

Transition of Individuals from a Nursing Facility into an ODP Waiver

ODP Announcement 19-017

AUDIENCE:

Administrative Entities (AE), County Mental Health/Intellectual Disability (MH/ID) programs, Supports Coordination Organizations (SCO), Supports Coordinators (SC) and Targeted Support Management (TSM) providers

PURPOSE:

To provide information about the need to timely complete the Home and Community-Based Services (HCBS) Eligibility/Ineligibility/Change Form ([PA 1768](#)), when an individual who is currently residing in a nursing facility is able to be discharged into the Adult Autism, Consolidated, Community Living, or Person/Family Directed Support (P/FDS) waiver. Timely completion of the PA 1768 is especially necessary in circumstances where an individual resides in a zone that has implemented Community HealthChoices (CHC).

DISCUSSION:

When an individual is in reserved waiver capacity status, due to requiring hospital and/or nursing home care beyond 30 days, or has been identified as eligible to receive services offered in an ODP waiver upon discharge from the nursing facility, the AE, county MH/ID program, SC or TSM provider will need to assist the individual to transition from the nursing facility. As part of the transition process, a [PA 1768 form](#) needs to be completed.

It is important that the PA 1768 form is completed and submitted to the County Assistance Office (CAO) prior to the individual's discharge, so that there is no interruption in service. The submission of the PA 1768 form in advance of the

anticipated discharge date allows the CAO to enter a waiver code in the individual's record.

The nursing facility will coordinate with the individual and family, the AE, county MH/ID program, SC, or TSM provider as appropriate, to determine an anticipated date of discharge from the nursing facility. The individual must begin to receive waiver services on the day he or she is discharged from the nursing facility.

The AE, county MH/ID program, SC or TSM provider is responsible to complete the PA 1768 form.

- The completed PA 1768 form will be sent to the CAO at least **two weeks** prior to the anticipated date of discharge.
- The service-begin date on the PA 1768 form will be a future date meant to match the date of the anticipated discharge.
- The comment section of the PA 1768 form needs to indicate that a "Nursing Home Transition (NHT)" is occurring.

REMINDER: If the PA 1768 form is not completed and submitted timely to the CAO, there is a possibility that there will be a disruption in services.

For more information about completing the PA 1768, please refer to [ODP bulletin 00-18-02, Home and Community-Based Services \(HCBS\) Eligibility/Ineligibility/Change Form \(PA 1768\) and Instructions](#).

The nursing facility is responsible to complete and submit the Long Term Care Admission Discharge Transmittal form ([MA 103](#)) to the CAO when the individual is discharged from the nursing facility. During the transition process, if the AE, county MH/ID program, SC or TSM provider becomes aware that the nursing facility did not complete and submit the MA 103 to the CAO, a request should be made to the nursing facility to complete and submit the MA 103. Enrollment into a waiver cannot be completed until the CAO receives the MA 103. Depending on the individual's circumstances, the actual discharge date may be sooner or later than the originally anticipated discharge date, or the individual may not be discharged at all.

When the Anticipated Date of Discharge Changes

If the individual is discharged from the nursing facility before the anticipated discharge date, or if the individual is discharged less than 30 days after the anticipated discharge date, the CAO will be able to complete the transition process using the PA 1768 form that was submitted. The CAO will be informed of the discharge date from the receipt of the MA 103.

The AE, county MH/ID program, SC or TSM provider must complete and submit an updated PA 1768, when it is known that the discharge will happen more than 30 days after the originally anticipated discharge date. This updated PA 1768 must also be submitted prior to the actual discharge date.

CAO Responsibilities

If the AE does not provide the PA 1768 prior to the CAO receiving the MA 103, the CAO may not know right away that transition is occurring. When the CAO receives a MA 103 indicating discharge from the facility, the CAO will review eligibility for Medical Assistance.

Note: If the CAO determines that the individual is not eligible for Medical Assistance, a Medical Assistance (Medicaid) Financial Eligibility Application For Long Term Care, Supports And Services ([PA 600L](#)) form needs to be completed by the AE or county MH/ID program and submitted to the CAO in order to process the PA 1768.

If the AE completes and submits a PA 1768 at a later date, the CAO will determine eligibility for a waiver retroactively back to the date of discharge from the facility and will send a notice.

The CAO sends a notice to the individual and other people or organizations that are identified in the “Additional Entities Requiring Notification” section of the PA 1768 form.

AE, County MH/ID and SC and TSM Provider Responsibilities:

The Individual Support Plan (ISP) needs to be revised and services will need to be authorized to reflect the date when waiver services will begin. In addition, the

Waiver/Program Enrollment screen in the Home and Community Services Information System (HCSIS) will need to be updated to reflect the waiver enrollment date.

Inquiries Regarding This Communication

Please direct questions regarding this Announcement to the appropriate ODP Regional Office.