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| **SUBJECT:** Referral Process for NHTP and OSCIL | **DATE:** 6/30/2021 |
| **TARGET AUDIENCE:** MyOptions Advisors  | **REFERENCE NUMBER:** 01 |
| **TYPE:** [ ]  **NEW** [x]  **REVISIONS:**  | **REVISION DATE:** 10/26/21 |
| **PURPOSE:** Provide guidance to counselors participating as PCOC MyOptions Advisors regarding direct referrals to the Nursing Home Transition Program (NHTP) and the Ocean State Center for Independent Living (OSCIL).  |
| **CHANGES SINCE LAST REVISION:*** 10/26/21: Defined the role of PCOC Counselors as counselors participating as PCOC MyOptions Advisors. All references to PCOC Counselors changed to MyOptions Advisors.

**DOCUMENTS/ASSOCIATED RESOURCES:*** WellSky training guide

**ATTACHMENTS:** N/A |

**Process for making a referral to the NHTP**

***Overview***: The NHTP offers support to Medicaid-eligible Rhode Island residents who are interested in returning to the community after a nursing home stay. This program provides information and support to help a person evaluate their needs and develop a plan of care.

***Criteria for NHTP***: Individuals should be referred to the NHTP if an individual has Medicaid health insurance **OR** may be eligible based on financial eligibility **AND** is currently living in a nursing home and would like assistance leaving the nursing home. PCOC should not be provided to the individual since the NHTP team will provide in-depth options counseling and transition support.

After intake and screening is completed, the intake and screening tool will determine whether a referral to the NHTP is appropriate. Below is a screenshot of the score in WellSky and the criteria to make this determination.

*WellSky Scoring Screenshot (Included near the bottom of the intake and screening page)*



*WellSky Scoring Criteria to Determine Referral to NHTP*

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| **Intake and Screening Question** | **Score** |
| **Scoring Logic** | Selects Yes to the question below + Consumer has Medicaid health insurance **OR** may be eligible based on financial eligibility.  |
| Are you or the person you are contacting us about currently living in a nursing home and would like assistance leaving the nursing home? | Yes |
| Health Insurance | Selects any of the following: * Rhody Health Partners or RIte Care Plan
* Medicaid All Other
* Medicaid LTSS
* Medicaid Application Pending
 |
| Medicaid LTSS Financial Eligibility | * Already Receiving Medicaid LTSS
* Eligible or Almost Certainly Eligible
* Might be eligible
 |

***Process****:* The MyOptions Advisor should print the consumer’s completed intake and screening tool AND the consumer’s contact information/profile and send this information via a secure email to OHHS.OCP@ohhs.ri.gov. The email subject line should read “PCOC Referral”. The MyOptions Advisor does not need to use the NHTP referral form. MyOptions Advisor should explain to the consumer that they should hear back in a week, but if they do not, they can call NHTP directly at (401) 462-6393.

Steps to close the case in WellSky via the caller record:

1. Change the *Overall Status* field to Complete.
2. Complete field *What activities did you complete?*
3. Mark the *Resolution* field as HCBS Referral – NHTP and list any other resolution types as applicable.

**Process for making a referral to the OSCIL**

***Overview***: OSCIL provides consumers and their families, service providers, and the general public with information on a wide array of community resources and disability services.

***Criteria for OSCIL***: Individuals should be referred to the OSCIL if an individual is NOT Medicaid eligible **AND** is currently living in a nursing home and would like assistance leaving the nursing home. PCOC should not be provided to the individual since the OSCIL team will provide in-depth options counseling and transition support.

After intake and screening is completed, the intake and screening tool will determine whether a referral to the OSCIL is appropriate. Below is a screenshot of the score in WellSky and the criteria to make this determination.

*WellSky Scoring Screenshot (Included near the bottom of the intake and screening page)*



*WellSky Scoring Criteria to Determine Referral to OSCIL*

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| --- | --- |
| **Intake and Screening Question** | **Score** |
| **Scoring Logic** | Selects Yes to the question below + Consumer is NOT Medicaid eligible  |
| Are you or the person you are contacting us about currently living in a nursing home and would like assistance leaving the nursing home? | Yes |
| Health Insurance | DOES NOT select any of the following: * Rhody Health Partners or RIte Care Plan
* Medicaid All Other
* Medicaid LTSS
* Medicaid Application Pending
 |
| Medicaid LTSS Financial Eligibility | Most likely ineligible |

***Process****:* The MyOptions Advisors should print the consumer’s completed intake and screening tool AND the consumer’s contact information/profile and send this information via a secure email to info@oscil.org. The email subject line should read “PCOC Referral”. MyOptions Advisor should explain to the consumer that they should hear back in a week, but if they do not, they can call OSCIL directly at 401-738-1013.

Steps to close the case in WellSky via the caller record:

1. Change the *Overall Status* field to Complete.
2. Complete field *What activities did you complete?*
3. Mark the *Resolution* field as HCBS Referral – OSCIL and list any other resolution types as applicable.