LAS Case Closure

Version 1 – Sept 2020



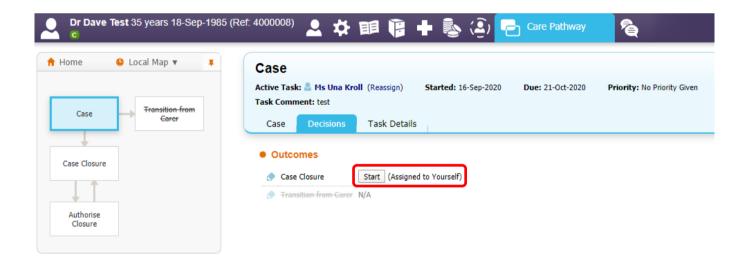
Case closure definition

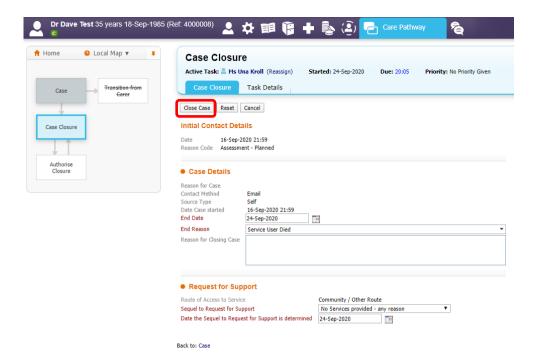
In LAS, the term closing a case refers to the act of physically closing down the whole file. In order to do this all plans must be ended and there must be no services in place. Case closure does not mean the same as closing the case to a worker i.e. deallocating that case from a worker whilst there are still services being provided or other intervention. See LAS guide on Professional involvements for further detail on active cases.

Case closure process



From the Case go to the decisions tab and start the Case Closure process as below





Complete all mandatory fields and click on Close Case, which will lead to the Update Retention Record as below:

Retention Record	Retention Details Retention Status Draft
	Recention Status Dialit
	Calculated Retention Details
	Calculated Code Case Closure
	Calculation Retention Date is calculated to be the Case closure date (24-Sep-2020) offset by 8 year Calculated Date 24-Sep-2028
	Actual Retention Details
	Retention Code
	Retention Date 24-Sep-2028
	Action on Expiration Begin Purge Process Begin Purge Process
	Notes
	Retention Notes test
	Paper Files
	Paper File Location ▼

Complete details as shown and click finalise

Depending on your profile, you may be asked to have the case closure authorised