

**Project:** Transitions – Developmental Disabilities Waiver

**Lead:** Patrick Stephan, (614) 728-2736, [Patrick.Stephan@dodd.ohio.gov](mailto:Patrick.Stephan@dodd.ohio.gov)

**Updated:** April 16, 2013

<b>PROJECT PURPOSE</b>	<b>Status</b>
Define the issue that the project will address or remedy	Oct 24
Identify “hot spots” that illustrate the urgency to find a solution	Oct 24
Define the project purpose and scope of work	Oct 24
Complete a preliminary workplan (using this page as a template)	Revised May 2012
Submit high-value concepts to OBM for the mid-biennium review	Oct 24
<b>PROJECT MANAGEMENT</b>	
Identify the project team and augment with consultants if needed	Oct 24
Determine the project management structure, including table of organization	Oct
Create a detailed project workplan	Revised May 2012
Develop a workplan budget and identify the source(s) of funding	May 2012
Report project status to the Program Office and HHS Cabinet	Ongoing
Coordinate with other project teams through the Program Office	Ongoing
Develop a stakeholder/media/legislative outreach plan	Early Nov
Identify external stakeholders and create a stakeholder advisory group	mid-November
Establish a process for regular stakeholder input	mid-November
Host kick-off event(s) for the project team and stakeholders	Early Nov
<b>BUSINESS REQUIREMENTS AND SOLUTION</b>	
Define business requirements	Nov
Conduct an internal scan of solutions/capabilities	Nov
Identify and report gaps in existing operations/infrastructure	Nov
Conduct an external market scan and/or request for information (RFI)	Nov
Assess the federal landscape for opportunities, including funding, and threats	Nov
Identify best practices, within the state and externally	Nov
Recommend a solution to meet business requirements	Early Dec
Identify key deliverables necessary to implement the solution	Early Dec
Conduct an impact analysis of expected benefits and costs of the solution	Dec
<b>DELIVERABLES</b>	
Develop an implementation budget and identify the source(s) of funding	May 2012
Draft legislative and/or administrative rule language	September 2012
Recommend an appropriation strategy, if needed, for mid-biennium review	Dec
Develop a detailed stakeholder/media/legislative strategy	Jan-Feb
Recommend a procurement strategy	August 2012
Develop a request for a proposal, if needed	N/A
Support the procurement process (e.g., evaluation, vendor selection)	N/A
Support the completion and approval of federal compliance activities	August 2012

**Project:** Transitions – Developmental Disabilities Waiver

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Subject Matter Expert DODD (Lori Horvath, 614-387-0375)

**Updated:** April 16, 2013

## PROJECT PURPOSE

### Situation

Am. Sub. H.B. 153 which was effective July 1, 2011 authorizes the Ohio Department of Job and Family Services (ODJFS), now the Ohio Office of Medical Assistance (OMA), to transfer administration of the Transitions – Developmental Disabilities (TDD) waiver to the Ohio Department of Developmental Disabilities (DODD). This move will allow the state to expand and streamline home and community-based service waivers, and create a unified service delivery system for individuals with developmental disabilities that make it easier to access services.

A key consideration while developing the transfer plan will be minimizing disruption in service to individuals enrolled in the TDD waiver. Decisions having an immediate impact on service delivery include:

- Case management structure for the waiver
- Provider qualifications
- Services to be maintained or modified
- Budget authorization processes

### Hot Spots

Hot Spots include the following:

- Determining appropriate levels of care for individuals currently enrolled in the TDD Waiver with intensive medical needs and ensuring availability of sufficient medical supports
- Am. Sub. H.B. 153 Section 309.33.20 directs OBM to develop a line item for the Ohio Department of Developmental Disabilities for administration of the TDD waiver. The Ohio Department of Job and Family Services, now the Ohio Office of Medical Assistance (OMA), and the Ohio Department of Developmental Disabilities will need to identify the amount of state match required for the transfer of TDD enrollees to other waivers administered by Developmental Disabilities.

### Scope of Work

The purpose of this project is to transfer administration of the TDD waiver from the Ohio Office of Medical Assistance to the Ohio Department of Developmental Disabilities in an effort to create a unified service delivery system for individuals with developmental disabilities.

