**FOCUS SAMPLE REVIEW CHECKLIST**

**TERMINATION OF SERVICES BY PROVIDER**

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| --- | --- | --- | --- | --- |
| **Agency/Area Program:** | | | **Reviewer Name:** | |
| **Focus sample participant name/#:** | | | **Review Date:** | |
| BASED ON  OBSERVATIONS/INTERVIEWS –  THE FOLLOWING IS PRESENT | | YES/NO/NA – NOTES FROM OBSERVATIONS/INTERVIEWS | | |
| **TERMINATION OF SERVICES (404 NAC 4-002.08)** | | | | |
| If a provider or participant elects to terminate services, prior to terminating services, the provider must develop a transition plan in conjunction with the participant’s individual support planning team. | | |  | |

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| BASED ON **FILE REVIEW --**  THE FOLLOWING IS PRESENT | | YES/NO/NA – NOTES FROM **FILE REVIEW** |
| The participant’s file includes documentation regarding notification of termination of services. |  | |
| If the services were terminated by the agency, written notification was given to the participant no less than 60 days prior to the final day of services outlining the reasons for termination of services. (see 4-002.08 re: 90 days’ notice for enhanced rate services) |  | |

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| BASED ON FILE REVIEW –  THE FOLLOWING IS PRESENT | YES/NO/NA – NOTES FROM FILE REVIEW |
| If a provider or participant elects to terminate services, prior to terminating services, the provider must develop a transition plan in conjunction with the participant’s individual support planning team. The individual support plan (ISP) must include:     * Primary focus on the participant’s needs and preferences; * Timelines for the transition; * Supports and strategies that are needed for the new and current provider that meet the needs of the participant during and after the transition from one provider to another. |  |
| If the services were terminated by the participant or legal representative, written notification was received by the provider no less than 30 days prior to the final day of services. | N/A; We have no authority over participants or families. However, documentation of the participant or family terminating services with less than the required notice could indemnify the provider from failure to give proper notice. |

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**INDIVIDUALS PREPARING FOR TRANSITION**

Other notes: