



ICF Overview - REM Ohio


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Agenda

- *ICF Admission Process*
 - *Ohio Developmental Disabilities Profile (ODDP)*
 - *Bed Hold Days*
 - *ICF Certification Actions*
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ICF Admission Process

- *Pre-Admission Counseling*
 - *Level of Care*
 - *NICS*
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ICF Admission Process: Pre-admission Counseling

- *Required for ICFs with 9 or more beds*
- *ICF must submit an Individual Consent/Pre-Admission Counseling referral form to DODD. The referral must include required signatures from the person or guardian, if applicable, and a representative from the ICF. All referrals must be submitted in DODD's electronic Level of Care system.*
- *Pre-Admission Counseling is required for an emergency admission; however, the process does not need to be completed prior to admission and should not prevent the admission from occurring. No later than the day of admission, the ICF will submit the Individual Consent/Pre-Admission Counseling referral to DODD. The county board must conduct the interview and submit the Pre-Admission Counseling assessment results to DODD within 5 business days.*

ICF Admission Process: Pre-admission Counseling

- *CB will contact person seeking admission to the ICF to discuss their needs and various residential options for meeting those needs.*
- *CB will ask the individual if they still want to proceed with the ICF admission*
- *CB submits results of PAC to DODD*
- *DODD will review the results of the PAC within two business days*
- *The assessment remains valid for 6 months.*
- *If it has been between 6-12 months, the CB can call the person and see if anything has changed.*

ICF Admission Process: Pre-admission Counseling

- *If the person's decision is for the ICF then the Consent for will be processed, and the ICF will then be able to complete the Level of Care or submit a NICS Admission. The ICF will receive an email stating the Consent is now approved, and they can proceed with the admission.*
- *If the person's decision is HCBS then the Consent will be denied, and the ICF will receive an email that the Consent has been denied. The County Boards will receive an email that the PAC has been approved. A diversion waiver will be allocated and the County Board can proceed with submitting a Level of Care.*

ICF Admission Process: Pre-admission Counseling

Pre-Admission Counseling is not required for any of the following reasons:

- a person is seeking admission to an ICF with eight beds or fewer,*
- out-of-state residents seek admission to an ICF,*
- a person is seeking admission to a state-operated developmental center,*
- a person is transferring from one ICF to another, including transfers between a state-operated developmental center to another ICF,*
- a person who has left an ICF for a nursing facility stay and returns to the ICF, or*
- a person is already enrolled in a waiver and seeking a short-term admission to an ICF.*

ICF Admission Process: Pre-admission Counseling

Resources:

- DODD PAC Website: <https://dodd.ohio.gov/county-boards/assessments/PAC>
- [PAC Referral Form](#)
- [PAC Guide](#)
- [Residential Options Counseling Pamphlet](#)

ICF Admission Process: Level of Care

- *An initial Level of Care recommendation must be submitted to the department before a person is admitted to an intermediate care facility unless the admission is determined to be an emergency.*
 - *If the admission is determined to be an emergency, intermediate care facility staff have seven calendar days to complete the Level of Care assessment and recommendation.*
- *A Level of Care must be re-determined every 12 months and whenever circumstances suggest the person may have experienced a significant change of condition.*
 - *A significant change of condition as defined in OAC 5123-8-01 means that a person has experienced a change in physical or mental condition or functional abilities that may result in a change to the level of care they need.*
- *If the individual already has a level of care, a NICS will need to be submitted*
 - *LOC Assessment Manual includes detail instructions for the LOC tool*
 - *LOC User Guide has step by step instructions, including screen shots, on entering information into DODD's system.*

ICF Admission Process: NICS

- [OAC 5123-8-01](#) says the notification must take place within three business days of the change. Learn more about NICS with this list of [frequently asked questions](#).
- **NICS Submitted by ICF**
 - Admission NICS is used when a person with an existing home and community-based services waiver or ICF Level of Care is admitted to an ICF.
 - Jail/hospital NICS is used when a person is a resident of an ICF and is temporarily absent for a hospitalization or incarceration.
 - Bed hold NICS is used when a person in an ICF is temporarily absent from the ICF for hospitalization, temporary incarceration, therapeutic leave, or to visit with friends and family.
 - Discharge NICS is used when a person is discharged from an ICF.

