

Introducing.... The HENS 2.0 System

Purpose and Overview of HENS

The Hospital Exemption Notification System (HENS) is a web-based system that provides a way for the hospital to complete form ODJFS 7000 (Hospital Exemption Notification) electronically and submit the forms to both the PASSPORT Administrative Agency and the admitting 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.

In 2014, we are expanding the system to include the ability to submit the Pre-Admission Screen/ Resident Review Identification form, the ODM 3622. We refer to the new system as HENS 2.0.

Pre-Admission Screen/ Resident Review (PAS/RR): The PAS/RR process was designed to ensure that individuals with serious mental illness (SMI) or a developmental disability (DD) who are seeking care in a nursing facility will receive appropriate care in the facility to address these conditions.

A **PAS Identification Screen** (PAS-ID- Level I) is required for any individual (regardless of the source of payment for the stay) seeking admission to a Medicare/ Medicaid certified nursing facility. To admit an individual to a nursing facility, form ODJFS 3622 must be completed and submitted for a determination as to the next steps. After review of the documentation, a determination is issued as to whether the individual may be admitted to the nursing facility. Individuals who have indications of developmental disability or serious mental illness are referred to the Department of Developmental Disabilities (DODD), the County Board of Developmental Disabilities (CBDD) and/ or the Department of Mental Health and Addiction Services (OMHAS) for further (Level II) review prior to being admitted to the nursing facility.

A **Resident Review** is required for anyone who: exceeds the 30 day time limit for a Hospital Exemption; is transferring between nursing facilities without evidence of a prior PAS/RR being completed; experiences a significant change in condition; has exceeded the time limit for a previously issued categorical determination; or is exceeding the time frame specified in a previously issued resident review determination. Individuals who have indications of developmental disability or serious mental illness are referred to the DODD, the CBDD and/ or the OMHAS for further (Level II) review.

Hospital Exemption: To admit an individual to a Medicare/ Medicaid-certified Nursing Facility ("nursing facility") under the PASRR hospital exemption provision of the Ohio Administrative Code, 5160-3-15.1,

hospitals are required to provide the nursing facility with a completed form ODM 7000 signed by the physician, and then send a copy of the form to the PASSPORT Administrative Agency (PAA). If an individual has indications of serious mental illness and/ or developmental disability, the hospital exemption form is also submitted to the Ohio Department of Mental Health and Addiction Services (MHAS) and/or the Ohio Department of Developmental Disabilities (DODD).

HENS 2.0

The HENS 2.0 web-based system expands the system to include the ability to submit the Pre-Admission Screen/ Resident Review Identification Screen (PAS/RR ID- form ODM 3622). The ability to submit PAS-ID requests will be available to both hospital users and nursing facility users. Nursing facility users will also be able to complete and submit Resident Reviews using HENS 2.0. The system captures the same data as is collected in the paper 7000 or 3622 forms. In the HENS 2.0 system, submission of supporting documentation is NOT required for a Level I PAS-ID that does not include indications of serious mental illness or developmental disability. However, supporting documentation IS required when the PAS-ID does include indications of serious mental illness or developmental disability and the Level I will go on for further review by the Ohio Department of Mental Health and Addiction Services and/or the Ohio Department of Developmental Disabilities. The roles of the CBDD, DODD and/or OMHAS remain the same. The difference is in how information is shared across the system. HENS 2.0 takes the place of faxing or e-mailing documents among the various players.

Becoming a User in HENS 2.0

The Ohio Department of Aging (ODA) is responsible for the administration of the HENS 2.0 system. ODA works with a HENS administrator at each PASSPORT Administrative Agency (PAA). The PAA sets up a HENS 2.0 administrator at each participating hospital and nursing facility in their region. ODA administers user accounts for the state agencies, DODD and OMHAS.

User accounts in the existing HENS system will be transferred to HENS 2.0. If you already have an account in HENS, you will NOT need a new account in HENS 2.0. Each user must have a distinct user name and password to access the system.

Tools to Learn the System

ODA has created user guides that can be printed out for easy reference and computer based training (CBT) modules that can be viewed over an Internet connection. The user guides are specific to the various user groups- hospitals, nursing homes, state agencies and county boards of DD- the CBTs are

specific to the functions of the system – hospital exemption, PAS-ID, RR-ID. All these tools are available on the HENS web site (www.hens.age.ohio.gov) in the Help section.

Technical Considerations

HENS 2.0 performs best when used with the following browsers: Internet Explorer 8 or higher, Chrome 24 or higher or Firefox 10 or higher. When using earlier versions of these browsers, users may experience significant performance delays and complications.