**Section 240.1170 Caseload Transfer** – **Provider to Provider**

a) A caseload transfer shall occur when the serving provider's contract for provision of CCP services has been terminated by either party to the contract.

b) The Department shall notify the appropriate CCU of the impending transfer and the effective termination date, and forward a copy of each notification to the respective transferring and receiving providers.

c) The participant/authorized representative shall complete the Participant Agreement and Consent Form and forward it to the CCU by the date specified in the Department notice (no later than 15 calendar days after the date of mailing by the Department).

d) Within five work days after the date specified by the Department in subsection (c), the CCU shall identify the receiving provider for each participant in the caseload, using the completed Participant Agreement and Consent Form or the approved rotation plan, if a Participant Agreement and Consent Form has not been received.

e) Upon adequate notification by the Department of the provider's intent to terminate its contract, the CCU shall:

1) advise the receiving provider verbally of the impending transfer of the participants and the date that service must be initiated for each participant to prevent interruption of service;

2) send written notification to the participants/authorized representatives giving the date of initiation of service by the receiving provider; and

3) send a new Participant Agreement – Person-Centered Plan of Care and applicable pages of the comprehensive assessment for each transferring participant to the appropriate receiving provider.

f) The time frame specified in subsection (e) does not apply when an emergency procurement action is required due to contract termination and to prevent interruption of participant services.

g) The participant's/authorized representative's signature shall be obtained on the new Participant Agreement – Person-Centered Plan of Care and copies distributed as appropriate.

h) The transfer of a caseload must be completed no later than the effective termination date of the contract.

(Source: Amended at 48 Ill. Reg. 11053, effective July 16, 2024)