## High-Value Targets

Key decision points in transferring the TDD include the following:

- Amending the waiver application and rules to reflect the change in waiver administration and any other program components.
- Preparing to transfer case management responsibilities for approximately 2900 individuals from CareStar, the case management agency for the Ohio Department of Job and Family Services, to 88 County Boards of Developmental Disabilities.
- Identifying amount of state match to transfer from OMA to DODD for both waiver services and targeted case management
- Identify processes for provider enrollment and oversight.
- Identify system changes / access points necessary to achieve operational capability

## PROJECT MANAGEMENT

### Project Team

Core TDD Team:

Name	Department	Phone	Email
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Initial stakeholder meeting is scheduled for November 17, 2011. The purpose of this meeting will be to identify additional stakeholders to include in the work group. Representation from the Ohio Association of County Boards, Ohio Provider Resource Association, the ARC of Ohio, CareStar, and individuals and family members of those receiving TDD services.

### Project Management

Staff from both agencies will be responsible for management of this project. Project plans and information will be shared with members of the workgroup. As risks are identified, the workgroup will review potential actions and determine the best action to implement.

**Work Plan**

The project work plan includes the following:

<b>Activities</b>	<b>Timeline</b>
Comparison of TDD structure with that of waivers administered by the Ohio Department of Developmental Disabilities to determine probable approach.	TDD Core Team met on 9/28/11 and proposed the plan of transferring TDD enrollees to other waivers, rather than transferring the TDD waiver to another agency.
Determine ways in which the Enterprise Technology System could be leveraged.	Demo of the Enterprise System was completed on 9/28/11. Evaluation of the future use of this application will be ongoing as the detailed work plan is developed.
Data analysis of TDD enrollees to develop initial transfer timeline.	Process was initiated 9/28/11 and is ongoing.
Stakeholder small group meeting to identify members to participate in the larger work group.	November 17, 2011
Workgroup to identify most logical approach to transfer.	Transfer plan to be finalized, July 1, 2012. Due to budget constraints, the proposal to transfer TDD enrollees was replaced with a plan to transfer the operation of the TDD waiver to DODD.
Identify the amount of state match to be transferred from OMA to DODD for both waiver services and targeted case management	July 1, 2012
Submitting waiver amendment to CMS reflecting changes in the agreed upon work plan.	August 2012
Finalize rule changes, waiver amendment, system changes and contracts necessary for go-live of TDD with DODD.	January 1, 2013

**Project Budget**

Fiscal staff from both agencies worked together to determine the amount of funding to be transferred from OMA to DODD for both direct services and administrative costs.

## Coordination

Patrick Stephan is leading the effort to transfer the TDD waiver from OMA to DODD.

## Stakeholder Input

Stakeholder representation to include:

- ARC of Ohio
- Ohio Association of County Boards of Developmental Disabilities
- Ohio Provider Resource Association
- Individuals/families receiving TDD services
- CareStar

## BUSINESS REQUIREMENTS AND SOLUTION

### Business Requirements

The TDD waiver application will be used as the basis for the transfer plan. The following areas will be addressed:

- Case management structure for the waiver
- Level of care determinations
- Provider enrollment
- Provider monitoring
- Service package and corresponding rate structure
- Claims processing
- Utilization reviews

A successful transfer of the waiver is one with which:

- Individuals experience no disruption in services.
- Providers, who choose to do so, may continue serving individuals through the waiver.
- County boards of developmental disabilities have limited financial liability for expanding services to the roughly 2900 individuals enrolled in TDD.
- Efficiencies are maximized through shared operations at a state level.

### Gap Analysis

The TDD core team will work through the TDD waiver application to identify potential gaps in operations and infrastructure. As these gaps are identified, the core team will collaborate with other agency staff to review possible solutions that would appropriately satisfy the identified need.

Current gaps that have been identified and are under review include:

- Data sharing and system access
- Claims processing/auditing
- Provider oversight mechanisms
- Coordination of approvals for state plan services.

