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**CASE CLOSURE**

The Adult Community Placement (ACP) case must have all documentation and narrative entered in ASCAP before the case is closed. Currently, the paper file must contain certain items to satisfy file retention requirements of Medicaid.

- Case closing information must be entered in ASCAP.
- Any comments that may prove helpful in the future should be included in the closing summary.
- The adult services worker must generate a DHS-1212, Advanced Negative Action Notice, from ASCAP and mail to the client or his guardian/designated representative (If required; see ASM-010, Program Eligibility when no need to send DHS-1212).
- The payments to providers must be terminated in ASCAP.

**Closing codes**

The case should be closed in ASCAP using the appropriate goal status code. Goal status codes used when closing cases have special program definitions based on type of residential/care setting at time of closure. Descriptions of each choice below:

- Code 1: Died.
- Code 2: Services Not Available.
- Code 3: Refused Services.
- Code 4: Situation Stable, Services no longer needed.
- Code 5: Moved out of State.
- Code 6: Placed in Adult Foster Care (AFC).
- Code 7: Placed in Nursing Home (NH).
- Code 8: Placed in Home for the Aged (HA).
- Code 9: Placed in Independent Living Services (ILS).
- Code 10: Situation Stable, Guardian/Conservator in place.
- Code 11: Customer Request.

- Code 12: Placed in Program of All-Inclusive Care for the Elderly (PACE).
- Code 13: Placed in MI Choice Waiver.
- Code 14: Placed in Integrated Care Organization (ICO).

## FILE RETENTION

Certain documents used in the ACP program must be kept on file either in paper form or electronically for a set amount of time after the case is closed. [Click here to open a document with adult services file retention requirements manually](#) or to navigate to the site:

1. From the MDHHS intranet select **About MDHHS** tab and then click **Offices and Departments**.
2. Select **Field Operations Administration**.
3. From Services Provided by FOA click **Adult Services**.
4. Under **What's New** click **Reference Materials**.
5. Click **File Retention**.