

Participant Initiated Discharge

- Completed when the participant is completely leaving CHOICES HCBS services. For example, moving out of state, changing waivers, or no longer wants any CHOICES service.
- Discharge notice and summary, for all waiver services, are filled out and submitted to DDD by the Case Manager.

CSP Initiated Termination

- Completed when the CSP can no longer provide services to the participant, and they initiate a termination of services.
- The CSP must provide the participant 30 days notice before the termination date.
- CSP completes and submits to DDD the termination notice and summary.
- The Case Manager assists the participant to find another provider. When another provider has been found, the Case Manager submits an SCR with the provider change information.

Case Manager Initiated Termination

- Completed when the case management agency can no longer provide services to the participant and initiate a termination of case management services.
- Case Manager must provide the participant with 30 days notice before the termination date.
- Case Manager completes and submits to DDD the termination notice and summary.
- Case Manager assists the participant to find another case management organization.
- The new case management organization completes an SCR with the change in provider information.

- If both the CSP and CM agency are terminating services, each entity is responsible for completing the discharge notice and summary.