

Department of Disabilities, Aging, and Independent Living (DAIL)
Shared Living Program, Home Safety Inspection
Agency User Manual
Closing a Case
January 2023

If a Participant is no longer residing at a Location, the **Case** for that Participant at the Location needs to be **Closed** and a reason for the closure entered into the **Description** field.


To Close a Case:

- Open the **Case** for the participant.
- Navigate to the Description field, click Edit, and add the reason the case is being closed in the **Description** field. (See list of potential reasons below.)
- Click on **Closed** on the top status bar; Click **Mark Status as Complete**
- Once a Case is closed, the participant is no longer an active placement at the home.
 - If the Case is being closed due to a 5-year reinspection, a new Case should be created at the same time, and a new Home Safety Inspection started (See Requesting an Assessment)

Potential Reasons for Closing a Case

List of potential reasons that may be added to the “Description” of the Case when the case is closed:

| |
|---|
| 5 Year Reinspection being done |
| Participant passed away |
| Participant moved out of the home |
| Participant left the program |
| SLP and Participant moved to new location |

 Case [+ Follow](#) [Edit](#) [Print Record](#)

| | | |
|----------|--------|-------------|
| Priority | Status | Case Number |
| Medium | Open | 00203742 |




Open Emergency Placement Approved Approved Closed Select Closed Status

DETAILS RELATED

▼ **Location & Participant Information**

| | |
|------------------|--------|
| Participant Name | Status |
|------------------|--------|

▼ **Description Information**

| | |
|---|---|
| Description | Internal Comments |
| 5-year reinspection  |  |
| Subject  | |