

## **Contract/Program Closure Check List**

### **Data Clean-up**

- All Admits and discharges are entered in Avatar.
- All services are entered, and billing signed.
- Any past billing errors are corrected and sent for processing.
- All CALOMS/CSI are finalized.
- All SUTS DATAR /ALOC's and GSR submissions are complete.
- All Beneficiary Feedback Surveys are submitted.
- All provider monthly reports submitted.

### **Beneficiaries**

- Transition
- Need discharge plan for beneficiaries that are still in treatment the last week of June.
- BHSD will provide closure notification letter to disseminate to beneficiaries.

### **Beneficiary Files, Documents, & Records**

- Contractor should shred all beneficiary records older than ten (10) years.
- Beneficiary records for the past 10 years need to be boxed, alphabetical by year.
- Each boxed will need to be inventoried and labelled with supplies provided by BHSD.
- Completed boxed beneficiary records will be coordinated to be picked up by BHSD.

### **Computers and Related Equipment**

- Complete list of all computer and electronic equipment purchased with County funds.
- Remote Access tokens need to be returned.

### **Office Equipment, Furniture, Vehicles, Household Items**

- Complete list of all equipment purchased with County funds.
- All bus tokens / vouchers need to be returned.