



## Ohio Department of Mental Retardation and Developmental Disabilities

Ted Strickland, Governor

John L. Martin, Director

October 24, 2008

**To:** County Board of MRDD Superintendents County Board of MRDD Waiver Contacts  
County Board of MRDD COG Directors County Board of MRDD SSA Directors  
Ohio Association of County Boards MRDD County Board of MRDD Business Managers  
Ohio Provider Resource Association Certified Waiver Providers

**From:** Patrick Stephan, Deputy Director, Medicaid Development and Administration, ODMRDD

**Subject:** Discontinuation of the manual distribution of PAWS Confirmation Reports

The purpose of this memo is to clarify the requirements for county boards to provide Payment Authorization for Waiver Services (PAWS) information to individuals served, guardians and providers and to clarify the necessary requirements of O.A.C. 5123:2-9-04(C) (22) related to the availability of PAWS information for the ODMRDD Office of Accreditation reviews.

Historically, counties have received PAWS confirmation reports from ODMRDD and shared those reports with providers, guardians, and individuals within 14 days. Counties also retained copies of those reports in their files for ODMRDD's Office of Accreditation, based on the then interpretation of O.A.C. 5123:2-9-04(C) (22). In our continued move to create efficiencies and eliminate paper reports where access to on-line databases is also available, we feel that the true requirement of this rule is that counties are only obligated to be able to access the data in the system, rather than maintain a paper copy of the data in the county board files.

The pertinent data are available on-line to county boards and providers within 14 days as specified by rule, therefore, ODMRDD is advising counties to stop on-going, hard copy mailing of PAWS confirmation reports to providers. *Counties may choose to send these reports upon request, but are not obligated to do so.* As an alternative, counties may direct providers to request on-line access to obtain PAWS confirmation information. To request this online access, providers should request access to the 'PAWS Utilization System' via the online security affidavit process. The shortcut name of this system is "CRN\_PUTX." A link to the online security affidavit can be found here: <http://mrdd.ohio.gov/forms/general/security-waiver.pdf>. Once access is attained, the provider will see the system 'Cognos ReportNet'. Once providers have access to the online system, the attached instructions should facilitate accessing the system in order to obtain PAWS confirmation information.

For those counties that choose to stop hard copy mailing of PAWS confirmation reports to providers, we ask that formal notification to affected parties occur prior to implementing the local procedural change. The communication should stress that PAWS data will continue to be made available to them, but will be done so online rather than through the mail. We further request that the attached directions to access online PAWS data be included with the notification.

It is important to note that individuals (and guardians) do not have designated access to the on-line database. As a result, counties continue to be obligated to provide the necessary data to them.

We hope this procedural change helps reduce a small administrative burden at the local level. We will continue to look for opportunities of simplification within our HCBS Medicaid Waiver system moving forward as we all struggle in these tough economic times. Thank you very much.