

The following information is from the Guidelines and Operating Principles for Residency Determinations Among CMH/ADAS/ADAMHS Boards, items number 14-16. The full document may be found on the MACSIS website at <http://www.mh.state.oh.us/macsis/policies/rdd/resupdate.html>.

Residency disputes are to be addressed as follows:

1. Board "A" contacts Board "B".

The Board which believes that an individual's residency has been inappropriately determined is to contact the Board it believes is the proper Board to which residency should be assigned.

- a. This is to be done **in writing** and, unless there are extenuating circumstances, is to take place **within ten working days** of the time a Board first becomes aware that a residency assignment may need to be questioned.

2. Board "B" receives written statement from Board "A".

After receipt of the written statement initiating the residency dispute process, the two Boards shall have **five** additional working days to agree upon the appropriate residency designation.

- a. Board "B" should notify Board "A" in writing whether they agree or disagree that the client is a resident of their board area.

3. Either Board "A" or "B" files an RDD Dispute.

If the matter remains unresolved, either Board may refer the matter to ODMH or ODADAS (depending upon the circumstances) for final resolution.

This shall be done in writing and shall occur immediately upon expiration of the **five** working days during which the Boards are to attempt to resolve the matter between themselves.

- a. A completed **Residency Dispute Determination (RDD) Request** form (ADM038) should be faxed to (614) 466-6349 (email submissions of RDD request will not be accepted) during normal state business hours - Monday through Friday, 8:00 AM - 4:00 PM except state holidays.
- b. A copy of the RDD request form should also be faxed to the other affected board.

4. RDD designee makes a final determination.

The Director of ODMH/ODADAS (or his/her designee) shall make a final determination about residency within **ten** additional working days, during which time the Boards involved in the dispute and other relevant parties (including, where appropriate, the client) are to be contacted. A written determination, including the rationale for the decision, is to be provided to both Boards.

5. A public record (with client names deleted) of precedents for how residency disputes are resolved by ODMH/ODADAS is to be maintained, so as to serve as a guide for dealing with subsequent disputes.

While residency questions are being resolved, essential client services are to be maintained, with the primary responsibility for this to rest with the Board from whose system an individual is receiving services.

- a. As part of the resolution of a residency dispute, it shall be determined which Board shall be responsible for the costs of treatment services provided during the period of the dispute. In cases where the appropriate state agency determines that a Board other than the Board which paid for the services is the appropriate Board of residence then the Board which paid for the cost of service will invoice the Board of residence. The Board of residence will be expected to pay the Board of service within a reasonable amount of time.
- b. [For Medicaid purposes only, while the residency dispute process is taking place, the automatic contracting and payment of Medicaid reimbursable services is not to be interrupted or delayed in any way. This is to say that no changes are to be made to the MACSIS "plan" the client is enrolled in, Medicaid reimbursable services are to be continued to be provided and paid for and, if necessary, the "Secondary" Medicaid Contract

is to be established within the 30-day limit. For MACSIS purposes, ODMH/ODADAS reserve the right to take any action deemed necessary to assure this process is strictly adhered to.]

- c. No Board is to alter an individual’s residency/plan assignment within MACSIS without the explicit approval of the other affected Board or a formal ODMH/ODADAS resolution of a residency dispute. (Normal practice should be for the receiving Board to effect a residency change in MACSIS.)
- d. Nothing in this document should be interpreted as precluding two Boards from affecting a transfer of residency responsibilities when they mutually determine this to be in the best interest of a client.
- e. These guidelines deal only with inter-Board residency issues and are not intended to address situations where individuals may be placed or seek services across state lines. It is felt that the issues involved are enough different to warrant separate consideration.

Step 1	Board “A” upon investigation believes client’s residency assignment is incorrect.	Board “A” notifies Board “B” via written notification within 10 working days that residency assignment is in dispute.
Step 2	Board “B” receives notification from Board “A”.	Board “A” and “B” have 5 working days to work together to determine the appropriate residency designation.
Step 3	Boards cannot agree on client’s residency. Board “B” should respond to notification (in writing) to Board “A”.	Residency Dispute Determination (RDD) Request form is completed by either board and is faxed to state at (614) 466-6349 and to the other affected board.
Step 4	RDD designee shall make determination within 10 working days.	All relevant parties are to be contacted and a written determination including the rationale for the decision is to be provided to both Boards.
Step 5	Public record of precedents is to be maintained.	Client names will be deleted and how the residency dispute was resolved will be used as a guide for subsequent disputes.