Seniors and People with Disabilities

Information Memorandum Transmittal

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Authorized Signature

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Topic: Developmental Disabilities

Service Enrollment End Dates For Individuals Who Have Left Services or Are Deceased

Applies to (check all that apply):
- All DHS employees
- Area Agencies on Aging
- Children, Adults and Families
- County DD Program Managers
- County Mental Health Directors
- Health Services
- Seniors and People with Disabilities
- Other (please specify): DD Services Coordinators, DD Central Office Staff

Message: This transmittal is to clarify which date is to be used as the service end date on the DHS 0337, the Foster Care Data Change form, and Client Prior Authorizations (CPAs) in eXPRS for individuals who have terminated services, or are deceased.

DMAP provider payment regulations and SPD IGA contract language stipulate that payment cannot be made for the date of service termination (eg: date of discharge, dis-enrollment, or due to death). Therefore the end date (ie: the last day of service) listed on an individual’s DD Foster Care Data Change Form or Client Prior Authorization (CPA) in eXPRS would be the date immediately prior to the date of service termination, service discharge, or death.

For example: if John Smith’s services are to be ended as he has died and his date of death is 2/15/2010, the end date of his services (ie: the last date of his services to be paid) would be 2/14/2010.

If you have any questions about this information, contact:

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