

Hospital Exemption Notification System

Purpose and Overview of HENS

To admit an individual to a Medicaid-certified Nursing Facility (“nursing facility”) under the PASRR hospital exemption provision of the Ohio Administrative Code, 5101:3-3-15.1, hospitals are required to provide the nursing facility with a completed form ODJFS 07000 signed by the physician, and then send a copy of the form to the PASSPORT Administrative Agency (PAA).

The Hospital Exemption Notification System (HENS) is a web-based system that provides a way for the hospital to complete form 07000 electronically and submit the notification to both the PAA and the receiving nursing facility. The nursing facility can then access HENS and print and/ or save the notification so it becomes part of the individual’s record.

The electronic notification submitted by the hospital to the PASSPORT Administrative Agency and the nursing facility using HENS will not include an actual physician’s signature. However, as part of the submission process, the hospital staff must attest that they have appropriate documentation signed and dated by the physician verifying that the exemption criteria are met. The notification, created by the hospital and submitted to the nursing facility via HENS, will meet the PASRR requirements for admission to the nursing facility. The PASSPORT Administrative Agency will accept the notification submitted via HENS as meeting the requirement to provide a copy of the notification to the PASSPORT Administrative Agency.

The PAA is responsible for forwarding those notifications that include symptoms of SMI and/ or a diagnosis of MRDD to the Ohio Department of Mental Health (ODMH) and/ or the Ohio Department of Developmental Disabilities (DODD). Based on responses to questions in the *Diagnoses* section of the electronic notification, the HENS will automatically make those notifications available to the ODMH or DODD.

The general process for using HENS is as follows:

The Hospital Process:

- The hospital user will complete the notification in HENS, certifying that the individual meets the requirements for the hospital exemption. Only a hospital can complete a notification.
- The hospital will submit the notification simultaneously to the nursing facility and the PASSPORT Administrative Agency via HENS.

The PASSPORT Administrative Agency (PAA) Process:

- The PAA will log into HENS and be able to access all notifications submitted to their PAA by a hospital in their region.
- The PAA will electronically add the notifications into their PASSPORT Information Management System (PIMS) computer system.

The Nursing Facility Process:

- The Nursing Facility will log into HENS and be able to access all notifications for individuals admitted to their nursing facility.
- The Nursing Facility will be able to print or save a copy of the notification for the individual’s file.

The ODMH and DODD Process:

- Any notification that needs to be referred to the Ohio Department of Mental Health will be referred automatically by HENS based on a “yes” answer to question 2 in the Diagnoses section.
- Any notification that needs to be referred to the Department of Developmental Disabilities will be referred automatically by HENS based on a “yes” answer to questions 3 and/ or 4 in the Diagnoses section.
- ODMH and DODD will log into HENS and be able to view/retrieve only those notifications referred specifically to them.