


POLICY NUMBER:	PR#033
POLICY NAME:	Reduction of Community Participation Services
FROM:	Jessica Gorton, Bureau Chief
SIGNATURE:	
EFFECTIVE DATE:	September 1, 2017, Revised April 15, 2024
REGULATORY REFERENCE(S)	He-M 503

Policy Statement:

The Department of Health and Human Services (DHHS), BDS develops and maintains policies to describe the requirements for implementing BDS programs and services, ensure compliance with applicable federal/state laws, regulations and requirements, and support the BDS mission and strategic planning goals.

Purpose and Intent of Policy:

The purpose of this policy is to set forth the procedure for submitting a request to reduce Community Participation Services by 20% or greater. Individuals should still have the opportunity to participate in as many community activities as possible, regardless of services provided.

Procedure:

1. The Service Agreement shall be amended to reflect or address the individual’s identified desire for a reduction in CPS hours. The Service Agreement shall be available for review by the BDS Liaison in IntellectAbility.
2. The Service Coordinator shall submit a request in NH Easy which shall include:
 - The proposed budget(s)
 - Signed Provider Acknowledgement Form from the provider agency(s) regarding the change in both CPS and any other services, and
 - New service authorizations which reflect the change in CPS and any other services.
3. The BDS Liaison will review the service authorization request(s) and documentation.
4. The BDS Liaison will follow up with the Service Coordinator if more information is needed.
5. The BDS Liaison will approve or deny the service authorizations in NH Easy.