



CHECKLIST FOR TERMINATING SELF-DIRECTING SERVICES

Date: _____

DWIHN Member: _____ Member ID: _____

Legal Representative (if applicable): _____

Email Address: _____ Telephone #: _____

CRSP: _____ Support Coordinator: _____

Fiscal Management Service: _____

Reason for termination of SD:

OBJECTIVE

The Self-Directed agreements remain in effect until it is terminated, with or without cause, in writing by either party. Termination of the agreement does not affect the individual's right to access services and supports through DWIHN. The individual has the right to local dispute resolution processes provided by DWIHN.

STEPS

- The SC must use the Person-Centered Planning (PCP) process to assist the member/Legal Representative with determining the desired method of services delivery to best meet the member's needs.
- The PCP process must minimally include discussion/documentation of barriers to continuing the current arrangement (reason for the change), attempts to resolve any barriers, and the effective date.
- SC will document the final decision of a member/Legal Representative in an Addendum to the IPOS, IPOS, or Progress Note.
- SC will early terminate the FMS service, if needed, and email the FMS and selfdetermination@dwihn.org.
- The SC will email the service providers, FMS, and DWIHN a written notice of the decision to end SD services identifying the reason(s):
- If a new service provider is selected, the SC will in-service the new service providers on the revised IPOS.