### **Best Practices**

Recent upgrades to DODD's Incident Tracking System (ITS) allow for more robust reporting of health and welfare standards for individuals enrolled in HCBS waivers. As a result, the proposed amendment of the TDD waiver will incorporate DODD's practices for identifying and reporting incidents that may adversely impact the health and welfare of individuals receiving services.

DODD and OMA will consult with NQE, a national consultant in the area Home and Community Based Services waivers, to identify additional performance measures to be included in the waiver application.

### **Solution**

The core TDD team will make recommendations on which business operations should transfer from OMA to DODD and which functions will remain with OMA in order to maximize efficiency. The workgroup will also recommend target dates for the items that will transition. After recommendations are reviewed and approved by leadership, the workgroup will implement the actions detailed in the work plan, making adjustments to time frames as necessary.

The plan will be communicated to individuals receiving services through the TDD waiver, their families, providers of services, and county boards of developmental disabilities.

The TDD waiver application will be amended to reflect the recommendations of the core team and submitted to CMS by September 1, 2012 for an anticipated approval date of December 1, 2012. Corresponding changes will be made to Ohio Administrative Code rules and filed in October for anticipated effective dates of January 1, 2013.

### **Benefits**

The proposed work plan minimizes disruption in service delivery to over 2900 individuals enrolled in the TDD waiver. It enables DODD to work closely with stakeholders over the next two years to identify additional changes to the waiver's structure that may further improve efficiency and effectiveness of services.

## **DELIVERABLES**

### **Implementation Budget**

Fiscal personnel from OMA and DODD will work together to identify the amount of funding to be transferred from OMA to DODD to support both state match for waiver services and target case management.

### **Legislation**

Rules in Ohio Administrative Code chapters 5101: 3-45 will be revised, as needed, to reflect the change in administration of the waiver and the use of shared services between OMA and DODD recommended in the work plan. Rules in chapter 5101: 3-47 will be rescinded, with new rules being adopted by DODD, where appropriate.

Determine state funds to be transferred from Ohio Department of Job and Family Services to the line item established by OBM for Ohio Department of Developmental Disabilities in accordance with Am. Sub. H.B. 153 Section 309.33.20

### **Procurement**

The majority of administration and operational functions of the waiver will remain with OMA, DODD, and county boards.

With the anticipated transfer date of the waiver being 1/1/13, DODD plans to enter into a contract with the Arc of Ohio to provide training and outreach to individuals receiving TDD services and their families. The Arc is uniquely positioned to perform this function due to its history of involvement with individuals/families, its network of local chapters, and its history involvement with the TDD waiver since its inception in 2002.

In addition, DODD is exploring options for maintaining CareStar to complete level of care assessments. CareStar is currently the agency under contract with OMA to provide case management and level of care assessments to TDD enrollees. To support this function, the agency has developed a comprehensive web-based application, called Enterprise that includes individuals' assessments, service plans, incidents, reports, and other correspondence. CareStar possesses extensive knowledge and experience with the waiver and those it serves which would not be available through another contractor.

### **Federal Funding and Compliance**

This project work plan is dependent upon approval by CMS to amend the waiver, as proposed.

**Project:** Transitions – Developmental Disabilities Waiver Transfer

**Lead:** Patrick Stephan, 614-728-2736, [Patrick.Stephan@dodd.ohio.gov](mailto:Patrick.Stephan@dodd.ohio.gov)

**Updated:** April 16, 2013

## PROJECT TEAM

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## Operating Protocol

**A. Updated: 2/12/13 Applicability.** This Operating Protocol is developed pursuant to O.R.C. Sections 191.01-191.06 and is applicable to following state agencies:

1. Ohio Department of Developmental Disabilities (DODD)
2. Ohio Department of Job and Family Services, now the Ohio Office of Medical Assistance (OMA)

**B. Purpose.** The purpose of this Operating Protocol is to implement the transfer of the Transitions – Developmental Disabilities (TDD) Waiver to DODD and to document the responsibilities of the participating state agencies in tasks related to funding, personnel, workflow, and data sharing. . This Operating Protocol constitutes agreement by the Directors of the participating state agencies with the funding, personnel, workflow, and data sharing responsibilities specified herein.

