**Closing a Case**

1. If there is an external BHP on the case complete an Exit CAFAS. If there is an internal BHP then the TCM does not need to complete the exit CAFAS. Update the CAFAS to indicate that case was closed and provide discharge date next to the TCM prompt.
2. Complete a discharge summary and aftercare plan within 10 days of discharge. Paste as a blank note into My Clients Plus.
3. Send a copy of the discharge summary to the follow up provider within 10 days of discharge per regulations.
4. If you are unable to contact a guardian/parent to schedule the enrollment or determine if they are interested in services send a deadline letter.
5. If a case is never opened complete a detailed blank note and document that referral source was informed.
6. Task your billing reviewer to inform them of case closure.