



Ohio Department of Mental Retardation and Developmental Disabilities

Bob Taft, Governor

Kenneth W. Ritchey, Director

April 16, 2003

Dear Superintendent:

We wanted to let you know that the Level I Waiver will be implemented April 28, when the rules for the waiver become effective. Below we have provided answers to several questions about the Level I Waiver.

- 1. How did the department determine the number of slots allocated to my county?** In preparing the initial allocation methodology for the Level I Waiver, several variables were taken into consideration. Waiting list data and PICT 3 (Preliminary Implementation Component Tool) projections were reviewed but were found to be incomplete and outdated.

In order to achieve statewide consistency in the allocation methodology, it was decided that the most equitable approach for the allocation methodology was to use demographic data from the general population of the 2000 census in each county as the basis of the allocation formula. The percentage of the population for each county was calculated by dividing it against the total state population. This percentage was used to determine the number of slots a county would receive.

In addition, a minimum of five (5) slots was allocated to counties that otherwise, based on census data, may have received less than five (5) slots. Nine hundred and eighty two (982) slots will be allocated as the first installment of the 3,000 slots approved for the first year of the waiver.

Subsequent allocations will be reassessed and the allocation methodology may change to reflect analysis of the PICT 4 data submitted by counties, once the directors of MR/DD, Job and Family Services and the Office of Budget and Management have approved it. Finally, an additional 54 slots were reserved for counties who converted 54 ICF/MR respite slots at Sunshine Children's Home and Hattie Larlham to Level I Waiver slots for a total initial allocation of 1,036 slots. These counties will receive their portion of the 54 respite slots in addition to their initial Level I slots. Subsequent allocations to these counties will be their initial Level I slots less the number of respite waiver slots included in this one-time respite allocation.

Attached is a spreadsheet indicating the total number of slots allocated to each county board of MR/DD.

- 2. How do I get Level I Waiver slots?** You will need to take two steps. First, you will need to send an e-mail or letter to Don Bashaw, ODMR/DD Division of Community Services indicating you need the slot numbers for the first allocation of Level I Waivers for your county. You will be allocated up to the number of slots indicated on the allocation spreadsheet.

Secondly, **if you have not done so already**, you will need to complete an infrastructure spreadsheet that gathers information about funding available for the new waiver slots, changes in provider rates, and infrastructure changes. In anticipation of the Level I Waiver, the department has already sent the spreadsheet to the counties that have not completed one.

Your total allocation has been divided into three increments. When the department has received your county's completed application packets for your first one-third allocation and has subsequently processed them, you may request a second allocation. If you have additional

questions, please contact Don Bashaw at (614) 728-2524 or email at don.bashaw@dmr.state.oh.us

- 3. How do I create a separate waiting list for the Level I Waiver?** Your allocation of Level I Waiver slots provides you with a resource for the individuals in your priority categories. The criteria in Ohio Administrative Code (OAC) 5123:2-1-08 must be used to determine the order of enrollment from the priority groups until 12/31/03. If you have no one in your priority groups who can be supported with the Level I Waiver, individuals on your regular waiver waiting list(s) should be offered the opportunity for Level I enrollment. As you work through that list from the top down, you will identify those who will use the Level I slots in your first allocation, identify those who want to remain on the IO and or RFW waiting lists and be on a Level I Waiver waiting list, as well or instead. Once your initial allocation of Level I Waiver slots is used and you are waiting for the second allocation of slots, steps should be taken to create the separate waiting list for the Level I Waiver as is required by OAC 5123:2-1-08.

It is important that all counties recognize the need to create this list using procedures that are fair to all those who requested waiver enrollment at a date/time that was prior to having any knowledge of a Level I Waiver. The following steps will create a waiting list for the Level I Waiver in a fair and consistent manner:

- Each individual in a priority category must be provided with an explanation of the alternative available under the different waivers and of the amount, scope, duration and fiscal limits for each of the Level I and Individual Options (IO) waiver services.
- The option to be on the waiting list for enrollment for Level I Waiver should be provided. If the individual agrees, the individual's name is added to a waiting list for the Level I Waiver using the original request date for waiver or residential services. (The individual may also remain on the IO waiver waiting list).
- Once on the Level I waiting list, the individual "waits" until additional Level I Waiver slots are available.
- If, when offered the opportunity to apply for enrollment on the Level I Waiver, the individual declines, then the individual can continue to remain on both lists.

