



**MARY T. INC.
PROGRAM POLICY
MANUAL**

POLICY TITLE: Service Suspension and Termination

SECTION #: 2-13

REVISED BY: Scott Rugel, Program Director

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APPLIES TO: All Services Operating Under 245D

EFFECTIVE: 3/1/92

REVISED: 11/94; 11/14/95;
10/97; 10/98;
9/00; 2/01; 12/01;
11/06; 11/10 3/14

POLICY PURPOSE: To specify the process of temporary service suspension or termination of services to consumers in order to promote continuity and quality of consumer supports.

POLICY PROCEDURE

A. Temporary Service Suspension

1. The use of temporary service suspension by Mary T. Inc. 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. Mary T. Inc. will notify the person or the person's legal representative and the case manager in writing of the intended temporary service suspension.
3. Mary T. Inc. will 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, Mary T. Inc. will 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 Mary T. Inc. will work with the appropriate county agency to develop reasonable alternatives to protect the person and others.
6. Mary T. Inc. will maintain information about the temporary service suspension in the person's record.

B. Service Termination

1. Mary T. Inc. will 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, will be given before the proposed effective date of service termination.
 - a. For those persons receiving intensive supports and services, the notice will be provided at least 60 days before the proposed effective date of service termination.

- b. For those persons receiving other services licensed under Minnesota Statutes, chapter 245D, the notice will be provided at least 30 days before the proposed effective date of service termination.
3. Mary T. Inc. will 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, Mary T. Inc. will document the actions taken to minimize or eliminate the need for service termination.
5. During the service termination notice period Mary T. Inc. will work with the appropriate county agency to develop reasonable alternatives to protect the person and others.
6. Mary T. Inc. will maintain information about the service termination including the written termination notice in the person's record.
7. Mary T. Inc. will 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.