

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0650 (SS)
Effective Date: 12-27-02
Person Responsible: Director of Service and Support Administration

Subject: Exit from SSA Services
Last Revision: 09-09-2024

Approvals/Date: Brent C Baer 9/17/24
Superintendent, WCBDD Date

Amy Bruleen 9/9/24
Department Director/Coordinator Date

- | |
|--|
| 1. At any time, a person receiving Service and Support Administration Services may request to exit or discontinue service delivery by notifying their Service and Support Administrator. Additionally, the person's team may recommend that the individual has achieved the intended outcome of the service, and no further services are needed. |
| 2. If the individual received services through a HCBS waiver, their Service and Support Administrator will assist them in completing the Voluntary Withdrawal for Wavier Services and complete the NICS to disenroll the individual from the waiver. |
| 3. All contacts regarding the request to disenroll will be documented in a Case Note in the TCM system. |
| 4. The Service and Support Administrator will notify all appropriate individual service providers of the request to exit services. |
| 5. The Service and Support Administrator will complete the Exit Summary Form 03-ALL-ALL-0469 and forward a copy to the person receiving services and the receiving service provider as appropriate and based on consent. |
| 6. A person requesting re-entry to Service and Support Administration Services will contact the Service and Support Administrator/Intake and Eligibility to notify them of this request. All rules and regulations for determining eligibility for services will be adhered to. |
| 7. Within 45-60 days, a follow-up interview form 03-ALL-ALL-0470 with the person receiving services will be conducted by the appropriate program area supervisor/designee to determine the effectiveness of services and to respond to any additional needs. |
| 8. Aggregate information gathered during follow-up interviews will be used in Service and Support Administration's efforts toward continuous improvement in the quality of services. |

References: OAC 5123-9-01
OAC 5123-4-01

Forms: 03-ALL-ALL-0469
03-ALL-ALL-0470

tar\procedure\ss0650