An ODMRDD Information Notice is being drafted to address this in more detail and a number of other issues and clarifications related to the waiting list for waiver services.

If you have additional questions, please contact Debra Plaza at (614) 466-6105 or email debra.plaza@dmr.state.oh.us

- 4. What should I do before I send in my waiver packets?** *The Level I Waiver is fundamentally different from the I.O. Waiver in that there are significant benefit limitations and additional steps to the enrollment process.* County board staff responsible for service and support administration need to work with the individual and family to complete the Prescreen Tool prior to sending in waiver enrollment packets. The Prescreen Tool can be downloaded from the ODMR/DD web site <<http://odmrdd.state.oh.us>>. The Prescreen Tool includes a series of six items about the needs and circumstances of the individual. When items in the Prescreen Tool apply to the individual, the identified health and safety concerns must be addressed in the ISP within the benefit limitations of this waiver or with natural support or support from another source of funds. If the items in the Prescreen Tool do not apply to the individual, it must still be completed and maintained on file. The ISP must still address all the services and supports necessary to ensure the health and welfare of the individual.

Before sending in the waiver packets the SSA should arrange for the individual to visit the local DJFS office to determine their financial eligibility for Medicaid. At this time the local DJFS case worker enters eligibility information into the CRIS-E data system and creates the data screen for the waiver that ODMRDD Waiver Eligibility staff must have in place in order to authorize enrollment.

Individuals/agencies selected to provide Level I Waiver service(s) must be selected and identified on the ISP for the individual as part of the enrollment process and must adhere to the requirements as outlined below in item 6 of this letter.

If you have additional questions, please contact Don Bashaw at (614) 752-2524 or email don.bashaw@dmr.state.oh.us

5. **Will there be more training about the Level I Waiver?** Yes. OACBMR/DD, OSCBMR/DD, and ODMR/DD are collaborating to offer five regional training sessions as follows:

April 22	Perrysburg
April 28	Cuyahoga Falls
April 29	Wilmington
April 30	Marietta
May 1	Columbus

This training will include a Resource Manual with a copy of the PowerPoint presentation about Medicaid, a copy of the Level I Waiver rules, and other valuable information. Due to budget constraints, a \$50 per person fee will be charged to cover the cost of the facility, lunch and the Resource Manual. OACBMR/DD will be sending information to each county board. We encourage you and your staff to attend.

The Arc will also provide scholarships for families to attend the Level I Regional Trainings listed above. If an individual with a disability or a family member is interested in attending, please have them send their registration directly to The Arc of Ohio via email to arcohio@rrohio.com or via fax (614) 487-4725, as soon as possible, but before the registration cut off dates. Scholarships and space are limited.

On April 25, The ARC is planning an all day session to present information to families about the Level I Waiver.

OPRA has plans to will include information about the Level I Waiver to its providers at the OPRA Spring Conference, in May.

Once the initial round of training sessions have ended, the department staff will be available for technical assistance.

If you have additional questions, please contact Dana Charlton at (614) 466-7290 or email dana.charlton@dmr.state.oh.us

6. **What should I know about Provider Certification for the Level I Waiver?**

Unlike the IO Waiver, providers must have completed the requirements to be a provider **before** they submit their application for certification to the department.

While the department will accept applications for Level I Waiver providers beginning April 18, 2003, no formal action can be taken on the applications until April 28, when the Level I Administrative Rules become effective. Applicants are reminded to make sure all questions and information required by the application are included to avoid delays in processing the applications.

