



Ohio Department of Mental Retardation and Developmental Disabilities

Ted Strickland, Governor

John L. Martin, Director

August 8, 2008

**To: County Board of MRDD Superintendents
County Board of MRDD COG Directors
County Board of MRDD SSA Directors
County Board of MRDD Waiver Contacts**

From: Jane Black, Medicaid Development and Administration, ODMRDD

Subject: REVISED NOTIFICATION OF INDIVIDUAL CHANGE IN STATUS FORM

In a collaborative effort with the PAWS Unit, Medicaid Development & Administration is excited to be able to share this revised NICS form & instructions with the field. Our hope is that you will find this a user friendly tool with which we can all increase our efficiency with these required communications. Please be sure to follow the instructions carefully and in a timely manner.

Here are some highlights of the changes:

- PAWS documents no longer need to be submitted for suspensions
- Nursing Services removed from the form as ODMRDD is no longer involved in this process
- Change of Address information deleted. You do not need to send us these changes.

Some critical points to remember:

- Please submit the NICS form to us at the beginning of a suspension, not just at the end unless it is only for a few days.
- Signatures are required for almost all disenrollments and denials. (See the instructions.)

We will continue to accept the old form through the month of August and then ask that everyone **transition to the new form by September 1, 2008.**

If you have any questions regarding this form, please email the OA3 (Office Assistant) for your county.

The Division of Information Systems will have the new form on the website in the near future. That will be a fillable form as it has been in the past. Please watch for this update at:

<http://mrdd.ohio.gov/medicaid/enrollment.htm>

Please share this with all applicable staff!! Thank you!

c: Tim Smith, Fiscal Administration