

# Stark County Board of Developmental Disabilities

Policy 2.29 Free Choice of Provider	Effective: 11/24/15
Chapter 2: Agency Administration	Page 1 of 2

## **FREE CHOICE OF PROVIDER**

### POLICY

The Board holds as a core value the belief that all people have the right to choose how they will live their lives, which is also a tenet of Medicaid as it pertains to people who have a Home and Community Based Services (HCBS) waiver when selecting a certified provider. Ohio Administrative Code (OAC) 5123:2-9-11 defines the process and the Board adheres to its implementation of the rule in policy and practice

This policy applies specifically to Service and Support Administrators when assisting individuals/legal guardians in selecting certified Medicaid providers and to providers of HCBS waivers in accordance with Section 5126.15 of the Revised Code.

The SSA must follow the provider choice process for each service specified in an Individual Service Plan (ISP) at the time of enrollment in an HCBS waiver, annually at the time of re-determination, and at any other time the individual / legal guardian expresses an interest in or makes a request to choose a new, different or additional provider. The SSA shall document the notification of free choice of provider annually and any time the individual/legal guardian expresses an interest in or makes a request to choose a new, different or additional provider.

The Board ensures administrative separation between employees completing assessments and service planning and employees delivering HCBS waiver services. The Board is committed to reducing the number of individuals served as a certified Medicaid provider based upon the Center for Medicare and Medicaid Services (CMS) regulation governing conflict free case management. The Board will also submit annual benchmarks to the Ohio Department of Developmental Disabilities and report progress on achievement of these benchmarks two times a year.

SSAs shall complete follow up with the individual or guardian within ten days of the individuals' annual service plan and/or any time services and/or providers change. This ensures services have been implemented on the date identified in the service plan and that they are of the correct frequency, type, duration and scope. Should services not be in place as per the service plan, the SSA will coordinate follow up to ensure the health and safety of the individual receiving services.

<b>Historical Resolution Information</b>		Reviewer(s):
<b>Date</b>	<b>Resolution Number</b>	Director of SSA/Investigative Services
10/24/15	10-58-15	Superintendent

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Policy 2.29 Free Choice of Provider	Effective: 11/24/15
Chapter 2: Agency Administration	Page 2 of 2

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### PROCEDURE

1. SSAs shall distribute free choice of provider pamphlets explaining the free choice of provider process and rule annually and any other time the individual/legal guardian expresses an interest in or makes a request to choose a new, different or additional provider.
2. Two times per year Stark DD will submit information showing progress on decreasing the number of individuals receiving HCBS waiver services from the county board.
3. To increase private provider competency Stark DD holds regular provider meetings, offers regular provider training, and maintains an SSA that specializes in assisting providers through the certification process.
4. SSAs complete follow up with the individual and/or guardian within ten days of the individual's annual service plan and/or any time services and/or providers change. Should services not be in place as per the service plan, the SSA will coordinate follow up to ensure the health and safety of the individual receiving services.

Source: OAC 5123:2-9-11