Pre-Admission Counseling

Purpose

Pre-admission counseling ensures people 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 a person who wants to move to an ICF from doing so.

Applicability

The pre-admission counseling process applies to Ohio residents seeking new admission to a large ICF that has nine or more beds. ICFs and county boards of developmental disabilities are not required to follow the process for people 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 eight beds or fewer. Pre-admission counseling is also not required for people already on a waiver seeking a short-term admission to an ICF, nor is it required for people who used to live in an ICF seeking re-admission.

Process Overview

Step 1: Process Initiation

An ICF with nine or more beds has a current vacancy or vacancy within the next six months and plans for a new admission is in place. ICF submits a referral to CBDD.

Step 2: Interview

CBDD receives referral form. CBDD has five days to interview the person, complete the form, and submit to DODD for review.

Step 3: Complete the Form

Identify current support required and resources meeting this need. Identify new support needed and what new resources can be used to meet this need.

Step 4: Submit the Form

Attach completed form in an email addressed to ICFdoc@dodd.ohio.gov.

Initiation

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

The county of residence is the county in which the person presently resides or, for minors in the custody of Child Protective Services, the county where legal custody is maintained.

For each vacancy, the ICF may refer up to three people 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 required signatures from the person and a representative from the ICF. Incomplete referrals 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 person with first priority will be interviewed prior to anyone else who has been 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 person, legal guardian, if applicable, and anyone else chosen by the person 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 person maintains the right to seek admission to the ICF if he or she so chooses. Materials developed by DODD to explain the general differences between home and community-based and ICF services must be presented to the person during this process.

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 person 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:** A person 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 the first column, and “yes” would be selected in the next column.

**Example 2:** A person may currently receive hands-on assistance with care from an unpaid, natural support person, such as a family member. However, additional support may be needed due to the caregiver’s inability 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 a Medicaid 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 person whether the needed support is available in a home and community-based setting (HCBS) and/or in the ICF.

**Example 3:** An adult requires assistance with medications. The need is currently met through the Medicaid 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 home health services through the Medicaid state plan prior authorization process. Only those options which are readily available to the person 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 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 person in a community-based setting and to overcome historic barriers.

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

Once the person’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 - Fake Provider, Inc.
- The county board representative must also notify the ICF contact person listed on the pre-admission referral form of the person'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 people who participated in the counseling process, the facilities in which they are seeking admission, and the settings they chose.

**Time Limits**

A pre-admission counseling form remains valid for up to six months. A person 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 six and 12 months since a person selected for admission to an ICF participated in pre-admission counseling, the county of residence must contact the person 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.