



**SENIOR & LONG TERM CARE DIVISION  
COMMUNITY SERVICES BUREAU**

**HOME AND COMMUNITY BASED WAIVER  
Policy Manual**

**Section: CASE MANAGEMENT SYSTEM  
Subject: Contract Termination & Transition**

**CONTRACT  
REQUIREMENT**

The Department is required to give contract agencies written notice of contract termination at least 60 days prior to the effective cancellation date. The Department has the right to full access to the contract agency's facilities and records for the purpose of arranging the orderly transfer of contracted activities.

**TRANSITION  
TO A NEW  
CONTRACTOR**

The Department will request certain information to be made available to ensure a smooth transition to a new contractor. The information may include, but will not be limited to the following:

- Names, addresses, and phone numbers of members served.
- Names, addresses, and phone numbers of providers;
- Member records (Refer to HCBS 804); and
- Copies of team forms, reports, and any other material developed under the contract.

After the transition to the new contractor, the former contract agency will be responsible for outstanding claims for services and other financial matters related to the operation of the HCBS program during their contract period.