ICF Admission Process: Consent

- *From the Facility Dashboard, you can view a list of all individuals in the ICF. This is also where you can add individuals to the ICF. The first step in that process is to create a new consent document, which will need to be downloaded and signed by the individual and/or guardian.*
- *Once DODD receives the consent form, they can link the individual to your ICF and you will have access to view the individual's records.*
 - See [LOC User Guide](#) pages 27-33

ICF Admission Process: NICS

- *To admit an individual in your facility you need to Complete/submit an Admission NICS to DODD to admit individual in your facility. This will only be required in the event the individual has an existing LOC or individual record in DODD's systems.*
 - See [LOC User Guide](#) pages 34-37

ICF Admission Process: Level of Care

Resources:

- *DD Level of Care Rule: [5123-8-01](#)*
- *[Level of Care Paper Tool](#)*
- *[Level of Care Assessment Manual](#)*
- *[Clinician Verification Tool, Ages 10 and over](#)*
- *[Clinician Verification Tool, Ages birth through 9](#)*

Ohio Developmental Disabilities Profile (ODDP/DDP)

Initial Assessments:

- When a new resident is admitted to an intermediate care facility, or ICF, DODD will contact the ICF and make arrangements to complete the DDP with the resident. DODD must complete the assessment within 30 days. If a new resident is in need of an assessment and DODD has not contacted the ICF to make arrangements, the ICF can request an assessment by emailing cr-icf@dodd.ohio.gov.
- When an ICF resident transfers from one ICF to another, they will not need a new DDP. Their latest assessment will be available for the new ICF to review in MyPortal.

Ohio Developmental Disabilities Profile (ODDP/DDP)

Significant Change of Condition

- After the initial assessment, DODD will conduct full re-assessment of ICF residents every three years. Any significant changes in a person's condition may be reported by ICF staff in between these assessments using the Significant Change of Condition Request, or SCOC.
- Significant changes in a person's condition may be reported by ICF staff certified as a DDP assessor. The Significant Change of Condition Request is submitted through MyPortal within DODD's online apps.

Ohio Developmental Disabilities Profile (ODDP/DDP)

Quarterly Attestation and Certification

- ICFs must attest to all individual residents who were in the facility as of the last day of the quarter and certify the facility in MyPortal each quarter.
 - Once all residents are attested to by a certified assessor, a Certify Facility button will become available.
 - Facilities are certified when attestations are completed for each resident that lived in the facility as of the last day of the quarter.
 - The certification process must be completed prior to the initial due date, which is the 15th day following the RPED. After the 15th day, providers may be penalized for late submissions.
 - Facilities are granted a 30-day grace period to make adjustments. After the grace period, facilities can no longer make changes for that RPED, and scores are finalized.
 - If a facility fails to certify by the end of the grace period, they will be assigned the lowest case mix score of 1.0000.

Ohio Developmental Disabilities Profile (ODDP/DDP)

- Certified assessors administer the DDP. DDP Assessor training is available in DODD's MyLearning. Once DDP training has been successfully completed, including testing, the DDP Assessor role will be available in MyPortal.
- Each facility CEO or Delegator will associate certified DDP assessors with their facility.

