**DWIHN** **Contract Provider Close Out Plan**

What is the Purpose?

The Contract Provider Close Out Plan is to be used when a provider is closing a program, contract home, site location, or terminating a contract. The Close Out Plan asks:

* Who (Provider or DWIHN Department) is responsible for the task to be completed?
* What is the task(s) timeline requirement to be completed?
* What is the target date the task will be completed?
* Who is the person(s) identified to complete the task(s)?
* Are the task(s) completed or NA?

Where is the most current copy of the Close Out Plan located?

The Plan and other necessary documents can be found on the DWIHN Website at:

[**https://www.dwihn.org/Provider-Close-Out-Plan-and-Required-Change-Forms.id.2119.htm**](https://www.dwihn.org/Provider-Close-Out-Plan-and-Required-Change-Forms.id.2119.htm)

What to do if contemplating a closure?

If you are thinking about closing a program, contract home, site location, or terminating a contract, please contact your assigned Provider Network Manager (PNM)/Contract Manager. They will guide you through the Close Out Plan process. Working together ahead of time will be beneficial for everyone and more effective in the process.

When will there be trainings available for providers to attend?

Trainings are held via Zoom app. Click or copy and paste the link onto your browser:

Tuesday, April 4, 2023 at 9-9:30am Join Zoom Meeting:

<https://dwihn-org.zoom.us/j/85888891218?pwd=MUJHZnFOSGxLYnRMeDl4TkNteUhaUT09>

Meeting ID: 858 8889 1218 - Passcode: 611004

Tuesday, May 2, 2023 at 9-9:30 am Join Zoom Meeting

<https://dwihn-org.zoom.us/j/85888891218?pwd=MUJHZnFOSGxLYnRMeDl4TkNteUhaUT09>

Meeting ID: 858 8889 1218 - Passcode: 611004

Tuesday, June 6, 2023 at 9-9:30am Join Zoom Meeting

<https://dwihn-org.zoom.us/j/85888891218?pwd=MUJHZnFOSGxLYnRMeDl4TkNteUhaUT09>

Meeting ID: 858 8889 1218 - Passcode: 611004

Wednesday, July 12, 2023 at 9-9:30am Join Zoom Meeting

<https://dwihn-org.zoom.us/j/85888891218?pwd=MUJHZnFOSGxLYnRMeDl4TkNteUhaUT09>

Meeting ID: 858 8889 1218 - Passcode: 611004