

Purpose

The purpose of the pre-admission counseling process is to ensure individuals with developmental disabilities have the opportunity to explore all available options for meeting their needs and to enable them to make an informed choice about moving to an intermediate care facility (ICF). This process does not prevent an individual who wants to move to an ICF from doing so.

Applicability

The pre-admission counseling process applies only to Ohio residents seeking new admission to a large ICF that has at least nine beds. ICFs and county boards of developmental disabilities are not required to follow the process for individuals transferring from one ICF to another, including transfers between a state-operated developmental center and another ICF, or when a person is seeking admission to an ICF with 8 beds or fewer.

Process

Initiation

The pre-admission counseling process is initiated when a large ICF has a current vacancy or anticipates a vacancy within the next six months. If the ICF agrees to accept the individual for admission, and the individual agrees to accept the next opportunity for admission, a referral must be submitted to the county board of developmental disabilities in the individual's county of residence.

The county of residence is the county in which the person presently resides or, for minors in the custody of children's services, the county where legal custody is maintained.

For each vacancy the ICF may refer up to three individuals at a time to the county board. All referrals must be made using the form developed by the Ohio Department of Developmental Disabilities (DODD). The cover page must be completed in its entirety, including the required signatures from the individual and a representative from the ICF. Any incomplete referral may not be accepted by the county board.

When more than one person is referred, the ICF must prioritize the referrals in the order in which they are to be considered for admission. The county board will schedule face-to-face interviews in the order in which the referrals are prioritized. The individual with first priority will be interviewed prior to anyone else referred.

Interview

Upon receipt of a complete referral from an ICF, the county board has five business days to complete the pre-admission counseling form and submit it to DODD for review. The county board will include the individual, legal guardian, if applicable, and anyone else chosen by the individual to participate in the pre-admission counseling interview. The names of all those participating must be included on the pre-admission counseling form.

The county board representative must carefully explain the purpose of the session and clarify that the individual maintains the right to seek admission to the ICF if he so chooses. Materials developed by DODD to explain the general differences between home and community based and ICF services must be presented to the individual during this process.

The representative from the county board must follow the process established by the county board to determine if the individual meets criteria for emergency status as identified in section 5123:2-1-08 (B)(5) of the Ohio Administrative Code. This designation will be used to determine if the board is required to take action within the next 30 days to prevent harm to the individual or others.

Using a conversational, person-centered approach, the representative will assess the person's preferences in the areas listed on the pre-admission interview form. The areas in which the individual currently requires support will also be identified.

- If no assistance is required in an area, "not applicable" must be selected on the form.
- For all areas in which supports are currently required, the county board representative will identify the resource primarily used to meet that need at this time.
- The representative will select "yes" or "no" to indicate if an area of support is new or if additional support is needed.

Example 1: An individual may not currently require a home modification, but is expected to require modifications after an upcoming medical procedure. In this instance, "not applicable" would be selected for home modifications in column one and "yes" would be selected in the next column.

Example 2: An individual may currently receive hands-on assistance with care from an unpaid, natural support person (family member). However, additional support may be needed due to the caregiver's inability to continue to perform all required care. This support may be available through a community-based option or an ICF. The county board representative should identify the types of community-based options that are presently available to meet that need, such as state plan home health aide, locally funded supported living, etc.

After identifying the areas in which new or additional support is required, the representative will explain to the individual whether the needed support is available in a home and community-based setting (HCBS) and/or in the ICF.

The types of community supports currently available to meet the individual's specific needs must be identified. This may include services available locally through private payment, private insurance, county board or other local resources, Medicare, Medicaid state plan, and/or HCBS waivers. Options for which there is currently a waiting list should be explained as future options, but should not be identified on the pre-admission counseling form.

Example 3: An adult requires assistance with medications. The need is currently met through state plan home health nursing services twice daily. However, he will require assistance four times daily. The representative should explain the ability to access additional state plan home health services through the state plan prior authorization process. Only those options which are readily available to the individual should be provided. In order for "IO" to be selected on the form, funding for immediate enrollment in the Individual Options Waiver must be available using state or local match.

The representative must also explore the strengths/resources and barriers that may either contribute to or inhibit the person's success in a community-based setting. During this discussion, the representative is required to explain how available resources may be utilized to support the individual in a community-based setting and to overcome historic barriers.

Upon reviewing all available options with the individual, the representative from the county board must ask the individual if he/she chooses to proceed with admission to the ICF or if a community-based option is preferred.

Once the individual's choice of service has been identified and the pre-admission interview form is complete, the county board representative must email the form to DODD for review.

- The form must be sent to ICFdoc@dodd.ohio.gov.
- The subject line of the email should indicate the county and name of the ICF to which the person is seeking admission, e.g. *Brown- New Day, Inc.*
- The county board representative must also notify the ICF contact person listed on the pre-admission referral form of the individual's choice of service setting.

DODD Review

Within two days of receipt, DODD will review completed pre-admission forms to ensure the appropriate process was followed. DODD will keep a record of the names of individuals who participated in the counseling process, the facilities in which they are seeking admission, and the setting chosen by the individuals.

Time-limits

A pre-admission counseling form remains valid for up to six months. An individual who has completed the process within the last six months and is now being selected for admission to an ICF does not need to complete another interview prior to admission. If it has been between 6 – 12 months since a person selected for admission to an ICF participated in a pre-admission counseling, the county of residence must contact the individual to see if anything has changed since the last interview. If not, the person may proceed with admission to the ICF. If anything has changed, the county board may update the form via phone call, face-to-face visit, or other electronic means. All updated forms must be submitted to DODD for review using the process identified above.