

Maternal Infant Health Program Termination Protocol

- 1) The MIHP provider agency must submit notice to terminate and a termination plan in writing to the MIHP Program Consultant, Division of Family and Community Health, MDHHS, with a minimum of 30 days' notice.
- 2) The termination plan must detail:
 - a) Name of the MIHP provider agency contact person(s), contact information and person(s) responsible for the termination plan, its implementation and completion.
 - b) How the MIHP provider agency will keep current contact information on file with MIHP for 7 years
 - c) Identification of how client cases will be handled upon program closure. This should include:
 - i) Identification of the MIHP agencies eligible to provide services to clients after termination.
 - ii) Identification of timelines for client transfer.
 - iii) Review of all cases by the assigned care coordinator(s) to determine if case should be transferred or closed.
 - iv) Notification to clients of program termination and options to transfer to another agency, including language stating that clients may choose their next MIHP agency.
 - v) Receipt of a release of information from each client for transfer if the client has chosen to transfer to a new MIHP provider agency.
 - vi) Notification of program termination and client status at program termination (e.g. discharge from program or transfer to another program) to each client's:
 - (1) managed health care plan;
 - (2) health care provider; and
 - (3) original referral source (if applicable)
 - d) Protocol for maintaining the MIHP provider agency records that includes:
 - i) Description of how all closed client and accounting records will be kept in a HIPAA compliant, secure area for 7 years after date of last service.
 - ii) Assurance that all client and accounting records will be available for inspection and/or audit by properly identified MDHHS.
- 3) MDHHS site visit(s) may be made to the terminating provider agency to:
 - a) Observe agency MIHP Program termination process, and/or
 - b) Provide consultation regarding problems experienced during termination.
- 4) Written notification to the MDHHS MIHP Consultant is required no later than 30 days after the agency's termination date that the termination plan was successfully implemented.