### **C. Funding Responsibilities.**

The funding sources identified for the time period specified in the table below are committed to the transfer of the TDD Waiver to DODD.

**HB 153 gave the authority for the Office of Budget and Management (OBM) to transfer appropriation and cash for the TDD Waiver from OMA to DODD. DODD has submitted a letter to OMA and OBM, certifying the FY13 estimated expenditures for the program and identifying appropriation to be transferred from OMA to DODD by fund. We anticipate that this transfer will happen when appropriation is loaded in to OAKS for FY13.**

**The funding responsibilities for transition of the TDD Waiver are premised on the ability of DODD's federal fund (e.g. 3G60) to go negative.**

**OMA will continue to process claims submitted by providers of TDD Waiver services. DODD has provided coding speed charts to OMA, which OMA will load in to OFIS. OMA will provide DODD with access to OFIS and DODD will be responsible for coding and budget checking TDD claims in the system. If a new string of coding is needed to make payments, DODD will provide the speed chart coding to OMA at least three days before the payment date. OMA will draw down the federal financial participation and direct journal the funds to DODD Fund 3G60. (Note: The OMA/Fiscal draw unit will draw the funds within two days upon receipt of the file)**

**DODD will include expenditures for the TDD Waiver in their federal schedule reporting beginning in FY13. OMA will grant DODD access to MITS and provide information on accessing detailed claims reporting information to complete necessary reporting for the TDD Waiver.**

**Operating Protocol Funding Table for: Transfer of the TDD Waiver to DODD**

**Time Period: 7/1/2012-6/30/2013**

Agency	Fund Source-Fund	Fund Source-ALI	Amount	CFDA No.	Will Funds Be Sub-Granted?	Description of How Funds Will Be Transacted
OMA	GRF	600525 (Health care Medicaid/State)	-28,645,492			Appropriation will be transferred from OMA to DODD
DODD	GRF	322407 (Medicaid match)	+26,881,592			Appropriation will be transferred from OMA to DODD
DODD	GRF	320321 (Central administration)	+1,763,900			Appropriation will be transferred from OMA to DODD
OMA	GRF	600525 (Health care Medicaid/federal)	- 45,356,995			Appropriation will be transferred from OMA to DODD
DODD	3G6	322639 (Medicaid waiver/federal)	+45,356,995			Appropriation will be transferred from OMA to DODD

If the table above indicates any federal funds are to be sub-granted to lower level sub-recipients, the agency issuing the sub-grant will be responsible for communicating federal and state compliance requirements governing program funding. Such requirements include, but are not limited to, 45 CFR 92, OMB Circular A-133 and cost principles outlined within 2 CFR 220, 2 CFR 225 or 2 CFR 230 as applicable to the sub-recipient.

**D. Personnel.** Personnel identified for the time period specified in the table below are committed to the transfer of the TDD Waiver to DODD.

**The TDD Waiver workgroup has decided to utilize a shared services model for certain business operations for the TDD Waiver. The majority of business operations will transfer to DODD, but some activities will continue to be completed by OMA staff. The chart below indicates the staffing support that OMA will provide to support DODD in its administration of the TDD Waiver. Support functions**

include implementing the shared services model, providing access to IT systems support and detailed data and reporting, as well as providing technical assistance and oversight.

