

True Friends
Service Termination Policy
August 1, 2015

Program Name: True Friends

SERVICE TERMINATION POLICY

I. Policy

It is the policy of True Friends to ensure our procedures for service termination promote continuity of care and service coordination for person receiving services, and that we will work with other providers to share pertinent information.

II. Procedures

- A. True Friends remains committed, and must permit each individual served to remain in the True Friends program and will not, and must not terminate services unless:
1. The termination is necessary for the person's served welfare and the person's served needs cannot be met in the facility;
 2. The safety of the person served or others at True Friends is endangered and positive support strategies that were attempted did not achieve and effectively maintained safety for the person served or others;
 3. The health of the person served or others in the program would otherwise be endangered;
 4. The program has not been paid for services;
 5. The program ceases to operate under their 245 license or ceases to exit;
 6. The person has been terminated by the lead agency/financial payer for waiver eligibility.
- B. Prior to giving notice of service termination, True Friends must document, in writing, the actions taken to minimize or eliminate the need for termination.
1. Action taken by True Friends must, at a minimum, include:
 - a. Consultation with the person's served support team or expanded support team to identify and resolve issues leading to the issuance of the notice; and
 - b. A request to the case manager for intervention services, including behavioral support services, either in-home or out-of-home respite services, specialist services, or other professional consultation or intervention services to support the person using True Friends' services.

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2. No request for intervention services will be made if True Friends is terminating services because they have not received payment for services rendered.
 3. If, based on the best interests of the person served, the circumstances at the time of the notice were such that True Friends was unable to consult with the person's team or request intervention services, True Friends 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. True Friends must notify the person, or the person's legal representative and the case manager in writing of the intended service termination.
 2. If the service termination is from residential supports and services, including supporting living services, foster care services, or residential services in a supervised living facility, including an ICF/DD, True Friends must also notify the Department of Human services in writing. DHS notification will be provided by fax at 651-431-7406.
 3. The written notice of the proposed service termination must include all of the following:
 - a. The reason for the action;
 - b. A summary of the actions taken to minimize or eliminate the need for service termination or temporary service suspension, and why these measures failed to prevent the termination or suspension. A summary of actions is not required when the service termination is the result of True Friends ceasing operation.
 - c. The person's right to appeal the termination of services under Minnesota 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 section 256.045, subdivision 4a or 6, paragraph (c).
 4. The written notice of a proposed service termination, including those situations which began with a temporary service suspension, must be given before the proposed effective date of service termination.
 - a. For those persons receiving intensive supports and services, the notice must be provided at least 60 days before the proposed effective date of service termination.
 - b. For those person receiving other services, the notice must be provided at least 30 days before the proposed effective date of service termination.

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5. This notice may be given in conjunction with a notice of temporary service suspension.
- D. During the service suspension, True Friends must:
 6. Work with the support team or expanded support team to develop reasonable alternatives to protect the person served and others and to support continuity of care;
 7. Provide information requested by the person or case manager; and
 8. Maintain information about the service termination, including the written notice of intended service termination, in the person's record.

Policy reviewed and authorized by:

Legal Authority: Minn. Stat. 245D.10, subd.3a