

## **County to County Protocol for the Transfer of Individuals enrolled on HCBS waivers**

The 'sending' county dd board is to provide the following information to the 'receiving' county mr/dd board when any enrolled recipient of a DODD administered waiver re-locates from one county to another. [Note: the sequence of notifications between Superintendents and SSA's will be determined by each county dd board]

### **"Sending" county dd boards' activities:**

- A. Assemble and forward to the SSA in the 'receiving county' copies of **pertinent** information from the individual's case file. [OAC 5123:2-1-11(R)] Please refer to the **List of Suggested Documentation** regarding what could be sent.
- B. Notify in writing the SSA/contact from the 'receiving' county 45 days (or as timely as may be possible) prior to the effective date of the proposed transfer. In the notification, include:
  1. The date the individual intends to re-locate into the 'receiving' county;
  2. Updated "Release of Information" and/or consent forms;
  3. A brief summary of events leading to the transfer;
  4. The names, e-mail addresses and phone numbers of contacts at the individual's current residence who can facilitate the transfer.
- C. Notify the local county Department of Job and Family Services of the impending move to assure that the individual's Medicaid eligibility will be maintained.
- D. Send a letter from the Superintendent of the 'sending' county dd board to the Superintendent of the 'receiving' county dd board indicating the details of the transfer and the date of the proposed transfer for the individual.
- E. Transfer the individual officially via the DODD online IIF system.
- F. Send a NICS form to Medicaid Development & Administration and to the Fiscal/PAWS unit at DODD.

February 24, 2009