



Current PASSPORT Agency Contracts with Council on Aging (COA) are set to expire 6/30/25.

The Ohio Department of Aging (ODA) regulates the contract cycle for the PASSPORT and Assisted Living Waivers. The current contract cycle ends on 6/30/25 so this means it is time for contract renewals for PASSPORT and Assisted Living Medicaid Waiver certified entities. The new contracts are effective from 7/1/25 through 6/30/27. Starting 6/9/25, agreements will begin to be sent out for electronic signatures via DocuSign. You will find more information regarding steps on how to renew your PASSPORT Services Agreement below.

If you wish to terminate your PASSPORT Service Agreement, please make sure you follow the directions below regarding Contract Termination. Please note: If you terminate your PASSPORT Service Agreement and do not have a Medicaid Provider under another program, or were not originally certified in another PASSPORT region, you will no longer be able to provide MyCare Ohio services to Aetna or Molina clients because your PASSPORT Medicaid Provider number would be deactivated.

Choices Home Care Assistant Services (CHCAS) Provider Renewal Contract Steps

- 1) Complete a [COA/PSA-1 Contract Renewal Notice-Choices HCAS Individual Provider form](#) to Provider_Services@help4seniors.org **no later than 6/30/25**. This form can be found on the COA website [here](#).

*Be advised that if COA does not have evidence of current auto insurance, and you are authorized to supply CHCAS transportation services, you will be required to supply this documentation before your agreement will be sent via DocuSign for electronic signatures.

- 1) Contracts will be sent for electronic signature via DocuSign starting the week of 6/9/25. These agreements will be sent in the order the Contract Renewal Notices are received. **You must submit a completed COA/PSA-1 Contract Renewal Notice-Choices HCAS Individual Provider before your PASSPORT Waiver Program Service Agreement will be sent for signatures.**

*As long as a provider submits the Contract Renewal Notice no later than 6/30/25 then there will be no lapse in the PASSPORT Service Agreement. Any provider who has not responded by June 30th will be up for further review and may be subject to disciplinary action which can include termination of the PASSPORT contract and certification.



Choices Home Care Assistant Services (CHCAS) Contract Termination Steps

- 1) Submit a completed [PASSPORT-Choices Contract Termination Notice form](#) to Provider_Services@help4seniors.org **no later than 6/30/25** if you wish to terminate your PASSPORT Services Agreement with COA and ODA.

Please be aware that if you have PASSPORT or MyCare Ohio clients currently assigned to you for services you must submit a 30-days' notice in writing to the client(s) and their assigned case manager(s) before you can submit a contract termination notice. This means if you wish to terminate effective 7/1/25 then you would need to submit a written notice to any PASSPORT or MyCare Ohio clients and case managers no later than 6/1/25.

If you have had any billable services within the 12 months prior to your request to terminate, then you may still be required to have one final Structural Compliance Review (SCR). If you have not had any billable services within the 12 months prior to your request to terminate, then an SCR would not be required.