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| Adult Training & Habilitation Center   |  | | --- | | **D-VISS -17 POLICY AND PROCEDURE ON SERVICE TERMINATION** | |

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| I.  II.    III. | I.  II.    III.   |  |  | | --- | --- | |  | PURPOSE  The purpose of this policy is to establish determination guidelines and notification procedures for service termination.  本政策的目的是建立服务终止的判定指南和通知程序。   POLICY  It is the intent of the company to ensure continuity of care and service coordination between members of the support team including, but not limited to the person served, the legal representative and/or designated emergency contact, case manager, and other licensed caregivers during situations that may require or result in service termination. The company restricts service termination to specific situations according to MN Statutes, section 245D.10, subdivision 3a.  公司的目的是确保连续性的护理和服务支持团队成员之间的协调,包括但不限于服务的人,法定代表人及/或指定的紧急联系人,案例管理器中,和其他护理人员在授权情况下,可能需要在服务终止或结果。根据MN法规第245D条，公司将服务终止限制在特定情况下。3分。  PROCEDURE  The company recognizes that *temporary service suspension* and *service termination* are two separate procedures. The company must limit temporary service suspension to specific situations that are listed in the *Policy and Procedure on Temporary Service Suspension*. A temporary service suspension may lead to or include service termination or the company may do a temporary service suspension by itself. The company must limit service termination to specific situations that are listed below. A service termination may include a temporary service suspension or the company can do a service termination by itself.  本公司承认临时服务暂停和服务终止是两个独立的程序。本公司必须将暂停服务限制在《暂停服务政策和程序》中所列的特定情况。临时服务暂停可能导致或包括服务终止，或本公司可能自行进行临时服务暂停。本公司必须将服务终止限制在下列特定情况下。服务终止可能包括临时服务暂停或公司可以做服务终止   A. The company must permit each person served to remain in the program and must not terminate services unless: 公司必须允许被服务的每个人留在计划中，并且不得终止服务，除非:  1. The termination is necessary for the person’s welfare and the person’s needs cannot be met in the facility; 2. The safety of the person or others in the program is endangered and positive support strategies were attempted and have not achieved and effectively maintained safety for the person or others;   3. The health of the person or others in the program would otherwise be endangered;   4. The program has not been paid for services;   5. The program ceases to operate; or   6. The person has been terminated by the lead agency from waiver eligibility.  B. Prior to giving notice of service termination, the company must document actions taken to minimize or eliminate the need for termination. Action taken by the company must include, at a minimum:   1. Consultation with the person’s expanded/support team to identify and resolve issues leading to issuance of the termination notice; and   2. A request to the case manager for intervention services as identified in section 245D.03, subdivision 1, paragraph (c), clause (1), or other professional consultation or intervention services to support the person in the program. This requirement does not apply to notices of service termination issued due to the program not being paid for services.   3. If, based on the best interests of the person, the circumstances at the time of the termination notice were such that the company was unable to take the action specified above, the company must document the specific circumstances and the reason for being unable to do so.  C. The notice of service termination must meet the following requirements:   1. The company must notify the person or the person’s legal representative and the case manager in writing of the intended services termination; and   2. The notice must include:   a. The reason for the action;   b. Except for a service termination when the program ceases to operate, a summary of actions taken to minimize or eliminate the need for service termination or temporary service suspension as required | | |
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| Adult Training & Habilitation Center   under section 245D.10, subdivision 3a, paragraph (c), and why these measures failed to prevent the termination or suspension;   c. The person’s right to appeal the termination of services under MN Statutes, section 256.045, subdivision 3, paragraph (a); and   d. The person’s right to seek a temporary order staying the termination of services according to the procedures in MN Statutes, section 256.045, subdivision 4a or 6, paragraph (c).     D. Notice of the proposed termination of service, including those situations that began with a temporary service suspension, must be given:   1. At least 60 days prior to termination when the company is providing intensive supports and services identified in section 245D.03, subdivision 1, paragraph (c).   2. At least 30 days prior to termination for all other services licensed under Chapter 245D.   3. This termination notice may be given in conjunction with a notice of temporary services suspension.     E. During the service termination notice period, the company must:   1. Work with the expanded/support team to develop reasonable alternative to protect the person and others and to support continuity of care;   2. Provide information requested by the person or case manager; and   3. Maintain information about the service termination, including the written notice of intended service termination, in the service recipient record. | |
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