

## **County to County Protocol for the Transfer of Individuals enrolled on HCBS waivers**

The 'sending' county mr/dd board is to provide the following information to the 'receiving' county mr/dd board when any enrolled recipient of an ODMRDD' administered waiver re-locates from one county to another. [Note: the sequence of notifications between Superintendents and SSA's will be determined by each county mr/dd board]

### **"Sending" county mr/dd boards' activities:**

- A. Assemble and forward to the SSA in the 'receiving county' copies of **pertinent** information from the individual's case file. [OAC 5123:2-1-11(R)] Please refer to the **List of Suggested Documentation** regarding what could be sent.
- B. Notify in writing the SSA/contact from the 'receiving' county 45 days (or as timely as may be possible) prior to the effective date of the proposed transfer. In the notification, include:
  1. The date the individual intends to re-locate into the 'receiving' county;
  2. Updated "Release of Information" and/or consent forms;
  3. A brief summary of events leading to the transfer;
  4. The names, e-mail addresses and phone numbers of contacts at the individual's current residence who can facilitate the transfer.
- C. Notify the local county Department of Job and Family Services of the impending move to assure that the individual's Medicaid eligibility will be maintained.
- D. Send a letter from the Superintendent of the 'sending' county mr/dd board to the Superintendent of the 'receiving' county mr/dd board indicating the details of the transfer and the date of the proposed transfer for the individual.
- E. Transfer the individual officially via the ODMRDD online IIF system.
- F. Send a NICS form to Medicaid Development & Administration and to the Fiscal/PAWS unit at ODMRDD.

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