Changing a case from Service to Non-Service

Notice Sent ☐ yes   Type: _____

DHR CBC Screen Closed ☐ yes ☐ n/a

MMIS POC Screen Closed ☐ yes ☐ n/a

CAPS Benefit and Service Plan Ended ☐ yes

Case Descriptors Updated ☐ yes

Dates NOT overlapping with Service Benefit (CAPS) period and new Benefit ☐ yes

Narrated ☐ yes

Check MMIS the next day to make sure action carried over ☐ yes