

YOUTH FORCE PROGRAM

CLOSING PROCEDURES

Continuing from last fiscal year, our goal is to compartmentalize each school year for data reporting and tracking purposes. Below, please find the procedures for closing program youth.

End-of-Year Case Closures in SAMIS

- 8th grade graduates
 - All graduating youth who will not be attending summer programming should be closed at the end of the academic year (June). Please use the Closing Reasons Definitions or the Decision Tree to find the appropriate closing reason for each youth.
 - Please complete a Case Closure Form for each youth and attach the law violation follow-up service component (if applicable).
- Non-summer youth
 - All youth who will not receive services in the Summer session should be closed in SAMIS in June. Close date should be the last date of programming/services received.
 - Please use the Closing Reasons Definitions or the Decision Tree to find the appropriate closing reason for each youth.
 - If a youth will not be returning to programming the Fall, please complete a Case Closure Form and attach the law violation follow-up service component (if applicable).
- Summer youth
 - All cases in SAMIS should be closed by **THE FIRST WEEK IN AUGUST**. All cases should be closed, including new cases from the Summer session.
 - Please use the Closing Reasons Definitions or the Decision Tree to find the appropriate closing reason for each youth.

Post-Summer Services

Some agencies may provide services to youth and their families after the Summer session (generally the first week in August) and before the new school year programming begins. If you are **billing** for these services, you can re-open¹ that individual on the first day of service. Do not open any youth unless services are occurring or have been provided.

If you have any questions or concerns about the closing procedures or “re-opening” youth in SAMIS, please do not hesitate to contact me.

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¹ “Re-opening” youth in SAMIS means that you will use the “Copy Case to Same Program” function.