



Ohio Department of Mental Retardation and Developmental Disabilities

Ted Strickland, Governor

John L. Martin, Director

June 17, 2009

To: County Board of MRDD Superintendents Council of Governments Directors
 County Board of MRDD Waiver Contacts County Board of MRDD SSA Directors
 Ohio Association of County Boards MRDD

From: Tracy Cloud-Thomas, Assistant Deputy Director, ODMRDD Medicaid Development and Administration

Subject: Simplification and Efficiency Measures

The purpose of this memo is to announce the immediate implementation of a new simplification to the redetermination-significant change process. In addition, this memo clarifies the incomplete application procedure to ensure our compliance with existing rules.

Redetermination - Significant Change Procedures

Purpose – This change will eliminate the need to change span dates multiple times throughout the same year, thus do away with the duplication of effort to regenerate ISPs, cost projections, PAWS, Prior-Authorizations, etc This process will be applicable regardless of the reason for submission of the redetermination significant change. Please note that redetermination - significant change should be submitted **prior** to the 6th or 16th birth date.

Current Process	New Process
<ul style="list-style-type: none"> • The CB submits an annual redetermination. • If client turns 6 or 16 yrs old during that year, the CB also sends a redetermination - significant change, which results in a new waiver span. • Revisions and systems updates are generated to reflect the waiver span date change. • A redetermination letter is sent containing the new waiver span dates. 	<ul style="list-style-type: none"> • If the annual redetermination is within 90 days prior to the 6th or 16th birth date that year, the CB will send the redetermination - significant change as the annual redetermination – requiring only one redetermination that year and eliminating the need to change the waiver span date. • If the birth date is outside the 90 day window, the CB will be required to send the annual redetermination and the redetermination – significant change. • However, the span date does not change in the case of a redetermination- significant change. The CB may enter the current waiver start date on redetermination – signification change application for “Proposed Waiver Begin Date.” • OA3 will acknowledge receipt - using new tracking code “RDSC”. No new span is created in WMS. • A new redetermination letter is created and sent with current span dates after processing is completed. • New columns will be added to 6 and 16 Cognos report to reflect the “RDSC” status date(receipt date) and “LOCC” date (Level of Care Completed) for tracking purposes. The new status can also be seen on the “Tracking Status Report”.

Incomplete Application Procedure

The purpose of this communication is to clarify the denial process for incomplete applications, to ensure that applications are completed in a timely manner and that clients and guardians receive hearing rights required by rule in a timely manner.

As in the past, if an application is received incomplete and the RPS2 does not have the required information to determine level of care, a 20-day letter will be sent the CB waiver contact, superintendent and COG if applicable. A copy of the letter is also sent to the client and guardian. In that letter, it has always stated that if the required documentation is not received within 20-days from the letter date a “Notice of Intent to Deny” along with appeal rights will be sent to the client and guardian. This notice allows an additional 15 days for submission of the requested documentation. This notice will clearly indicate that on the 16th day, the initial application for waiver services will be denied due to “Incomplete Information – No Level of Care.”

The CB may request an extension from the RPS2 assigned to your county. Extensions will be granted on a case by case basis.

Thank you for your ongoing support and cooperation with our simplification and efficiency efforts. If you have questions about the topics covered in this memo please contact: Terri Smith, Waiver Manager via email at Terri.Smith@drm.state.oh.us or by phone at (614) 728-2555.