

**County to County Protocol for the Transfer of Individuals at the time of enrollment onto a waiver**

A county board cannot “transfer” an allocation to another county, thus the sending county must initiate and complete the enrollment process prior to the person “transferring” to the new county. Therefore it is critical that the ‘sending’ and the ‘receiving’ county mr/dd boards collaborate in order to complete the pending enrollment and subsequent transfer of a waiver recipient from one county to another.

**“Sending” county mr/dd boards’ activities:**

- A. Enter the person into the PICT and await DMR approval and allocation of the waiver.
- B. The ‘sending’ county will complete the Initial Waiver Application and submit it to ODMRDD. A NICS form must be submitted with the waiver application reflecting that upon enrollment this person will be transferring to county “x”.
- C. The ‘sending’ county SSA/contact will notify the SSA/contact from the ‘receiving’ county at least 45 days (or as timely as may be possible) prior to the effective date of the proposed enrollment and transfer of allocation. In the notification, include:
  - 1. The date the individual wishes to re-locate and begin waiver services in the ‘receiving’ county. The ‘receiving’ and ‘sending’ mr/dd boards will agree upon a proposed enrollment/transfer date;
  - 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.
- D. Assemble and provide to the new county board **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.
- E. The ‘sending’ mr/dd board county will develop a letter from the Superintendent to the Superintendent of the ‘receiving’ county mr/dd board indicating the details of the transfer, and the proposed enrollment/transfer date.
- F. The ‘sending’ county will transfer the individual officially via the ODMRDD online IIF system.

**“Receiving” county mr/dd boards’ activities include:**

- A. Collaborate with the ‘sending’ county to complete the 2399/7200 documents and that the ‘receiving’ county will submit them to it’s local county Department of Job and Family Services;
- B. Collaborate with the ‘sending’ county to complete the ODDP assessment and score that the ‘receiving’ county will submit to ODMR/DD;

- C. The 'receiving' county will be responsible to assist the individual to complete the final selection of service providers;
- D. Collaborate with the 'sending' county to complete the Adult Acuity Instrument assessment and score that the 'receiving' county will submit to ODMR/DD;
- E. The 'receiving' county will complete the initial ISP.
- F. The 'receiving' county will complete the initial PAWS.

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