

# Partners in Recovery

## Notification of Intent to Close

Date \_\_\_\_\_

Dear \_\_\_\_\_;

I have been attempting to reach you for quite some time and I have not been able to make contact with you. At this time, your clinical team will be closing your case due to: \_\_\_\_\_  
\_\_\_\_\_.

To appeal this decision, *please see the attached **Notice of Decision and Right to Appeal**.*

Once your case has been closed, you may contact the site or Partners in Recovery at the telephone numbers listed below to request that your case be re-opened so that you may resume treatment:

Site Telephone Number: \_\_\_\_\_

Partners in Recovery Phone Number: \_\_\_\_\_

You will not have to complete the Seriously Mentally Ill eligibility determination process in order to have your case re-opened.

Should you require immediate or crisis services, you may always contact the **Crisis Line at 800-631-1314**. Services are available 24 hours every day.

Sincerely,

\_\_\_\_\_  
Staff Signature/Position/Credentials