



The following contains important information from the Ohio Department of Medicaid (ODM) regarding the online application process by which nursing facilities (NF) can apply for an incentive payment for Category Two private rooms. **Please forward this information to the appropriate staff.**

House Bill 33 authorized \$160 million over the biennium for Medicaid private room payments. Payments will be made based on two categories of rooms:

- Category One: \$30 per day for private rooms with a private bath (toilet and sink).
- Category Two: \$20 per day for private rooms with a bath shared with one other person.

We are now implementing the Category Two Bed Phase

Beginning March 1, pursuant to Am. Sub. H.B. 33 and Ohio Revised Code 5165.158, nursing facilities may apply to ODM to receive Category Two private room incentive payments for providing private rooms **with a bath shared by one other person** to Medicaid recipients. ODM has developed an online application and has filed emergency Ohio Administrative Code rule 5160-3-16.31 to facilitate this process.

The application for Category Two private rooms will be available beginning March 1, at 8:00 AM, and will remain open until all funds are allocated. The application process will require nursing facilities to provide ODM with the information about the rooms for which the nursing facility is seeking an incentive payment, and to upload supporting documentation. The application will mirror the Category One application that went live January 2. Please note that to submit both a Category One and Category Two application you must do so separately.

Link for Category One Application: <https://survey.alchemer.com/s3/7584581/Nursing-Facility-Private-Rooms-Application>

- Those providers that had a 1-star rating at the time of their January application must submit a new application if CMS has upgraded their rating. These applications must be submitted after CMS updated their website (January 31st). Providers with subsequent upgrades by CMS will be required to submit a new application following CMS update to their website.

Link for Category Two Application: <https://survey.alchemer.com/s3/7697020/Nursing-Facility-Category-Two-Private-Rooms-Application>

The application will require:

1. The Medicaid ID of the facility.
2. Name and email address of the person submitting the application. Please be sure this email address is correct. ODM must be able to contact the facility if there are questions.
3. Total number of nursing facility beds licensed by the Ohio Department of Health as of March 1, 2024. If county-owned, the number of certified beds as of March 1, 2024.
4. Number of Category Two beds for which an incentive payment is requested.
5. Room list including **all** resident rooms in the nursing facility, not just Category Two Rooms.

The application will require that nursing facilities identify how the private rooms were created by selecting all scenarios that apply in the application. These include:

1. Private rooms were in existence on July 1, 2023, and all of the licensed beds were in service on the application date.
2. Private rooms were created by surrendering licensed beds from its licensed capacity, or, if the nursing facility does not hold a license, surrendering beds that have been certified by CMS. A nursing facility where the beds are owned by a county and the facility is operated by a person other than the county may satisfy this requirement by removing beds from service.
3. Private rooms that will be created by surrendering licensed beds from its licensed capacity, or, if the nursing facility does not hold a license, surrendering beds that have been certified by CMS. A nursing facility where the beds are owned by a county and the facility is operated by a person other than the county may satisfy this requirement by removing beds from service.

NOTE: Surrendering beds does not need to be complete at the time of application but will need to be complete before an application can be approved by ODM.

4. Private rooms were created by adding space to the nursing facility or renovating non-bedroom space, without increasing the total licensed bed capacity.

NOTE: Renovating space needs to be complete before an application can be approved, but renovations do not need to be complete at the time of application.

5. A nursing facility licensed after July 1, 2023, in which all licensed beds are in service on the application date or in which private rooms were created by surrendering licensed beds from its licensed capacity.

The application will also require that nursing facilities upload the following supporting documentation:

1. A Microsoft Excel .xlsx document (maximum of 10 MB) listing all nursing facility rooms and their corresponding number of beds, designating the rooms for which private room incentive payment approval is requested and identifying which rooms are Category Two as defined in section 5165.158 of the Revised Code.
 - Please note: the requirement for this information to be delivered in a Microsoft Excel document differs from the Category One Application process.
2. Up to five .pdf documents (maximum of 10 MB each) that show the floor plan of the entire nursing facility that identifies each private room with the designated room number and designated bathroom. Arrows should indicate the path between each resident room and the bathroom and each resident room and the hallway.
 - Tip: Providing clear, legible floorplans, including labeling bathrooms, could alleviate the request for supplemental information after an application is submitted.

All required documents must be in either designated .pdf or .xlsx format. All document file names must begin with the provider's seven-digit Medicaid ID as the first seven characters of the file name. All files submitted must be clear and legible.

Upon submission of the application, submitters will receive an email from NF_PrivateRoom@medicaid.ohio.gov that confirms receipt of the application and includes their responses to all questions. If you are submitting an application for more than one nursing facility, you must close and relaunch a new application for each Medicaid Provider ID.

Applications will be held in a pending status in the order submitted until the Centers for Medicare and Medicaid Services (CMS) approves private room incentive payments and ODM determines a nursing facility is qualified to receive the private room incentive payment.

Additional information may be requested by ODM to ensure a nursing facility's eligibility. Facilities will have 10 business days from the date of the request to provide this additional information. Failure to submit the requested information within the required timeframe will invalidate the original application's submission and place in line. The nursing facility may submit a new application, which will be considered chronologically based on the new submission date.

Submit any questions to NF_PrivateRoom@medicaid.ohio.gov

Ohio Department of Medicaid sincerely thanks you for your participation in this process.