

HCP/CDDO Policy

Regarding: Involuntary Service Reduction Methodology

Final Revisions and Approval Date: May 17, 2001

Implementation Date: July 1, 2001

Policy Language:

The CDDO can reduce services involuntarily after the CDDO completes each of the following:

1. Establishes procedures to determine when it is appropriate to reduce services to a person. These procedures must be developed through a cooperative process involving representatives from key local stakeholders.
2. Identifies from the person-centered planning process that the services exceed the person's needs.
3. Provides its determination in writing to the person or the person's guardian, at least fifteen (15) working days before the reduction occurs; and
4. Informs the person of the opportunity to have the determination reviewed through the dispute resolution process including final review by the Office of Administrative Hearings, Department of Administration. A request for dispute resolution must be filed within thirty (30) calendar days from the notice of the final determination of the reduction of services. No reduction of services will occur until the dispute resolution process and administrative hearing process have been completed.