

## **Medicaid Approval & Waiver Enrollment for persons moving from a Long Term Care Facility (LTCF) to the Community**

The following procedure should be coordinated at the county and state levels (MRDD and JFS) to ensure that approval for Medicaid waiver services will be available on the date of discharge from the LTCF even if this occurs after the person has actually moved.

### **A. Enrolling on a waiver in the same county where currently residing:**

1. The individual, while still living in the LTCF, applies for an MRDD waiver through either JFS or the County Board of MRDD or both.
2. A waiver application is submitted to ODMRDD following the usual process with a proposed date of enrollment on which it is anticipated the individual will be moving into the community. This date can be negotiated as may be necessary.
3. A 2399 will need to be submitted to the local CDJFS in the county in which the individual currently resides at the same time the waiver application is submitted to ODMRDD.
4. The OA3 assigned to your county will view in CRISE that the person is living in an LTCF and will begin to coordinate a move date with the county board and the local JFS worker.
5. When the individual moves to the community, he/she reports the change of address information promptly to the CDJFS.
6. The CDJFS staff changes the living arrangement code in CRISE to indicate that the individual now resides in the community. The local JFS worker cannot change the living code prior to discharge from the facility.
7. The OA3 will complete the waiver enrollment process in CRISE and WMS with coordination from the local entities.

### **B. Enrolling on a waiver in a county different from where you are currently residing. This process requires coordination from both county boards, both local JFS offices and ODMRDD.**

1. The individual, while still living in the LTCF, applies for an MRDD waiver through either JFS or the County Board of MRDD or both.
2. The County Board requesting the waiver allocation for the individual is responsible for submitting the waiver application to ODMRDD and the 2399 to the local CDJFS. The County Board submitting the waiver application remains the point of contact during the entire enrollment process up until the transfer is completed by ODMRDD.
3. A waiver application is submitted to ODMRDD following the usual process with a proposed date of enrollment on which it is anticipated the individual will be moving into the community. This date can be negotiated as may be necessary. A NICS form must be submitted with the waiver application reflecting that upon enrollment this person will be transferring to county "x".

4. The OA3 assigned to the county submitting the waiver application will view in CRISE that the person is living in an LTCF and will begin to coordinate a move date with the current and new county board and the local JFS workers. For ODMRDD this may involve more than one OA3.
5. When the individual moves to the community, he/she, or their authorized representative reports the change of address information promptly to the CDJFS.
6. The CDJFS staff changes the living arrangement code in CRIS-e to indicate that the individual now resides in the community. The local JFS worker cannot change the living code prior to discharge from the facility.
7. The OA3 will complete the waiver enrollment process in CRISE and WMS with coordination from the local entities.
8. Once enrolled, ODMRDD will process the NICS form for the county to county transfer with the effective transfer date being the waiver enrollment date.

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