

173-42-01

Enrollment process for PASSPORT home and community-based services medicaid waiver program.

(A) Initial contact: An individual may contact either the CDJFS or ODA's designee to start the enrollment process. The two agencies shall coordinate processing the request for enrollment into the PASSPORT program.

(1) CDJFS: An individual who makes initial contact with the CDJFS shall complete the application for home and community-based services using the medicaid application forms JFS07200 and JFS02399. The CDJFS shall notify ODA's designee of the individuals' application for waiver services. ODA's designee shall initiate contact with the individual to complete the enrollment process.

(2) ODA's designee: An individual who makes initial contact with ODA's designee will receive an in person assessment to determine eligibility for PASSPORT. ODA's designee may assist the individual in applying for medicaid financial eligibility, if not already initiated, by completing the medicaid application form JFS07200 and securing the individual's signature on form JFS02399. ODA's designee may submit these forms to the CDJFS on behalf of the individual.

(B) Determination of eligibility: ODA's designee shall ensure an individual meets the following conditions before ODA's designee enrolls the individual into the PASSPORT program:

(1) The CDJFS shall determine that the individual meets the financial eligibility requirements for medicaid coverage of home and community-based services specified in Chapters 5101:1-37 to 5101:1-39 of the Administrative Code; and,

(2) ODA's designee shall determine that the individual meets the eligibility requirements for enrollment into the PASSPORT program under rule 5101:3-31-03 of the Administrative Code.

(C) Waiting list:

(1) Because the United States centers for medicare and medicaid services limits the number of slots available for enrollment in the PASSPORT program, and the Ohio department of aging is responsible for managing enrollment into the program, ODA's designee shall determine that there is a slot available before an individual may be enrolled in the program.

(2) If an individual meets all the non-financial eligibility criteria, but a slot is not available in the PASSPORT program, ODA's designee shall place the individual on the unified waiting list according to the terms of rule 173-44-04 of the Administrative Code.

(D) Any applicant for the PASSPORT program is entitled to notice and hearing rights as

set forth in section 5101.35 of the Revised Code and division-level designation 5101:6 of the Administrative Code.

(1) ODA's designee shall notify the individual of the approval for enrollment for an individual determined to meet all PASSPORT eligibility criteria.

(2) If ODA's designee determines that the individual does not meet the non-financial eligibility criteria for enrollment into PASSPORT, ODA's designee shall notify the CDJFS of the results, and the CDJFS shall send notice of denial of the application to the individual.

(3) If the CDJFS determines the individual does not meet the financial eligibility criteria, the CDJFS shall send notice of denial of the application to the individual and notify ODA's designee.

(E) An authorized representative may represent an applicant in the enrollment process.

(F) Definitions for this rule:

(1) "Authorized representative" means a person, eighteen years of age or older, acting on behalf of an individual who is applying for or receiving medical assistance. An authorized representative may be a family member, attorney, hospital social worker, or any other person chosen to act on the individual's behalf. In accordance with rule 5101:1-38-01.2 of the Administrative Code, the individual shall provide a written statement naming the authorized representative and the duties which the named authorized representative may perform on the individual's behalf.

(2) "CDJFS" means "county department of job and family services."

(3) "Form JFS02399" means "form JFS02399 'Request for Medicaid Home and Community-Based Services (HCBS).'"

(4) "Form JFS07200" means "form JFS07200 'Request for Cash, Food Stamp, and Medical Assistance.'"

(5) "Nursing facility" has the same meaning as in section 5111.20 of the Revised Code.

(6) "ODA's designee" has the same meaning as "PASSPORT administrative agency" in section 173.42 of the Revised Code. The current PASSPORT administrative agencies are the area agencies on aging listed in rule 173-2-04 of the Administrative Code plus "Catholic Social Services of the Miami Valley."

(7) "ODJFS" means "the Ohio department of job and family services."

(8) "PASSPORT program" ("PASSPORT") means the program created under section 173.40 of the Revised Code.

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