

Overview of County Boards of DD Responsibilities with HOME Choice – April 2015

HOME Choice applications should be submitted to HOME Choice Operations when an individual has been identified to move into the community, i.e. a waiver is allocated to them.

Anyone can submit an application to HOME Choice.

HOME Choice starts before the person moves and HOME Choice providers work as part of the discharge planning team.

HOME Choice services are not Medicaid services.

Option 1 – County Board will be the HOME Choice Case Manager only

The County Board Service Support Administrator (SSA) will be the HOME Choice (HC) Case Manager. ODM HOME Choice Operations & the County Board must identify a primary contact person for the County Board (i.e. SSA Director)

Responsibilities are as follows:

- County Board SSA meets with the individual, guardian, “team”; completes the below four documents; identifies potential Transition Coordinator’s (TC); decision on TC made and added to service plan. Four documents are submitted to HC Operations at ODM
- The HOME Choice Website has a current list of providers by type and county for your reference.
- HOME Choice forms submitted by HC Case Manager/SSA to HOME_CHOICE@medicaid.ohio.gov
 - HOME Choice application (02361) – when you know a person is going to move/has a waiver allocation
 - Informed Consent (02362) & Eligibility Checklist (02369) – Can be sent with the application or as soon as they are completed with signatures.
 - HC Service Plan (02365) that identifies: - Submit once the Transition Coordinator is selected
 - Community Transition Services (Unit 1 & 2), Transition Coordinator Agency with Service Code & HC Provider #
 - HOME Choice will send out a referral to the TC agency & when they accept, the service plan will be emailed out to all parties.
- Communication & Team Planning continues(Current residence, family, guardian, SSA, providers, HC office)
- DD Waiver Component – PICT, DC/ICF reduction approval letter if applicable, Housing capital if applicable, HC application, waiver application, 2399 to local JFS
- SSA serving as the HOME Choice Case Manager is responsible for:
 - Team meetings, communication, waiver process, coordination of discharge planning, timelines, etc.
- At time of discharge and transition into the community, HC Case Manager submits the HC Enrollment form to the HC Operations.
- During the 365 HOME Choice Demonstration period, SSA/CM provides HC Case Management support/monitoring throughout the 365 days the person is enrolled on HOME Choice and living in the community.
- Submits Change in Status Forms as may be necessary (see form for details)

Option 2 – County Board will be the HOME Choice Case Manager & Transition Coordinator

The County Board must have a Transition Coordinator provider agreement on file with HOME Choice.

With this option, the county board is both the Case Manager and Transition Coordinator, thus this option includes responsibilities listed in Option 1.

HOME Choice Forms & Paperwork – submitted to HOME_CHOICE@medicaid.ohio.gov

- Estimated Use of Goods & Services
- Qualified Residence (02367) & Copy of the Lease
- Payment Request Form – [Submitted to Morning Star \(FMS\)](#)
- Summary of Transition Coordination Activities (02360)– Submitted to ODM
- Communication & Team Planning (Current residence, family, guardian, SSA, providers, local JFS, HC office)
- Transition work – as outlined in HC Transition Coordination Roles & Responsibilities
- Statements & receipts are submitted to Morning Star for reimbursement
 - If the county board does not do the shopping, security deposit, etc., the county board is still responsible for submitting the receipts for reimbursement. Only the TC is authorized to be reimbursed. We cannot reimburse providers, family members, guardians, etc.
 - No funds may be used until the county board receives the HOME Choice service plan that provides the start date for Transition Coordination work.
- **Targeted Case Management (TCM) & HOME Choice Transition Coordinator**
 - When the county board is the TC, TCM billing must cease from the start date for transition coordination on the HOME Choice service plan until the discharge date from the facility.
 - County Board TC’s receive three (3) deliverables/payments:
 - \$3000 when service plan is generated by HOME Choice
 - \$1000 when the Qualified Residence form & lease are submitted
 - \$1000 when the Summary of Pre-Transition Activities Summary form is submitted

HOME Choice Services available to ID/DD participants

Services available from HOME Choice prior to discharge (primarily pre-transition)

- Community Transition Services (HC009) up to \$2000 towards goods and services to assist with rent, security & utility deposits, furniture, household items, etc. per guidelines and up to \$500 for Pre-transition transportation

Services available during the 365 day demonstration period (Enrollment on HOME Choice)

- **Community Support Coach**
- HOME Choice Nursing – “Intermittent Nursing” available
- Communication Aids – Some overlap with the waiver. Rule review required before approving.

HC Operations email: HOME_CHOICE@medicaid.ohio.gov

Email all documents to us directly or fax to 614-466-6945

(please do not email forms directly to HC staff)

Pertinent Websites	
HOME Choice	http://medicaid.ohio.gov/HomeChoice
Dept. of Medicaid	http://medicaid.ohio.gov
Morning Star Fiscal Services	http://www.morningstarfs.com/ <i>Fiscal Intermediary responsible for reimbursement/payment to all providers. All reimbursements require a W-9, including requests for reimbursement (with receipts) for “Goods & Services” purchased.</i>