



Department of Medicaid

John R. Kasich, Governor

John B. McCarthy, Director

Date: November 27, 2015

To: PASSPORT Administrative Agency, Pre-Admission Review

Hospital Discharge Planners

Ohio Certified Nursing Facilities

Ohio Association of County Boards of Developmental Disabilities

From: Kelsey Gallagher, PASRR Policy Manager, Ohio Department of Medicaid

Topic: Utilizing HENS 2.0 System for ODM 03622 Submission

Dear PASRR Administrators,

Preadmission Screening and Resident Review (PASRR) is a mandate of the OBRA 1987 Nursing Home Reform Act. PASRR provisions are contained in section 1919(e)(7) of the Social Security Act. The regulations prohibit a nursing facility from accepting a new resident, or retaining a resident with Serious Mental Illness (SMI) or Developmental/Intellectual Disabilities (DD/ID) unless the individual requires the level of services provided by the nursing facility. The intent of PASRR is to allow individuals to reside in the least restrictive setting possible while having their long-term care needs met.

Currently, submitters of PAS-ID and Resident Review form (ODM 03622) are able to fill out a paper copy of the form and submit it to their regional PASSPORT Administrative Agency (PAA) for review. Beginning in December 2014, submitters had the option to submit the ODM 03622 via an electronic system called the Hospital Exemption Notification System (HENS). This is a secure web-based system maintained by the Ohio Department of Aging (ODA). HENS 2.0 sends the ODM 03622 form electronically to the appropriate entities.

In an effort to improve efficiency throughout the PASRR process, the Ohio Department of Medicaid is encouraging all Ohio hospitals and nursing facilities to utilize HENS 2.0 when submitting any PASRR forms. This automated process is more efficient and timely than using the paper process.

The web address for HENS 2.0 is <http://www.hens.age.ohio.gov>. Information about the system, user guides and training modules for HENS are available in the HELP section of the website. ODA works with the HENS administrator at each PASSPORT Administrative Agency (PAA) to set up a HENS administrator at each participating hospital and nursing facility in their region. If an individual needs a login account, he/she should contact their facility's HENS administrator. If an individual needs to re-establish an existing login, he/she should contact the ODA help desk (ODA_ISD_HelpDesk@age.ohio.gov).

Questions about this memorandum should be forwarded to:

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