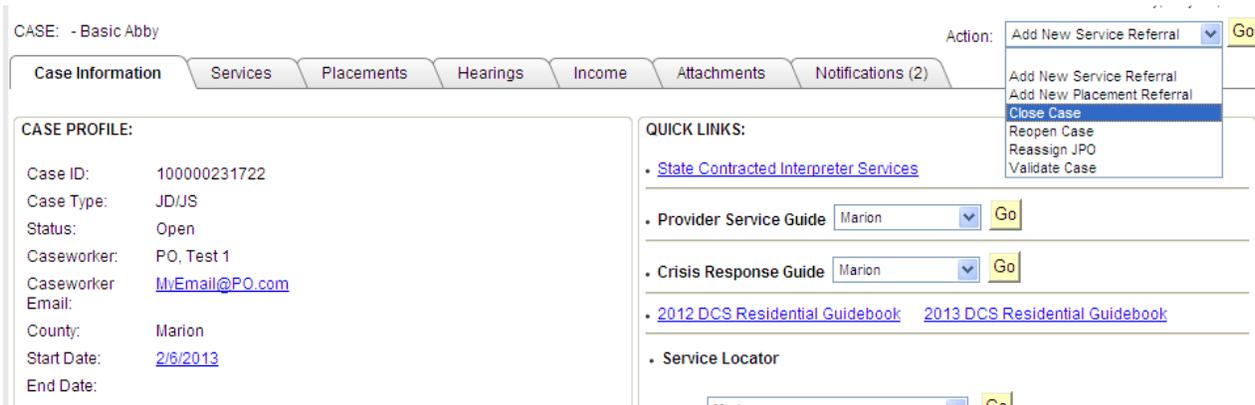


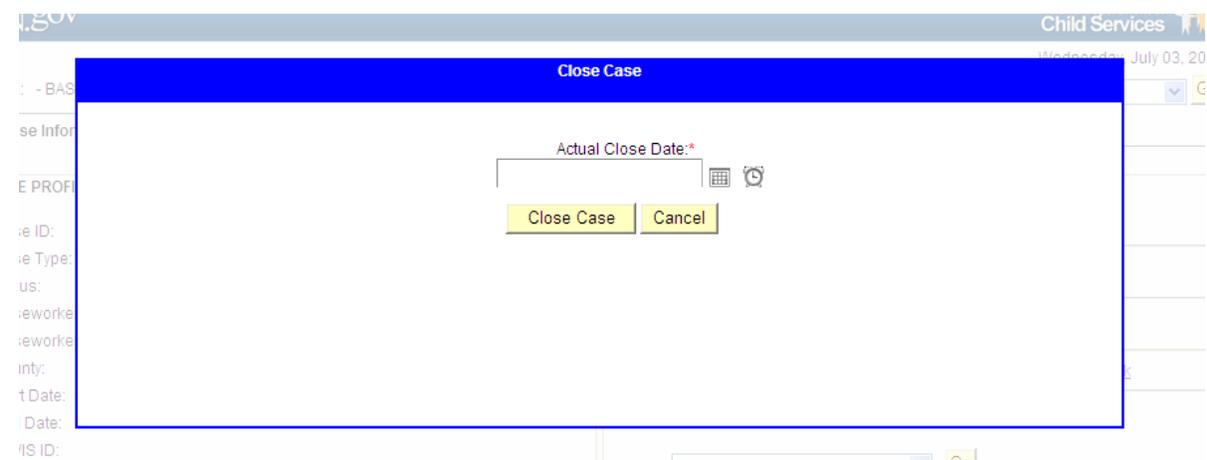
|                                                                                   |                                                                                 |                        |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------|
|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES</b><br><b>PROBATION SERVICES MANUAL</b> |                        |
|                                                                                   | <b>Chapter 1: Services</b>                                                      | <b>Effective Date:</b> |
|                                                                                   | <b>Section 5: Closing a services referral only in Kidtraks</b>                  | <b>Version: 1</b>      |

**PROCEDURE**

Once the youth’s probation case is dismissed or discharged by the court and the county probation office is no longer involved or supervising the youth, the MaGIK case can be closed. On the Case Information page, to the “ACTION” drop down in the upper right hand corner and select the “Close Case” option. Then click “Go”.



The “Case Close” pop up screen will be enabled. For services only and/or ESC cases, the only data field required is the “Actual Close Date”.



Use the calendar to set the date and use the clock to set the approximate time that the case is closed.

Click "Close Case" to save the close date which appears in the golden rectangular box on the top of the Case Information page. Click "Cancel" to exit the screen without saving.

CASE: - BASIC, RANDY Action: Add New Service Referral

**Case Information** | Services | Placements | Attachments | Notifications

**Closed Case**  
Actual Closing Date: 6/21/2013      Outcome: Case Closed

|                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>CASE PROFILE:</b></p> <p>Case ID: 100000231912<br/>Case Type: JD/JS<br/>Status: Closed<br/>Caseworker: Test1, Probation<br/>Caseworker Email: <a href="mailto:MyEmail99@PO.com">MyEmail99@PO.com</a><br/>County: Marion<br/>Start Date: <a href="#">5/18/2013</a><br/>End Date: 6/21/2013</p> | <p><b>QUICK LINKS:</b></p> <ul style="list-style-type: none"><li>• <a href="#">State Contracted Interpreter Services</a></li><hr/><li>• Provider Service Guide <input type="text" value="Marion"/> <input type="button" value="Go"/></li><hr/><li>• Crisis Response Guide <input type="text" value="Marion"/> <input type="button" value="Go"/></li><hr/><li>• <a href="#">2012 DCS Residential Guidebook</a>   <a href="#">2013 DCS Residential Guidebook</a></li><hr/><li>• Service Locator</li></ul> |
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