

TO BE RESCINDED

5101:3-31-04 **Enrollment process for PASSPORT.**

- (A) The enrollment process for PASSPORT begins with:
- (1) A completed application for medicaid and an ODJFS 2399 "Home and Community-Based Services Waiver Referral" submitted to the CDJFS in accordance with rules 5101:1-39-94 and 5101:1-39-95 of the Administrative Code. The CDJFS is responsible for making the financial medicaid eligibility determination in accordance with rules 5101:3-39-94 and 5101:3-31-95 of the Administrative Code; and
 - (2) Contact with the PAA having PASSPORT responsibility resulting in arrangement of an assessment. If not already completed, a medicaid application, the ODJFS 7100 or ODJFS 7200 and an ODJFS 2399 will be completed during the assessment process and submitted to the CDJFS
- (B) The initial assessment shall be a face-to-face visit conducted by the PAA with the individual and caregivers, as applicable. This assessment shall focus on the consumer's presenting request and the passport eligibility criteria. The assessment shall be conducted by a registered nurse or licensed social worker certified in accordance with rule 5101:3-3-14 of the Administrative Code.
- (C) If the individual is eligible for passport enrollment, the PAA shall develop an initial care plan with the individual and/or caregivers, as applicable. The initial care plan shall be developed from the consumer's presenting request, the assessment information and must address the consumer's immediate needs. The assessor may make a recommendation regarding the level of case management needed by the individual in accordance with rule 5101:3-31-05 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) Individuals applying for PASSPORT shall be given notice of approval or denial of services in accordance with, and shall have appeal rights as provided by, Chapters 5101:6-1 to 5101:6-9 of the Administrative Code.

Effective: 01/01/2006

R.C. 119.032 review dates: 10/06/2005

CERTIFIED ELECTRONICALLY

Certification

12/12/2005

Date

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