



To: ICF Directors, ICF Evaluator Staff, DC Superintendents, DC Evaluator Staff

From: Matt Turner, MHA4

Date: February 22, 2017

Subject: Notification of Change in Process for ICF evaluators

This notice is to inform ICFs/DCs effective 2/24/17 that the consent process has been updated for ICF evaluators. Therefore, DODD will no longer be sending ICF evaluators email correspondences regarding the status of a consent. This will be done through alerts on the evaluator's dashboard. If a consent is not completed in its entirety and/or if guardianship papers are not included (if applicable) with the consent, then the consent will be denied. If a consent is denied, then it will need to be resubmitted.

Consents are required to be completed and submitted prior to admission for an ICF/DC to DODD with the exception of an emergency admission. If it is an emergency admission the evaluator of the admitting ICF has 7 days after the date of admission to submit the consent and to complete an LOC or NICS admission request if applicable. The ICF must send an email to LOC@dodd.ohio.gov and in the subject line indicate emergency admission so that the consent can be processed that business day if completed correctly. It is important that consents are submitted timely because if denied then this will affect the ICF/DC's ability for completing an LOC or NICS admission request therefore, impacting the individual's date of admission. Refer to pages 32-36 in the ICF LOC User guide for creating a consent.

The alert for a consent will be sent when the status changes to read, denied, and approved. The alert will be displayed on the ICF evaluator's dashboard. This is similar to what occurs when an ICF NICS admission is accepted or rejected. It is the responsibility of the ICF's evaluator to monitor their alerts to take the necessary action required.

Alerts:

Subject:	Message:
Consent Read	Read access has been granted to allow review of fill in individual's name existing LOCS to submit NICS admission request.
Consent Approved: NICS admission request is not applicable.	An initial LOC assessment with clinician's diagnosis verification form is required to be completed for "individual's name"; A NICS admission request is not applicable because there is no existing LOC."
Consent Denied	"individual's name" has been admitted to another facility.
Consent Denied	Reason: No probate documentation submitted to demonstrate guardianship. Resubmit