Nursing Facilities

Community to Nursing Facility (Traditional Medicaid)
This process is used for individuals who currently have traditional Medicaid or will be applying for Medicaid in hopes that it will be paying for their entire NF stay.

This individual needs an assessment for a Level of Care. Referrals can be made by calling Council on Aging at 513-721-1025.

The admitting Nursing Facility needs to use HENS to request a Pre-Admission Screening (PAS).

Community to Nursing Facility (non-Medicaid)
The individual always needs a Pre-Admission Screening (PAS) processed by HENS with a Review Results letter. This process refers to individuals whose payer source is NOT traditional Medicaid and are going to a Medicaid-certified facility. Follow this process for members of MyCare Aetna, MyCare Molina and managed care Medicaid.

Use HENS to submit for a PAS

Nursing Facility to a different Nursing Facility (Traditional Medicaid)

The individual will need a new LOC if they have traditional Medicaid and are not hospice-enrolled. Either the sending NF or the receiving NF may request this LOC. The first NF needs to send a copy of the individual`s PASRR records to the second NF.

- A LOC is requested by sending the following information to Council on Aging:
    1. Information on the [Medicaid Level of Care Request Cover Sheet](#)
    2. The MDS (Sections A, I, and G if using Version 3.0), or [Level of Care Assessment](#) (3697)
    3. PASRR/ hospital documentation/ Further Review information if applicable
    4. Physician`s Orders for the month of the transfer
- It is not necessary for the LOC authorization to be completed before the individual transfers as long as (a) the individual clearly meets the criteria for ILOC or SLOC, (b) the individual`s PASRR records are in order, and (c) the receiving NF agrees to admit the individual prior to the LOC being authorized.

Nursing Facility to different Nursing Facility (non-Medicaid)
The first NF needs to send a copy of the individual`s PASRR records to the second NF.

If the first NF does not have PASRR records to send to the second NF. Contact PASRR@medicaid.ohio.gov for guidance.

Community to Nursing Facility as an emergency admission

- **Definition of an emergency:** Pre-Admission Review has the authority to determine if an admission is an "emergency" or not. Examples include an individual who has a loss of care-giver, an Adult Protective Services worker states the individual has an emergency need for a NF admission, the individual is in a hospital emergency room, or it has been determined that the individual is not safe at home alone.

- **Timelines:** Pre-Admission Review has one business day to complete the request once complete and accurate documentation has been received by our office. Please call us at 513-345-8622 to discuss the situation.
- Use HENS to request a PAS.

Emergency Request non-Medicaid payment (any payment other than traditional Medicaid)

Use HENS to receive a PAS determination letter.

Emergency Request Traditional Medicaid payment

Process for requesting a PAS and LOC:

1. Use HENS to complete a PAS.
2. Complete the Level of Care Assessment from ([3697](#)). The 3697 must be completely filled out (stability, Medicaid number, all diagnoses, medications, ADL/IADL information, physician information, demographics, review of systems).
3. A Medical Doctor, Doctor of Osteopathy, Nurse Practitioner, or a Physician Assistant must sign and date the first page of the 3697.
4. Fax your request for LOC to 513-810-3360. We must have the name and phone number of a contact individual who can answer any questions we may have. Do not admit the individual until you receive a Review Results letter stating the individual may be admitted to a NF.
5. Call us at 513-345-8622 to confirm that our office received and is aware of your request.

Individual going from one Nursing Facility to another Nursing Facility but lacks PAS/RR records

Background:

- When an individual transfers from one NF to another NF, their PAS/RR records should follow them to the new NF. This includes individuals who had a hospital stay between the two NF`s.
- The discharging NF is responsible for sending PAS/RR records to the admitting NF

If the admitting NF cannot obtain PAS/RR records from the first NF:

Contact **PASRR@medicaid.ohio.gov** for guidance