

Termination Procedures

Rule Requirement	Participant record	Participant record	Participant record	Participant record	Comments
	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	If the participant has not been terminated, put N/A and move to the next section
Participant Name>>>					
16.04.17.400. AGENCY PARTICIPANT RECORD REQUIREMENTS. Each agency certified under these rules must maintain accurate, current, and complete participant and administrative records. Each participant record must clearly document the date, time, duration, and type of service, and include the signature of the individual providing the service, for each service provided. Each participant record must contain the following information:					
16.04.17.400.13 Termination Procedures. The agency must develop and implement termination policies and procedures that address how the agency will ensure safety of the participant and community to the extent possible in the event that emergency conditions exist or the participant no longer in need of or desires services.					
16.04.17.400.13.a Emergency conditions warranting termination of services include:					
16.04.17.400.13.a.i A change in the participant's condition resulting in an increased level of care beyond the scope of the agency's ability to provide care for the participant.					
16.04.17.400.13.a.ii Significant behavior concerns including physical aggression by the participant that puts the health and safety of the agency's staff or other participants in jeopardy and behavior management techniques have failed to reduce the risk to staff or others.					
16.04.17.400.13.b In the instance where the participant is no longer in need of or desires services, the agency must ensure					

that the procedures include written notice of no less than thirty (30) days for termination, and include a transition plan, and a copy of the agency's grievance process. For the purposes of this chapter, a transition plan is an interim plan developed by the agency defining activities to assist the participant to transition out of residential habilitation services from that agency.					
16.04.17.400.13.c Services may be terminated prior to thirty (30) days if both parties agree in writing to the termination conditions. The agency may not terminate services when to do so would pose a threat of endangerment to the participant or others. The participant is entitled to appeal the termination utilizing the agency's grievance process regardless of the reason for termination.					
16.04.17.400.13.d The agency must notify the participant and his guardian, if applicable, no less than thirty (30) days prior to a change of ownership to ensure informed choice in the services they receive.					