**Operating Protocol Personnel Table for: Transfer of the TDD Waiver to DODD**

**Time Period: 7/1/2012-6/30/2013**

Agency	Staff Person Name	Position	FTE Value	Functions Performed
OMA	Sue Fredman and Laura Leach			Provide Technical Assistance – assist with creation and filing of Waiver Amendments
OMA	Kevin Carter			TDD waiver claims issues
OMA	Bibi Manev & others as needed			<ol style="list-style-type: none"> <li>1) Process provider enrollments and maintain provider information which includes the following: Consumer and BCI verifications</li> <li>2) Communicate to DODD new provider enrollment, suspensions, revocations, or other changes in provider status</li> <li>3) Inform DODD of providers with a history of compliance concerns</li> <li>4) “Act on revocations recommended by DODD. If there is a difference of opinion, OHP and DODD will work to resolve the proposed termination.”</li> </ol>
OMA	Icilda Dickerson			Facilitate access to CareStar’s Enterprise System by CB and DODD personnel.
OMA	Craig Figi & other OMA fiscal staff			<ol style="list-style-type: none"> <li>1) Provide assistance with financial aspect of OMA paying claims utilizing DODD funds</li> <li>2) Provide historical financial data, as needed</li> <li>3) Facilitate timely direct journal to DODD for federal financial participation</li> <li>4) Reissue payments upon authorization</li> </ol>

*Ohio Health and Human Services Cabinet  
PROJECT MANAGEMENT TEMPLATE*

				<p>by DODD</p> <p>5) Provide contact person for referrals by DODD call center personnel.</p>
OMA	Bill Martin OMA IT			<p>1) Facilitate DODD access to necessary JFS systems (e.g. OFIS, MITS, BIAR, CRIS-E, etc)</p> <p>2) On-going processing of interface file from OFIS to OAKS</p>
DODD	Lori Horvath			<p>1) General policy and programmatic review and development</p> <p>2) Waiver Amendments – provide OMA with updates when changes to the TDD waiver are proposed</p> <p>3) Program Oversight – work with OMA to create and implement oversight measures</p>
DODD	Lori Horvath and field consultants			<p>1) Level of Care</p> <p>2) TDD policy questions</p>
DODD	Jamie Karhoff and call center personnel			<p>1) Direct payment inquiries to the OMA IVR line at 1-800-686-1516</p> <p>2) Offer assistance, as needed, with provider support</p>
DODD	Karin Hoyt & Other Fiscal Staff			<p>1) Budget/financial analysis</p> <p>2) Federal Schedule and other reporting related to this program</p> <p>3) Authorize reissuances by JFS after stop payments</p> <p>4) Review of weekly claims data out of MITS/OFIS, into OAKS.</p> <p>5) Reconcile voucher detail data out of</p>

				OAKS 6) Review of weekly federal revenue draw.
DODD	Vanessa Prather & Other OPSR staff			1) Develop protocol for ensuring compliance with waiver requirements and health and welfare standards for individuals enrolled on TDD  2) Communicate to OMA any provider demonstrating substantial non-compliance with waiver/rule requirements and request revocation, when appropriate
DODD	Kate Haller, Brad Singer, Becky Phillips & Others			1) Provide general legal support  2) Provide support for filing of rules
DODD	Scott Phillips			Provide training on MUI requirements

**E. Workflow**

Key workflow process transactions for the transfer of the TDD waiver to DODD are described below.

**As mentioned above, the TDD workgroup decided to utilize a shared services model for some operational activities required to administer the TDD Waiver. The above chart detailed staff that will be performing those responsibilities, but this section will detail the activities and any underlying agreements between the agencies that are imperative to the successful operation of the TDD Waiver.**

1. Policy: DODD will be the lead agency for policy related to the TDD Waiver. As policy lead, DODD will recommend to OMA any amendments to the waiver application and will develop/revise rules accordingly. OMA will maintain responsibility for any TDD waiver amendment submission to CMS.
2. IT Systems: OMA will facilitate access to CareStar’s Enterprise system, upon request, by DODD and County Board personnel. Payment for access to Enterprise by DODD and CB personnel will be made through the existing contract between CareStar and OMA if appropriate. It will otherwise be made to Carestar through a DODD contractual arrangement. In addition, OMA will grant necessary access to other OMA systems by DODD personnel as identified in the data sharing table below.
3. Provider Enrollment: Since the provider enrollment process for TDD providers and Ohio Home Care Waiver providers is the same, we will utilize shared services to maximize

efficiency. OMA staff will continue to process TDD provider enrollments, but will keep DODD informed as they receive requests for new providers.

DODD will facilitate the provider enrollment process by completing the initial 2 steps of the application process for providers requesting to serve individuals enrolled in TDD, with the exception of waiver nursing providers and agencies applying to provide personal care aide. OMA will continue to complete all steps of the application process for providers seeking approval to provide waiver nursing services and agencies applying to provide personal care aide. (Added 2/19/13)

4. Provider Compliance: Since DODD will assume responsibility for provider oversight, DODD will report to OMA any provider demonstrating substantial non-compliance with the requirements of the waiver or corresponding rules. OMA, upon recommendation from DODD, will terminate the Medicaid agreement with any provider whose lack of compliance presents an adverse impact to the health and welfare of individuals receiving TDD waiver supports.

5. Adverse Outcomes: OMA will not require a plan of correction or response to Adverse Outcomes discovered as part of the targeted review for individuals enrolled in the TDD waiver. However, the following activities will be performed and issues raised in cases submitted by the AO Committee will be considered in the implementation of those activities:

- SSAs will develop service plans, submit proposed budgets and perform all monitoring activities to ensure individuals are receiving necessary services.
- As county boards of DD and DODD become more familiar with the needs of individuals served, modifications may be made to the service package at a later date.
- Current ASPs will be reviewed at their designated annual review dates, unless the individual experiences a change in status that requires the plan to be updated sooner.

6. Provider support:

Providers may contact DODD or OMA with claims inquiries or requests for support. DODD will refer providers to the OMA designee for claims inquiries. OMA/DODD will respond to provider inquiries/requests within 5 business days.

7. Level of Care (LOC): CareStar will continue to perform level of care redeterminations annually, and upon significant changes of status, for all TDD enrollees. DODD will enter into a separate contract with CareStar for oversight and payment of this function.

8. Claims: TDD providers will continue to submit claims directly to OMA through MITS. Effective July 1, 2012, payments by OMA will be made from funds transferred to DODD for administration of the TDD Waiver.

OMA will keep DODD informed of any issues with claims payments as soon as they become aware of the problem. If a cost overrun occurs during FY13, the agencies participating in the Project Team will come together and meet to decide how to address the overrun. The meeting shall include OMA, DODD and OBM.

9. Provider Inquiries, Requests for stop payment, warrant re-issue, etc

*From 7/1/12-12/31/12:* Any requests to reissue TDD provider payments will be received and processed by designated OMA staff. OMA and DODD fiscal staff will work together in issuing a new single payment voucher for such requests. OMA fiscal staff will provide copies of original vouchers and supporting documentation which includes the following: provider name/ID, original OAKS voucher ID, claim amount, original date of claim, confirmation from TOS on stopped payment, other necessary information as determined by DODD and OMA staff.

DODD will issue vouchers out of DMR01 until such a time that a new business unit (JFS11) is established. The new business unit will allow DODD staff to issue vouchers for stop payments, warrants, etc. as needed.

*From 1/1/13, forward:* DODD and OMA staff will work collectively in determining how to address provider inquiries, requests for stop payment, warrant re-issues, etc. for the period beginning 1/1/13. The Operating Protocol will be updated with an agreed upon process no later than December 3, 2012.

10. Negative vouchers: DODD and OMA will work collaboratively to establish a process whereby negative voucher lines within a voucher header will be accounted for appropriately. This Operating Protocol will be updated to reflect this agreed upon process by **XX**. Until this time, OMA will continue to identify 'negative vouchers,' DODD staff will delete them from OAKS as requested, and all federal funds offset by this process will be drawn in the subsequent federal draw. (Note: The credit balance process replaces negative vouchers language.)

11. Credit balance process: OMA shall determine if during the weekly TDD waiver payment process if a provider has a negative amount in either the JFS07 or JFS10 Business Units to be sent to OAKS. The negative amount will be reassigned to the business unit with a positive amount prior to sending to OAKS in order for the provider to be reimbursed appropriately. The amounts reassigned under this process will be monitored and the balance periodically reviewed to determine if a fund transfer is needed to properly balance both Business Units as determined by OMA and DODD (Added 12/14/12).

12. Budget & Financial Monitoring/Reporting: DODD will be responsible for monitoring the budget and finances of the TDD waiver. OMA will provide support with access to reporting information on utilization and claims payments, when historical information is needed for trend analysis, etc.

