

5122-26-14

**Provider closing or acquisition.**

(A) If a provider certified by the department voluntarily closes, it shall give a thirty-day advance written notice to each of its current clients which specifies the date that the program will close. If a client is a minor, the program shall send notice to the minor client's parent or legal guardian, and to the minor in accordance with section 3719.012 of the Revised Code.

(1) A copy of this notice shall be placed in each client's clinical record.

(2) A copy of this notice shall be sent to the:

(a) Department's legal and regulatory service office responsible for compliance and certification of agencies.

(b) The boards for the counties in which the provider offers services.

(3) A program close-out audit shall be conducted which shall meet the department's guidelines and federal office of management and budget circulars.

(B) If a client will require ongoing services after the projected closing date, the provider shall:

(1) Refer the client to another provider certified by the department or to an individual in private practice who is qualified to provide the services needed; and,

(2) Have documentation to ascertain that the provider or private practice has accepted the client for admission. A progress note by a case manager or clinician stating the date, time and place that the client is scheduled for an intake interview will meet the requirements of this standard.

(C) If a program discontinues operations or is taken over or acquired by another entity, it shall comply with 42 C.F.R., part 2, subsection 2.19 which governs the disposition of records by discontinued programs.”