

To: SSA Directors, Superintendents, COG Directors

From: Lori Horvath

Date: May 31, 2017

Subject: Private Duty Nursing (PDN) Authorizations

The purpose of this communication is to share information regarding changes occurring with the process of authorizing Private Duty Nursing (PDN) services for people enrolled in waivers administered by the Ohio Department of Developmental Disabilities (DODD).

Effective July 1, 2017, DODD will assume responsibility for authorizing PDN for individuals enrolled in the Level One, SELF, and Individual Options Waivers who are not enrolled in managed care plans. This new process is outlined in Ohio Administrative Code 5160-12-02.3 (D).

To request a PDN authorization, county boards must submit a Nursing Task Assessment Form and Cost Projection Tool, along with any supporting documentation (physician's orders, nursing notes, etc.). Guidelines for completing the Nursing Task Assessment Form are located on DODD's website at the link below:

<http://dodd.ohio.gov/IndividualFamilies/ServiceFunding/Documents/Nursing%20Task%20Assessment%20Form%20-%20Completion%20Guidelines.pdf>

A live chat regarding PDN service authorizations has been scheduled for 6/7/17 from 1:00 – 1:30.

For individuals with a current PDN authorization approved by the Ohio Department of Medicaid (ODM), county boards should follow the process below.

- Review the authorization for PDN. If the authorization is set to expire prior to 7/1/17, a referral must be submitted to ODM. ODM will extend the existing authorization and will not send a nurse to conduct a face-to-face assessment.
- If the existing authorization for PDN is not set to expire prior to 7/1/17, the authorization will remain in place until the individual's next waiver redetermination, as long as the PDN services are incorporated in the waiver service plan. OAC 5160-12-02 (E)(2)(b) requires PDN services to be "documented on the services plan when an individual is enrolled on an Ohio Department of Developmental Disabilities (DODD) administered HCBS waiver. PDN services that are not documented on the services plan are not reimbursable."

- For example, an individual has a PDN authorization approved by ODM through 11/10/17 and has a waiver span expiring 12/29/17. Nursing services will continue from 11/10/17 through 12/29/17 with no action required by the board. If nursing services are recommended to continue in the next waiver span, the board must submit a Nursing Task Assessment and updated Cost Projection Tool to DODD for review prior to the end of the waiver span on 12/29/17.
- The county board must submit a Nursing Task Assessment Form and Cost Projection Tool for any individual with an existing PDN authorization approved by ODM when that person experiences a significant change in status that may warrant either an increase or decrease in PDN services.

All requests for PDN for individuals enrolled in managed care must be directed to the managed care plan. It is important to remember that only providers contracted with the managed care plan and authorized by the managed care plan can be reimbursed for services.

Questions regarding the PDN authorization process may be directed to TDDinbox@dodd.ohio.gov.