

Options Inc.

## **TEMPORARY SERVICE SUSPENSION AND TERMINATION POLICY**

### **I. Policy**

Options Inc. will only suspend or terminate persons receiving services for situations in which the person's behavior causes immediate and serious danger to the health and safety of the individual or others, which cannot be adequately addressed by the resources available to Options.. The person will participate in the decision making process, applicable laws will be followed regarding this process, and program staff will advocate for the best decision for the person.

Immediate danger results from severe assaultive or self injurious behavior which endangers the consumer's or another person's life, sensory abilities, limb mobility, other major physical functioning or threatening another individual's physical appearance. The behavior is an immediate threat to the safety of the consumer or others and can be quantified according to intensity rate or duration.

A. "Suspension" means a temporary discontinuation of service to a person, which includes temporary removal of the person from the service site.

B. "Termination" means discharge from the program.

### **II. Procedures**

#### **A. Notification**

1. Options must notify the consumer, the legal representative, if any, and the case manager in writing and by phone call of the intended temporary service suspension or termination and intended effective date. Any other provider(s) serving the person must also be notified via a phone call.
2. The notification must include information about the person's right to seek a temporary order staying the suspension or termination according to the provisions in M.S. 256.045, Subd. 4a or Subd. 6 (c).
3. The person or legal representative may be referred to Legal Advocacy, the Office of Ombudsman for Mental Health/Mental Retardation, Arc Minnesota or one of its local chapters for assistance in requesting an order staying the suspension or termination.

#### **B. Information Requests**

Options Inc. must provide information requested by the person, the legal representative or case manager when services are temporarily suspended or upon notice of termination.

#### **C. Restrictions on Use of Temporary Suspension**

Use of temporary service suspension procedures is restricted to situations in which the person's behavior causes immediate and serious danger to the health and safety of the individual or others;

#### **D. Prior to Giving Notice**

Prior to giving notice of temporary service suspension or termination, Options Inc. must document in the person's individual record the actions taken by the program to minimize or eliminate the need for temporary service suspension or termination, including:

