

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Procedure

Section 8.22

DISENROLLMENT FROM SERVICES

Situations that may result in the disenrollment of an individual receiving Home and Community Based Waiver Services and/or the closing/suspension of an individual from receiving services such as Service and Support Administration Services or other TCBDD services include, but are not limited to:

- Death
- Incarceration
- Moving out of county/state
- Permanent nursing facility placement, or other facility
- Individual/ guardian request
- Individual/Guardian request for wait list placement only

Regardless of the circumstances, prompting the proposed disenrollment, closing or suspension of services, the individual affected by this action shall receive prior written notification at least fifteen (15) days prior to the proposed action in accordance with 5123:2-9-1 of Administrative Code. If applicable, notification shall include information informing the individual of his or her right to a state hearing under section 5101.35 of the Revised Code and Chapters 5101:6-1 to 5101:6-9 of the Administrative Code.

When the termination of services is proposed, an ISP meeting will be scheduled, when appropriate, to discuss the proposed action and any preventative steps that can be taken to terminate the proposed action.

The Superintendent will be provided notification of all proposed disenrollment's from HCBS services by the Medicaid Services Manager and/or Waiver Coordinator. Disenrollment information from HCBS waiver services will also be provided to the Ohio Department of Developmental Disabilities.

The previously assigned SSA will make contact with individual / guardian approximately two (2) weeks, four (4) weeks and eight (8) weeks following termination, closing / suspension of services. Contact will be made preferably through telephone call. If calls are not received / returned, a letter will be sent to last known address within one (1) week after initial attempted telephone contact. All contact will be documented through targeted case management notes.

Adopted: 3/25/2013

Reference:

OAC 5123:2-9-1

ORC 5101.35

Chapters 5101:6-1 to 5101:6-9