Ohio Developmental Disabilities Profile (ODDP/DDP)

Resources:

- [ODDP User Guide](#)
- [ODDP Instruction Sheet for Portal CEO-Delegate](#)
- *DODD Rule: [5123-7-33](#) Resident Assessment Classification System based on Ohio Developmental Disabilities Profile*

Bed Hold Days

- A bed hold day is a day for which a bed is reserved for a resident of an ICF through Medicaid reimbursement while the resident is temporarily absent from the ICF for hospitalization, therapeutic leave, or a visit with friends or relatives.
- Reimbursement for bed hold days may be made only if the resident has the intent and ability to return or has another cause to return to the same ICF. Bed hold days should not be requested for psychiatric hospitalizations, hospice, nursing facility stays, or if the individual is enrolled on a waiver.
- If a resident is at the ICF for 8 hours or more (between midnight and 11:59pm), that is a Medicaid day – not a bed hold day.
- People living in an ICF are automatically approved for 30 days of bed hold per calendar year, upon request. Additional bed hold days beyond the original thirty days in a calendar year require prior authorization, except in the event of an emergency hospitalization. Bed hold days for emergency hospitalization must be submitted within one business day of the first day of hospitalization. A maximum of 30 additional consecutive bed hold days may be authorized upon request.
 - Bedhold requests are submitted using DODD's [LOC app](#).

Bed Hold Days

- *If the individual is hospitalized or temporarily incarcerated, a Jail/Hospital NICS is submitted in addition to the Bed Hold Days request.*
- *Bed hold days up to 30 days per calendar year are automatically approved even if entered after the dates taken. However, it is a good idea to stick to a routine of entering them prior to or as the days are used- this ensures that you don't enter Additional Bed Hold Days requests late.*
- *Bed Hold Days can NOT be entered for a prior calendar year, so all Bed Hold Days need to be entered prior to January 1.*
- *If you requested bed hold days but did not use them and they are part of the initial 30 days, you can contact DODD to have the dates adjusted. This will allow for usage of the remaining days.*

Bed Hold Days

Resources:

- *Bed Hold Days Rule : [5123-7-08](#)*
- *Bed Hold Days [FAQ](#) (from Oct 2018, but not many changes since then)*
- *Bed Hold Days Revenue Codes:*
 - *182 Visits with Friends and Family leave day*
 - *183 Therapeutic leave day*
 - *185 Hospital leave day*

ICF Certified Bed Changes

- *There are various different changes that an ICF provider can request for ICF certified beds including:*
 - *Opening a new ICF*
 - *Downsizing*
 - *Conversion*
 - *Temporary increases in capacity*
 - *Closure*

ICF Certified Bed Changes – Opening a new ICF

- *New Facility applications are now submitted in PSM, accessed by logging in to PNM*
- *DODD Checklist for opening an ICF*
 - *PNM application 60 days prior to proposed effective date*
 - *DODD conducts feasibility survey*
 - *DODD issues interim license*
 - *Provider submits readiness letter to ODH*
 - *ODH completes initial certification survey*
- *User Guide for Licensure*

ICF Certified Bed Changes

- *DODD has application process for other development related changes:
<https://dodd.ohio.gov/providers/initial-renewal-certification/licensed-residential-facilities>*
- *DODD has a timeline for the various types of changes that can be requested:*
 - *<https://dodd.ohio.gov/about-us/resources/licensure+development+timeline+chart>*
- *When it comes to ICFs, remember there are 3 state agencies included: DODD, Ohio Department of Medicaid(ODM) and Ohio Department of Health (ODH)*

ICF Certified Bed Changes – Temporary Increases

- *DODD can and typically will authorize temporary increases in ICF certified bed capacity in specific situations:*
 - *Respite – especially for those on waivers*
 - *Emergencies*
 - *Critical staffing shortages*
- *Request form (next slide) includes reason for rule waiver, funding source, where person will be sleeping, statement of support from CB, etc.*

ICF Development Application Resources

- [Increase Capacity Development Application](#)
- [Downsizing Development Application with Relocation Info](#)
- [Conversion Development Application](#)
- [Change of Ownership - CHOW Development Application](#)
- [Change of Operator - CHOP Development Application](#)
- [Licensed Facility Renovation Proposal](#)
- [Over-capacity Request Form](#)

Key ICF Staff Contacts

- *Ashley McKinney – ICF Program Administrator*
 - Ashley.McKinney@dodd.ohio.gov
- *Kirstin Stewart – ICF Reimbursement, PSM/PNM*
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- *Samantha Irvine – Licensure Development Process*
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