13. State hearings: If a decision resulting in a hearing request is made prior to December 31, 2012, then the hearing will be heard by the Office of Medical Assistance or its designee at the time of the decision. Decisions made after 1/1/13 which result in a hearing request shall be heard by DODD or its designee. (Added 12/14/12).
  
14. Performance Measures: Because the TDD waiver recently began as a DODD waiver on 1/1/2013, both OMA and DODD will have the responsibility for calculating the SFY 2013 TDD performance measures. For the calculation/submission of PM's, OMA will be responsible for calculating Qtr. 3 and Qtr. 4, 2012 when TDD was a OMA waiver program. And, DODD will assume responsibility for calculating Qtr. 1 and Qtr. 2, 2013 as a DODD waiver program. As a result, OMA will not expect any data from DODD until this reporting period. (Added 3/4/13)

**F. Data Sharing**

1. Data sources and elements to be shared for the transfer of the TDD Waiver to DODD for the time period specified are shown in the table below.

**To maximize investments that have already been expended, DODD will utilize the current CareStar Enterprise system for recording results of level of care redeterminations and documenting Freedom of Choice of individuals to access HCBS or institutional services. The Enterprise system will also generate reports, as identified in the TDD waiver amendment.**

**OMA will provide DODD staff with access to any system that is used to process, capture or analyze data for individuals receiving services through the TDD waiver. This access includes, but is not limited to, the systems and information listed in the chart below.**

**Operating Protocols Data Sharing Table for: Transfer of the TDD Waiver to DODD**

**Time Period: 7/1/2012-6/30/2013**

Agency	Data Source	Description of Data Elements	Is Data Protected	
			Health Information?	Description of Data Sharing Procedures
OMA	MITs	Ability to view remittance advices, ability to determine if payment was through check, eft or ISTV, ability to run reports to view data for multiple providers at one time, ability to view		OMA will provide DODD staff with appropriate MITs and MITs-subsystem access through the online application

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		and report on rates, and other provider information, etc.		
OMA	MITS	Ability to access eligibility, enrollment and utilization data and reports for individuals enrolled in TDD.		OMA will provide DODD staff with appropriate MITS and MITS-subsystem access through the online application
OMA	MITS	Ability to enter funding ranges for individuals enrolled in the TDD waiver		OMA will provide DODD staff with appropriate MITS access.
OMA	OFIS	Ongoing processing of interface payment files from OFIS to OAKS		OMA will provide DODD staff with appropriate OFIS access in order to complete fund coding on a weekly basis.
OMA		Access to/review of file generated for federal draws for TDD claims (used to confirm draw amounts requested to federal government by OMA).		OMA will provide DODD fiscal with revenue files (e.g. CAPIS report) any time there is a federal draw affecting a DODD fund (e.g. 3G60) for TDD.
OMA	CRISe	Ability to update LOC dates		OMA will provide DODD staff with appropriate CRISe access
OMA	CRISe	Ability to view individual eligibility and enrollment data		OMA will provide DODD staff with appropriate CRISe access
OMA	CRISe	Ability to enter funding levels for individuals enrolled on TDD		OMA will provide DODD staff with appropriate CRISe access.
OMA	CRISe	Ability to receive alerts for TDD enrollees with MBIWD or patient liability assignments		OMA will provide DODD staff with appropriate CRISe access.
OMA	DSS, BIAR and other relevant data systems	All reporting functionality related to individuals enrolled on the TDD Waiver. Including : any data from CRISe including identifying information: name, ssn, dob, address, county of origin; guardian information including name, address, date of guardianship, etc.;		OMA will provide DODD staff with the appropriate DSS access

	eligibility information including type of Medicaid coverage (MBIWD, etc.), dates, base financial information, expected patient liability, level of care date, diagnosis, service utilization, related expenditure data, etc.		
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- 2. If a participating agency reasonably determines that its protected health information shared with another agency has been maintained, used or disclosed in violation of state or federal law, the agency may cease sharing access to the information until the matter is satisfactorily resolved among the agencies and the Governor's Office of Health Transformation.