



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.

This is a current contract renewal so new services or service counties **cannot** be added at this time. If you wish to pursue adding additional counties, or to try to add additional services to your certification, please email Provider_Services@help4seniors.org and request a service expansion application. Please be aware that we will not be processing any PASSPORT expansion requests until after 7/15/25 while we work through contracting with the current provider network.

If you wish to terminate your PASSPORT Service Agreement, or a specific service from your 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.

PASSPORT Agency Renewal Contract Steps

- 1) Complete a [COA/PSA-1 Contract Renewal Notice-PASSPORT Agency Assisted Living Waiver 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 insurance, Bureau of Workers Compensation (BWC), and/or a current ODH Home Health Agency license (only for home health care agencies) you will be required to supply this documentation before your agreement will be sent via DocuSign for electronic signatures.

- 2) 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-PASSPORT



Agency_Assisted Living Waiver form 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, but is not limited to, termination of the PASSPORT contract and certification.

Please be advised that contract renewal time is the **only** opportunity a provider has to update their current rates for their PASSPORT service agreement. This means that if your agency/business is not currently at the maximum PASSPORT reimbursement rate for a contracted service, you may request to increase your rate up to that maximum rate. These maximum rates can be found within the [PASSPORT/Assisted Living Services & Rates form](#) listed within the PAA1 *Current Max. Rate* column in **red**. The rates are determined by the Ohio Department of Aging (ODA) and cannot be modified. Please note that certain services are only offered at the assigned rate and so cannot be altered. For example: Adult Day services and Assisted Living Waiver services have only one rate per service type. These services have the rate column **grayed** out within the form so another rate cannot be entered. Please be advised that **all** Homemaking and Personal Care, Adult Day, and Assisted Living Providers are contracted at the current maximum reimbursement rates.

If you wish to adjust your agency's rate to meet the maximum reimbursement rate for a contracted service, you would need to submit a completed [PASSPORT Services & Rates form](#) to Provider_Services@help4seniors.org **no later than 6/9/25**. Be sure to list your agency's name at the top of the form, mark the contracted services you wish to adjust the rates for, and list the rate you are requesting to change your contracted rate to under the *Proposed Rate* column.

PASSPORT Agency Contract Termination Steps

- 1) Submit a completed [PASSPORT 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 your agency for services you must submit a 30-days' notice in writing to the clients and their assigned case managers 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 your agency 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.