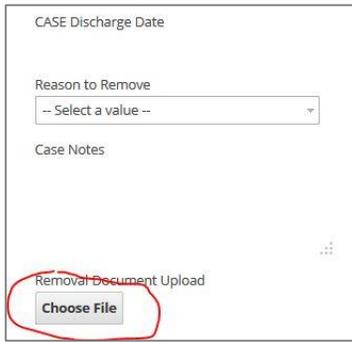
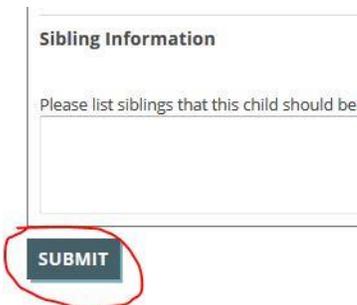


### How to Close A Case – Worker Guide

1. To close a case you must submit supporting documents
  - a. For a goal change: DHS-66, DHS-643, or a screenshot from SWSS/MiSACWIS showing the child's name, DOB & updated goal. If the correct documents are not included, the goal will not be changed.
  - b. For a completed adoption: OPC, OTR, or order of adoption.
  - c. For an overturned TPR, birth parent appeal, etc.: Any signed & dated court document or service plan showing the child's name & DOB. More information may be requested.
2. Locate the child whose case you would like to close on your worker dashboard & click their name to open their file for editing.
3. Scroll down to the "registration status" section of the page.
4. On the right side of the page, you'll see a "removal document upload" button.



5. Click that button & browse your computer to attach the supporting document for the removal.
6. If no other changes need to be made, click "submit" at the bottom of the page.
  - a. You do not need to change the child's registration status. An admin will do that during approval.



7. If there are siblings who also need to be closed, repeat this process for each sibling. You may upload the same document or packet to each child's file as long as it states the correct name & information for each child whose case you're closing.
8. Once the provided information is approved, the appropriate fields will be updated & the case will be discharged from MARE tracking. It will now appear on your discharged case list at the bottom of your worker dashboard.
  - a. If you ever need to reopen a closed case, contact MARE for assistance.

If you have any questions or concerns, please contact:

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