

Transition of Individuals into a Nursing Facility (NF)

ODP Announcement 22-039

AUDIENCE:

Administrative Entities (AE)*, County Mental Health/Intellectual Disability (MH/ID) programs, Supports Coordination Organizations (SCO), Supports Coordinators (SC), and Targeted Support Management (TSM) providers

PURPOSE:

This guidance describes actions the AEs and SCOs must take when an Office of Developmental Programs' (ODP) waiver or base participant is admitted to a NF to ensure a coordinated transition to Long Term Care (LTC) services and prevent service interruptions.

OVERVIEW:

Community Health Choices (CHC) essentially involves two populations:

1. Dual Eligible Participants: Individuals who are 21 years of age or older and dually eligible for Medicare and Medicaid.
2. Participants Needing Long-Term Services and Supports (LTSS): Individuals who are 21 years of age or older and eligible for Medical Assistance LTSS because they need the level of care provided by a NF. This is coded as NFCE: Nursing Facility Clinical Eligible. CHC participants eligible for LTSS can receive services in a NF or in their Home and Community through the CHC Waiver.

When an ODP waiver participant (Adult Autism, Consolidated, Community Living or Person/Family Directed Support) is identified for NF admission, he or she will transition from the ODP waiver to CHC for their LTSS. Nursing services are started the day of admission into the NF, ensuring health and safety. The individual must begin to receive CHC services on the day he or she is admitted to the NF.

Individuals cannot be dually enrolled in CHC and an ODP waiver. The AE, county MH/ID program, and/or SC will assist the individual in transitioning to the NF and move the participant into reserved capacity for their ODP waiver. Enrollment in an ODP waiver or base services in HCSIS prevents the CHC from enrolling the individual in LTSS in eCIS; therefore, the AE must end date the waiver or Base enrollment in HCSIS prior to the CHC enrollment date in eCIS/CIS to avoid overlap.

DISCUSSION:

The AE and the NF will coordinate with the individual and family, county MH/ID program, SC or TSM provider as appropriate, to determine an anticipated date of admission to the NF. The individual will begin to receive NF services on the day of admittance which will begin their reserve capacity status. In HCSIS, it is possible to have an "Intent to Enroll" status for an ODP waiver while enrolled in CHC. This will ensure the individual's ODP waiver spot is reserved for up to 180 days after admission to a NF. Individuals can receive SC Services Only while enrolled in a CHC NF. It is the responsibility of the AE to work with the Bureau of Data Claims Management (BDCM) and the County Assistance Office (CAO) to coordinate the transition.

To complete the transfer, it is important that the AE follows the steps listed below simultaneously (if not the CHC will not automatically be enrolled overnight in eCIS/CIS).

ODP Waiver Transfer to CHC NF

1. A critical revision must be created and approved, and services must be reauthorized, to end date the waiver services in the Individual Support Plan (ISP). The end date of services must be prior to the NF admission date.
2. After the critical revision is approved, the AE will change the individual's eligibility status in HCSIS to reserved capacity. The reserved capacity date is the same as the day one admission date. This allows the individual to be eligible to receive services in CHC effective day one of admission to the CHC NF. Follow these steps to change the status on the Waiver/Program Enrollment screen in HCSIS from "Enrolled" to "Intent to Enroll."
 - a. End the participant's ODP waiver "Enrolled" status on the Waiver/Program Enrollment screen by entering an effective end date, which would be the day before admission to the NF and select the reason eligibility is ending as "Entering Nursing Facility."
 - b. Click "Add" on the Waiver/Program Enrollment screen. Select the appropriate ODP waiver as the waiver/program enrollment type. Select "Intent to Enroll" as the waiver/program status and ensure the effective begin date is day one of admission into the NF (which is also the day after the "Enrolled" status ends for that same ODP waiver).
3. After a participant's capacity has been reserved by moving them to "Intent to Enroll" status, enroll the participant in SC Services Only effective day one of admission in the NF**.

- a. On the Waiver/Program Enrollment screen in HCSIS, click “Add” and select SC Services Only. Make sure the effective begin date is day one of admission to the NF.

- 4. The AE, county MH/ID program, or SC is responsible for completing and sending the PA 1768 form to the CAO indicating the anticipated date of admission to the NF. Not following this step in the correct order may result in a HCSIS error message. Form 1768 can be submitted electronically by using the PA 1768 Electronic form in HCSIS.
 - a. To indicate that enrollment in a NF is occurring, ensure the following sections are completed on Form 1768:
 - i. Department of Human Services (DHS) office information
 - ii. Applicant/Recipient Identification (RID) information
 - iii. Current Home and Community Based Services/Medical Assistance (HCBS/MA) RID Information
 - 1. Select Transfer
 - iv. PA 1768 Originator
 - v. Additional Entity Requiring 162 Notification
 - vi. Transferring HCBS program
 - 1. Include the service end date of the ODP waiver and the service begin date of the CHC NF.
 - vii. Additional Entity 162 notification

viii. Comments if applicable

b. Once Form 1768 is submitted, the CAO:

- i. Completes Financial Eligibility Determination and issues a 162 Notice of Determination.
- ii. Opens NF code 35, 36, or 37 with an effective date being the date of admission to the NF. The addition of the facility code populates the CHC Plan. The CHC record automatically enrolls in eCIS and changes to enrolled status.

Base Services Transfer to CHC NF

Please note, individuals with ID are afforded supports coordination under the MH/ID Act of 1966. Therefore, the individual may choose to continue to receive base funded supports coordination. Counties are urged to provide base funded supports coordination to individuals with autism.

1. If prior notification does not occur, then the County MH/ ID program and the NF coordinate with the individual and family, SC, or TSM provider as appropriate, to determine a date of admission.
2. The NF sends MA-103 to the CAO to show the individual was admitted to the NF.
3. The CAO is notified of placement by the NF. The CAO adds the original admission date used as the facility/placement code begin date. The individual must begin to receive CHC services on the day he or she is admitted to the NF.

4. The Office of Long-term Living (OLTL) will send notification to the ODP program office when an individual receiving NF care is eligible to receive CHC services but has open base enrollment in HCSIS
5. Base enrollment in HCSIS blocks the ability for CHC enrollment. Therefore, when the CHC NF admission is known, enter the end date for base services in HCSIS which will suspend any claims for base services.
6. The SC creates a critical revision to the ISP
7. The County MH/ID program moves the individual into SC Services Only enrollment status effective the day after base services are end dated. An individual enrolled in SC Services Only is permitted to be enrolled in CHC.

A document glossary can be accessed at: [Glossary](#).

*The AE responsibilities listed in this announcement are replaced by Bureau of Supports for Autism and Special Populations (BSASP) staff for Adult Autism Waiver (AAW) cases.

**BSASP staff will serve as the interim SC for any AAW case admitted to a NF.