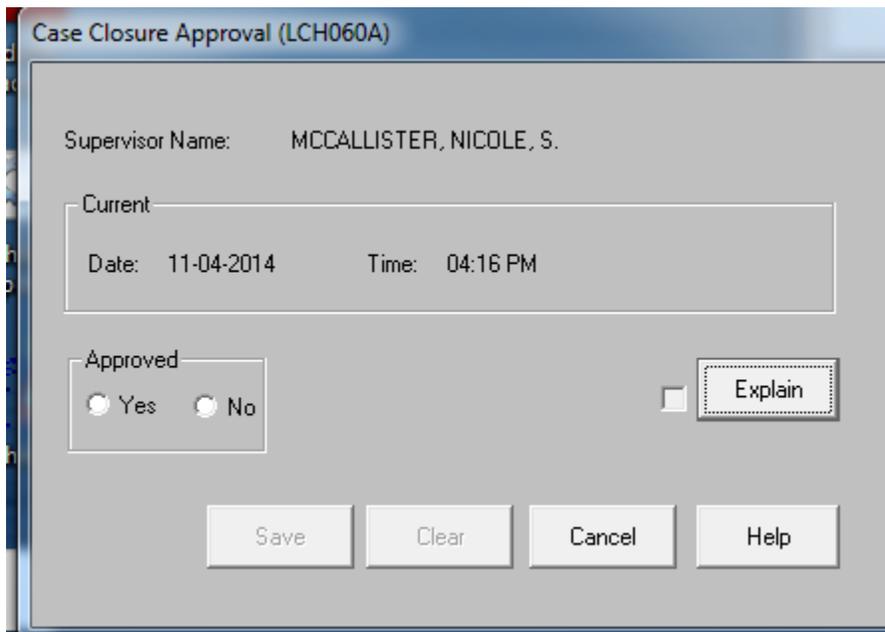
## DEPARTMENT OF CHILD SAFETY

If a Specialist puts a case into pending closure status and as the reviewer, you do not agree the case is completed and ready for closure, the case needs to be taken out of pending closure status to do this.

Click on the "Go" tab at the top of the Case Closure window



Then choose "Supervisor Approval" from the drop down

A screenshot of a dialog box titled "Case Closure Approval (LCH060A)". The dialog box contains the following elements:

- Supervisor Name: MCCALLISTER, NICOLE, S.
- Current: A text box containing "Date: 11-04-2014" and "Time: 04:16 PM".
- Approved: Two radio buttons labeled "Yes" and "No". The "No" radio button is selected.
- Explain: A button with a dotted border.
- Buttons at the bottom: Save, Clear, Cancel, and Help.

Click on "No" in the Approved box. In the "Explain" box, briefly state why the case is not ready for closure. For example, you might state, additional participants need to be interviewed before the investigation may be closed.

Once you hit save, this places the case back in "Open" status and back on the assigned Child Safety Specialist's Case Directory.