

173-50-03

Enrollment process.

(A) Oversight:

- (1) ODA shall manage the enrollment for the PACE program.
- (2) ODA determines whether a slot is available in the PACE program in which to enroll an individual.
- (3) ODA reserves the right to restrict enrollment based upon funding appropriated to ODA for the PACE program.
- (4) ODA reserves the right to increase or decrease the maximum number of individuals that may be enrolled into the PACE program.

(B) Process:

- (1) An individual may contact either the CDJFS or a PACE organization to begin the enrollment process for enrolling into the PACE program and establishing Medicaid eligibility.
- (2) The CDJFS and the PACE organization shall coordinate the processing of the request for enrollment into the PACE program.
- (3) These are procedures to follow when an individual makes initial contact with the CDJFS to enroll in the PACE program:
 - (a) The individual shall complete the application for home and community-based services by using form JFS 7200 and the application for the PACE program by using form JFS 2398.
 - (b) After form JFS 7200 is completed, the CDJFS shall determine whether the individual meets the financial eligibility requirements for those seeking medicaid eligibility as specified in Chapters 5101:1-37 to 5101:1-42 of the Administrative Code.
 - (c) If the CDJFS determines that the individual does not meet the financial eligibility requirements for those seeking medicaid eligibility as specified in Chapters 5101:1-37 to 5101:1-42 of the Administrative Code, the CDJFS shall send a notice of denial and appeal rights to the individual and the authorized representative of the individual (if any), as specified in chapters 5101:6-1 to 5101:6-9 of the Administrative Code, and also send a notice of denial to ODA and the PACE organization.
 - (d) The CDJFS may help the individual complete or partially complete form JFS 2398. Afterwards, form JFS 2398 or the information on the form shall be forwarded to the PACE organization.

- (e) Once a PACE organization receives form JFS 2398 (or the information from form JFS 2398) from the CDJFS, the PACE organization shall contact the individual to complete the form, if necessary, and to provide the individual with an in-person assessment to determine eligibility for the PACE program.
- (f) Once the in-person assessment is fully completed, the PACE organization shall submit the information from its assessment to ODA.
- (g) After receiving the information from the assessment from the PAA, ODA shall determine whether the individual meets the eligibility requirements for enrollment into the PACE program that are specified in rule 173-50-02 of the Administrative Code.
- (h) If ODA determines that an individual has met all the criteria for eligibility outlined in rule 173-50-02, then, these are the remaining procedures to follow:
- (i) ODA shall notify the PACE organization of its determination.
 - (ii) Once the PACE organization receives the determination from ODA, it shall notify the individual and the authorized representative of the individual (if any) of the approval of enrollment into the PACE program and provide the individual and the authorized representative of the individual (if any) with an enrollment agreement to sign.
 - (iii) In order to be enrolled into the program, the individual shall sign the enrollment agreement and return it to the PACE program.
 - (iv) The enrollment of the individual into the PACE program is effective the first day of the month following the date that ODA has determined that an individual has met all the criteria for eligibility and the PACE organization receives the signed enrollment agreement.
- (i) If ODA determines that an individual has not met all the criteria for eligibility outlined in rule 173-50-02, then, these are the remaining procedures to follow:
- (i) ODA shall notify the PACE organization of its determination.
 - (ii) ODA shall provide the individual or the authorized representative of the individual with a notice of denial and appeal rights, as specified in chapters 5101:6-1 to 5101:6-9 of the Administrative Code.

(4) These are procedures to follow when an individual makes initial contact with the PACE organization to enroll in the PACE program:

- (a) The PACE organization shall provide the individual with an in-person assessment to determine eligibility for the PACE program.
- (b) The PACE organization may help the individual apply for medicaid financial eligibility or may help them complete form JFS 7200 and may secure a signature of the individual or the authorized representative of the individual (if any) for form JFS 2398. The PACE organization may submit these forms to the CDJFS on behalf of the individual.
- (c) After form JFS 7200 is received from the PACE organization, the CDJFS shall determine whether the individual meets the financial eligibility requirements for those seeking medicaid eligibility as specified in Chapters 5101:1-37 to 5101:1-42 of the Administrative Code.
- (d) If the CDJFS determines that the individual does not meet the financial eligibility requirements for those seeking medicaid eligibility as specified in Chapters 5101:1-37 to 5101:1-42 of the Administrative Code, the CDJFS shall send a notice of denial and appeal rights to the individual or the authorized representative of the individual (if any), as specified in chapters 5101:6-1 to 5101:6-9 of the Administrative Code, and also send a notice of denial to ODA and the PACE organization.
- (e) Once the in-person assessment is fully completed, the PACE organization shall submit the information from its assessment to ODA.
- (f) After receiving the information from the assessment from the PAA, ODA shall determine whether the individual meets the eligibility requirements for enrollment into the PACE program that are specified in rule 173-50-02 of the Administrative Code.
- (g) If ODA determines that an individual has met all the criteria for eligibility outlined in rule 173-50-02, then, these are the remaining procedures to follow:
 - (i) ODA shall notify the PACE organization of its determination.
 - (ii) Once the PACE organization receives the determination from ODA, it shall notify the individual and the authorized representative of the individual (if any) of the approval of enrollment into the PACE program and provide the individual and the authorized representative of the individual (if any) with an enrollment agreement to sign.

(iii) In order to be enrolled into the program, the individual shall sign the enrollment agreement and return it to the PACE program.

(iv) The enrollment of the individual into the PACE program is effective the first day of the month following the date that ODA has determined that an individual has met all the criteria for eligibility and the PACE organization receives the signed enrollment agreement.

(h) If ODA determines that an individual has not met all the criteria for eligibility outlined in rule 173-50-02, then, these are the procedures to follow:

(i) ODA shall notify the PACE organization of its determination.

(ii) ODA shall provide the individual or the authorized representative of the individual with a notice of denial and appeal rights, as specified in chapters 5101:6-1 to 5101:6-9 of the Administrative Code.

(C) Waiting lists:

(1) If an individual meets all the non-financial eligibility criteria for enrollment into the PACE program, but a slot in the program is not available, the PACE organization shall place the individual on a waiting list.

(2) The PACE organization shall organize the waiting list according to a chronological basis. The PACE organization shall place an individual onto the waiting list in accordance with the date the individual signed form JFS 2398 or the date that all non-financial eligibility criteria was met, whichever date is earlier.

(3) The PACE organization shall enroll individual who has been placed on the waiting list as slots in the PACE program become available. The PACE organization shall remove a name from the waiting list according to the chronological order established by paragraph (C)(2).

Effective:

R.C. 119.032 review dates:

Certification

Date

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