

# Transition to Community Referral Process

The Division of Medicaid (DOM) is the designated local contact agency to support the resident's expressed interest in being transitioned from the Nursing Facility to community living. Once DOM has been notified of the resident's request, information about community living options and available supports and services will be provided to the resident or their responsible party.

## Nursing Facility Responsibility:

- A. Obtain agreement and permission from each individual resident, through the usual signed release of information form, in order to send that individual's name to DOM for referral to community resources.
- B. Division of Medicaid Transition to Community Referral (TCR) form must be submitted to DOM within 10 business days of a "yes" response to item Q0500B of the MDS 3.0.

The interactive TCR form should be completed and submitted from the Medicaid web page, [www.medicaid.ms.gov](http://www.medicaid.ms.gov), and by following the links to "Programs", "Long Term Care" and "TCR Form".

- C. If contact has not been made with the resident or responsible party by telephone or in person within 10 business days, a follow up should be made as necessary. Follow up contact information:
  - Phone 601-359-9529
  - E-mail [TCR@medicaid.ms.gov](mailto:TCR@medicaid.ms.gov)

## DOM Responsibility:

- A. As the local contact agency, all Transition to Community referrals will be received by the Bureau of Long Term Care, Case Mix and a determination of program referral and/or community support services will be made within 1-3 business days of receipt. The date will be recorded and starts the timed process.
- B. DOM will maintain a Transition to Community referral tracking system.
- C. Educational packets and training regarding community resources will be provided to nursing facilities, agencies and organizations to help facilitate this process.

## Referral Agency Responsibility:

- A. The Referral Agency will contact the individual or the responsible party by phone within 5 business days.
- B. Will provide the individual with information about services and/or resources in the community.
- C. Nursing facility residents who qualify for waiver services should be given priority or placed at the top of the waiting list when there are no current resources available (slots) if:
  - their nursing facility stay is greater than 90 days **and**
  - Medicaid has paid for at least one day of the nursing facility stay.
- D. Referrals not meeting the above criteria (C.) should be contacted and placed on the referral/waiting list.
- E. Once the disposition determination has been made the Referral Agency will submit the DOM TCR form by email to [TCR@medicaid.ms.gov](mailto:TCR@medicaid.ms.gov) or use DOM's secure fax line 601-359-6294. If there is no determination by the 16<sup>th</sup> day from receipt of the referral, DOM must receive a notification of progress.