

Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)
Temporary Closure Procedure
Ohio Department of Developmental Disabilities (DODD), Ohio Department of Health (ODH), and the
Ohio Department of Medicaid (ODM)

Purpose: Due to the public health emergency caused by COVID-19 this procedure will provide direction to ICF/IIDs on how to request and what information to submit for approval of a onetime 90-day temporary closure plan.

Applicability: Consistent with the Medicaid state plan amendment, coverage and payment for bed hold days in excess of 30 days requires the prior approval of the Ohio Department of Developmental Disabilities. This procedure is applicable to all ICF/IIDs who need to extend the 30 day- emergency rule provided by DODD an additional 90 days to prevent a closure visit by the Ohio Department of Health for The Centers for Medicare and Medicaid Services.

Responsibility: The following agencies and agency leads have a role in the review and approval of temporary closure procedure:

- Ohio Department of Developmental Disabilities, Division of Residential Resources, ICF Program Administrator and Provider Resource and Support Manager
- Ohio Department of Health, Bureau of Survey and Certification (BOSC), Assistant Bureau Chief
- Ohio Department of Medicaid, Medicaid Health Systems Administrator

DODD, ODM and ODH shall participate in monthly meetings to discuss facilities in jeopardy of closing due to inadequate staffing levels and/or ratios, and of facilities that have no back-up staffing available. The agenda should include timelines, proposed remedies, and the date when temporary closure plans are expected.

Following are a list of duties for the above ICF Program Administrator, Provider Resource and Support Manager, BOSC Assistant Bureau Chief and the Medicaid Health Systems Administrator. The ICF Program Administrator and Provider Resource and Support Manager from DODD, will be the main points of contact to receive the temporary closure plan from the facilities.

- The ICF Program Administrator and Provider Resource and Support Manager from DODD will receive all requests and perform an initial review to ensure all necessary items are included in the facilities temporary closure plan.
- The ICF Program Administrator from DODD will send the facility closure plan and their recommendations for approval to BOSC Assistant Bureau Chief and the Medicaid Health Systems Administrator from ODM for their review.
- The BOSC Assistant Bureau Chief and the Medicaid Health Systems Administrator will review the temporary closure plan and provide their recommendations for approval to the ICF Program Administrator from DODD.
- DODD will communicate approval or denial to the facility along with the dates the facilities check-in progress reports will be due. If check-in plans are not received the ICF Program Administrator from DODD will notify the BOSC Assistant Bureau Chief and a closure survey will be scheduled.
- When monthly check-in progress reports are received by the ICF Program Administrator and Provider Resource and Support Manager from DODD a review will be conducted and forwarded

to BOSC Assistant Bureau Chief and the Medicaid Health Systems Administrator from ODM. If any representative has concerns with the check-in progress report a meeting will be scheduled to discuss what further action is needed.

Plan Requirements: The following outlines the necessary items that must be included in the temporary closure plan, monthly check-in progress reports and termination of temporary closure plan.

A. Temporary Closure Plan:

- Name of Facility
- Address of Facility
- Phone number of Facility
- Medicaid number
- Facility Administrator
- Facility Administrator Contact Information (Phone and email)
- Reason for request to go beyond original 30-day emergency rule timeframe
- Number of residents being relocated and the timeline for relocation
- Name of facility residents are being transferred to
- Receiving Facility Address
- Receiving Facility phone number
- Receiving Facility Medicaid number
- Receiving Facility Administrator
- Receiving Facility Administrator's contact information (phone and email)
- Identify timeline for notification to the family or responsible party of the need for relocation and when updates will be provided to those individuals; notification must occur prior to relocation
- Documentation that all residents have been relocated to the receiving facility
- Documentation that billing is done under the receiving facility Medicaid number
- Identify the types of staff needed and the steps to hire and train new staff or other options to ensure adequate staffing
- Identify timeline to return residents

B. Check-in Progress Reports:

- Reports will be submitted on the pre-determined dates which will accompany your temporary closure plan approval email
- Identify any changes to facility contact information
- Identify any service changes that have occurred
- Status update on progress of identifying new staffing sources
- Status on residents and residents plan of care
- Measures taken to hire new staff
- Measures taken to retain current staff
- Current obstacles
- Status on timeline to return residents
- Expectation to meet the 90-day timeframe to return residents to their home (facility)

C. Termination of Temporary Closure Plan:

- The facility must notify the ICF Program Administrator and Provider Resource and Support Manager at DODD the status of all residents
- If the facility has not relocated all residents back to their home (facility), the ICF Program Administrator at DODD will notify the BOSC Assistant Bureau Chief and Medicaid Health Systems Administrator at ODM
- A survey will be completed upon notification that residents have not returned

Plan Submission: Once the plan is developed it should be submitted to the ICF Program Administrator and Provider Resource and Support Manager at DODD via the following emails:

Ann.Weisent@dodd.ohio.gov

Ashley.McKinney@dodd.ohio.gov