The department has a toll free telephone number, 1-877-289-3636, with voice mail for providers. Providers can request an application packet by calling this number and leaving their name, address, phone number and the type of services for which they are applying. Also providers can print copies of the provider application and accompanying forms from the department's web site: <http://odmrdd.state.oh.us>. A link will be posted on the ODMR/DD home page in the near future to assist Level I Waiver providers.

County boards need to complete a Request of Information process for providers of Environmental Accessibility Adaptations, Specialized Medical Equipment and Supplies, and Personal Emergency Response Systems. More information about this process will be coming.

If you have additional questions, please contact Suellen White at (614) 752-2924 or e-mail suellen.white@dmr.state.oh.us or Wanda Shanklin at (614) 752-2517 or e-mail wanda.shanklin@dmr.state.oh.us

7. **How will the PAWS process work for the Level I Waiver?** There is no change to the PAWS completion and submission process, except with regard to the provision of matching funds, as noted below. All services authorized by the PAWS must be identified in the service plan for the individual. All service providers identified on the PAWS should have completed the certification process prior to submission of the PAWS to the Department.

A memo will be issued in the near future identifying the service codes, reimbursement rates, and benefit limitations under the Level I Waiver. This memo will be sent to county board superintendents, PAWS contacts, and Level I service providers.

Prior to, or upon submission of its first PAWS documents to the Department, a county board must provide the matching funds for the waiver services authorized on the PAWS. This can be done in one of two ways, or a combination of both:

1. Submitting a check, made payable to "Treasurer, State of Ohio" to:

Ohio Department of MR/DD
Office of Federal Funds
30 E Broad Street, 13th Floor
Columbus, OH 43215-3414
Attn: Lisa Syx

Funds should be sufficient to cover the anticipated match needed to fund services all Level I enrollees **for the remainder of the fiscal year (June 30, 2003).**

2. Requesting a transfer of IO or RF Waiver allocation to the Level I allocation. This option is available only if there are sufficient available funds in either the IO or RF Waiver allocation to make such a transfer.

For subsequent years of the waiver, counties will have a third option of "pledging" Supported Living, Family Resource, and 501 Operating Subsidy funds to be used as Level I Waiver match. If you have additional questions, please contact Lisa Syx, PAWS Allocation Manager at (614) 752-2919 or e-mail at lisa.syx@dmr.state.oh.us

8. How does the PICT #4 relate to the Level I Waiver?

An integral part of the implementation of the Level I Waiver and the subsequent approval and release of additional I/O and Level I Waiver slots is the submission and approval of county board three-year plans. The three-year plan is the county board approved web-based Preliminary Implementation Component Tool, (PICT). PICT three-year plans are due in to the department within 45 days after the first individual, statewide, is enrolled onto the Level I Waiver. Counties that have not upload their PICT source data and PICT MS Excel files into the web-based application should do so and submit their plans by using the following procedures:

- 1) Complete the Security Affidavit for authorized users of the PICT web-based system in your county. A copy of the Security Affidavit was transmitted to your county via e-mail as part of the PICT 4 three-year plan implementation. Fax the completed Security Affidavit to the number indicated on the form to obtain a PICT username and password.

- 2) E-mail your MS Excel PICT component 4 source data and PICT files to PICT@dmr.state.oh.us --On the subject line of the e-mail enter [County Name] - PICT 4 Upload.
- 3) Complete your three-year plan and obtain board approval. Once approved, notify the department via e-mail at PICT@dmr.state.oh.us of plan approval. On the subject line of this e-mail enter [County Name] - Plan Approval. Once the department has received this e-mail, we will temporarily lock the county out of web-based system while the department downloads the county's approved plan to an alternate database.

If you have additional questions, please contact Keith Williams at (614) 728-8832 or e-mail at PICT@dmr.state.oh.us

Recently, the 10,000th waiver slot administered by ODMR/DD was filled. The Level I Waiver will extend waiver slots to 6,000 more people. We remain excited about implementing the Level I Waiver. We appreciate the efforts of County Boards to make this waiver a reality. Families have waited a long time for this modest amount of service that will enable them to keep their family members at home.

Sincerely,

Connie Ament, Deputy Director
Community Service Division