

# Sibley County DAC

## TEMPORARY SERVICE SUSPENSION AND TERMINATION POLICY

### I. Policy

It is the policy of the Sibley County DAC to ensure our procedures for temporary service suspension and service termination promote continuity of care and service coordination for persons receiving services.

### II. Procedures

#### A. Temporary Service Suspension

1. The use of temporary service suspension by the Sibley County DAC is restricted to situations in which the conduct of the person being served poses an imminent risk of physical harm to self or others and less restrictive or positive support strategies would not achieve safety.
2. The Sibley County DAC must notify the person or the person's legal representative and the case manager in writing of the intended temporary service suspension.
3. The Sibley County DAC must provide information requested by the person or the person's legal representative or case manager when services are temporarily suspended.
4. Prior to giving notice of temporary service suspension, the Sibley County DAC must document the actions taken by the program to minimize or eliminate the need for temporary service suspension. For example:
  - a. The person's behavior that is prompting the temporary service suspension, including the frequency, intensity and the duration of the behavior.
  - b. The events leading up to the temporary service suspension.
  - c. Consultations with others on methods to minimize or eliminate the need for temporary service suspension.
5. During the period of temporary service suspension the Sibley County DAC will work with the appropriate county agency to develop reasonable alternatives to protect the person and others.
6. The Sibley County DAC must maintain information about the temporary service suspension in the person's record.

#### B. Service Termination

1. The Sibley County DAC must notify the person or the person's legal representative and the case manager in writing of the intended service termination and the person's right to seek a temporary order staying the termination of service according to the procedures in Minnesota Statutes, section [256.045](#), subdivision 4a or 6, paragraph (c).
2. 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.

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- b. For those persons receiving other services licensed under Minnesota Statutes, chapter 245D, the notice must be provided at least 30 days before the proposed effective date of service termination.
3. The Sibley County DAC must provide information requested by the person or the person's legal representative or case manager upon notice of service termination.
4. Prior to giving the written notice of service termination, the Sibley County DAC must document the actions taken by the program to minimize or eliminate the need for service termination.
5. During the service termination notice period the Sibley County DAC will work with the appropriate county agency to develop reasonable alternatives to protect the person and others.
6. The Sibley County DAC must maintain information about the service termination including the written termination notice in the person's record.
7. The Sibley County DAC must provide a copy of this policy to the person or the person's legal representative and case manager within five working days of service initiation.

Policy reviewed and authorized by:

Mark Pauly Executive Director  
Print Name & Title

Legal Authority: Minn. Stat. §§ 245D.10, subd. 3; 245D.10, subd. 4