

5101:3-31-04

**Enrollment process for pre-admission screening system providing options and resources today (PASSPORT).**

- (A) The Ohio department of aging (ODA) is responsible for the daily administration of the PASSPORT home and community based services (HCBS) waiver. ODA will administer this waiver pursuant to an interagency agreement with the Ohio department of job and family services (ODJFS), in accordance with sections 5111.91 and 5111.871 of the Revised Code. ODA will establish processes and procedures to enroll individuals on this waiver.
- (B) Individuals who wish to enroll in PASSPORT must have a financial eligibility determination made by the county department of job and family services (CDJFS) and an assessment of PASSPORT waiver eligibility made by the PASSPORT administering agency (PAA). The individual may contact either the CDJFS or the PAA to start the enrollment process and the two agencies shall coordinate processing the request for enrollment into the PASSPORT HCBS waiver program:
- (1) Individuals initially contacting the CDJFS will complete the "Request for Cash, Food Stamps, and Medical Assistance" (JFS 07200, rev. 5/05) and the "Request for Medicaid Home and Community Based Services" (JFS 02399, rev. 6/04) in accordance with rule 5101:1-38-01.2 of the Administrative Code. The CDJFS will notify the PAA of the individual's application for waiver services. The PAA will initiate contact with the individual to complete the enrollment process.
  - (2) Individuals initially contacting the PAA will receive an in person assessment to determine eligibility for the PASSPORT HCBS waiver program. The PAA may assist the individual in applying for medicaid if not already initiated by completing the JFS 07200 and JFS 02399.
- (C) Using the procedures outlined in rule 173-42-01 of the Administrative Code, the PAA shall offer enrollment to the individual if the individual has been determined eligible and a waiver slot is available. If a waiting list is employed, waiver slots shall be made available in accordance with rule 173-42-01 of the Administrative Code.
- (D) The PAA shall make the determination of PASSPORT eligibility using the criteria set forth in rule 5101:3-31-03 of the Administrative Code. The PAA shall notify the CDJFS of the results of the PASSPORT eligibility determination.
- (E) Any applicant for PASSPORT HCBS waiver program services 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.

Replaces: 5101:3-31-04  
Effective: 01/01/2006  
R.C. 119.032 review dates: 01/01/2011

CERTIFIED ELECTRONICALLY

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Certification

12/12/2005

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Date

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