



ONLINE PUBLIC-COMMENT PERIOD MISCELLANEOUS UPDATES

ODA is accepting public comments on ODA's proposed amendments to the following rules:

173-2-03 AAAs: Intrastate Funding Formula (IFF)

173-2-04 AAAs: Currently-Designated AAAs.

173-44-04 Unified Waiting List

Chapter 173-50 PACE

ODA proposes to make non-substantive updates to the rules as part of a strategy to systematically update the terminology in all ODA rules. For more information, please see Appendix A (attached). ODA also proposes to replace outdated references to JFS forms and rule with ODM forms and rules.

After obtaining public comments, ODA will file the rules with the Joint Committee on Agency Rule Review (JCARR) to begin the legislature's rule-review process.¹

Any person may submit written comments on the proposed amendments by emailing ODA at rules@age.ohio.gov between Wednesday, March 30 and Sunday, April 10, 2016 at 11:59PM.

¹ These rules do not have an adverse impact upon Ohio businesses, as defined in ORC§107.52. Therefore, this rule filing is not subject to the Common Sense Initiative.

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APPENDIX A

TERMINOLOGY BACKGROUND

March, 2016

Disclaimer

This appendix does not define terms used in ODA's rules. Instead, it provides background on ODA's use of certain terminology. For definitions, please refer to definitions that ODA has adopted into the Ohio Administrative Code.

Background for Terminology ODA Proposes to Incorporate into New and Amended Rules.¹

AAA-provider agreement: ODA proposes to use "AAA-provider agreement" instead of "provider agreement" to represent agreements between an AAA and the provider. The term is used much in OAC Chapter 173-3, which regulates AAA-provider agreements that pay providers, in whole or in part, with Older Americans Act funds. For now, OAC Chapter 173-4 may use "contract" in place of "AAA-provider agreement." *Compare to "certification agreement" and "Medicaid-provider agreement."*

Active Voice: ODA proposes to draft rules primarily in the active voice instead of the passive voice. The active voice clearly identifies the subject who is responsible for complying with the rule's requirement.²

Before: ODA proposes to continue using "before" instead of "prior to."

Certification Agreement: ODA proposes to use "certification agreement" instead of "provider agreement" or "contract" to represent agreements between ODA's designee and the provider. *Compare to "AAA-provider agreement" and "Medicaid-provider agreement."*

¹ ODA may not propose to replace all current terminology with the proposed terminology in this appendix at the next review of each rule. ODA may implement the terminology in phases for some rules.

² Additionally, Legislative Service Commission requires rule drafters to prefer the active voice. Ohio Legislative Service Commission. *Rule Drafting Manual*. 4th ed. May, 2006. §5.8.6

Certified Provider: Because “certified provider” and “certified long-term care provider” have the same meaning in ODA’s rules, ODA proposes to delete the unnecessary use of “long-term care.”

Certified Service: ODA does not certify services; it certifies providers to provide services. Therefore, ODA proposes to replace all occurrences of “certified services” with “goods or services ODA certified the provider to provide.”

Choices: ODA proposes to delete all references to the now-defunct Choices Program.

Compliance Reviews: ODA proposes to use “compliance reviews” refer to the reviews in OAC173-39-04. The term would have the same meaning as “audit or structural compliance review” in ORC§173.391 and “provider structural compliance review” in the current version of OAC173-39-04. Using a general term minimizes the potential for interpreting that OAC173-39-04 only applies to specific types of compliance reviews.

Days + Deadlines: Unless the context indicates otherwise, ODA proposes to consider a day to be a 24-hour period that begins and ends at Midnight.³ The term would not require the modifier “calendar” to differentiate a day from a *business day*.

Additionally, ODA proposes to refrain from using “business day” because the term could be interpreted to mean weekdays, weekdays-minus weekday holidays, days not on vacations (*i.e.*, “holidays”), *etc.* Additionally, “holidays” could be interpreted to mean major holidays, government holidays, vacations, *etc.*

ODA proposes to use the following terminology because (1) it accounts for deadlines that would occur on a day other than a business day, (2) would not be prone to misinterpretation by adversarial interests, and (3) would create a statewide standard within ODA-administered programs:

...no later than five days after X. If the fifth day falls on a weekend or legal holiday, as defined in section 1.14 of the Revised Code, the deadline is extended to the day that immediately follows the fifth day that is not on a weekend or a legal holiday.

ODA proposes to denote deadlines with terms that would not allow 2 directions of days. For example, “within five days of X” could mean 5 days before *or* after X, or an 11-day period, while “no later than 5 days after X” only means 5 days after X.

Definitions: ODA proposes to no longer number its definitions, but to continue organizing them in alphabetical order.

Disciplinary Actions: Although people sometimes refer to “sanctions,” ODA proposes to continue using “disciplinary actions” in its rules. “Disciplinary actions” is used in

³ If a rule would refer to a 24-hour period that would begin and end at a time other than Midnight, the term would be “twenty-four hour period.”

ORC§173.391 where it refers to the actions taken by ODA that involve hearings. Disciplinary actions are regulated by OAC173-39-05. “Non-disciplinary actions” refers to the actions taken by ODA in ORC§173.391 that do not involve hearings. Non-disciplinary actions are regulated by OAC173-39-05.1.

Expired: ODA proposes to no longer use “expired” to refer to individuals who are deceased. Instead, ODA proposes to use “deceased.”

Goods + Services: Meals and home medical equipment include service components (e.g., delivery) but are traditionally considered goods, not services. Therefore, ODA proposes to generally use “goods and services” when referring to goods and services but to use “services” when referring to only services.

It is also verbose and unnecessary to insert “service” after the name of goods. It’s also verbose and unnecessary to insert “service” after the name of certain services (e.g., assisted living, chores, and personal care). The same goes for inserting the word “service” before “requirements.” The requirements stand without the word “service.”

Together, ODA’s proposal to use “*goods and services*” and to eliminate “*service requirements*” would prevent potential misconceptions that certain requirements would not apply to providers of goods without changing the meaning of any rule.

For rules that only regulate a service, ODA would continue to use the word “service.”

Includes: ODA proposes to continue using “includes” but not “includes, but is not limited to.” Both have the same meaning, but the latter is redundant.

Individual: ODA proposes to replace “consumer” with “individual” in OAC Chapter 173-39 and for rules that regulate the state and Medicaid-funded components of the Assisted Living and PASSPORT Programs. These would be the exceptions:

1. When referring to consumer-directed providers, ODA proposes to replace “consumer” with “participant.”
2. When referring to person-centered planning, ODA proposes to use “person” where “consumer” would have been used if the term “consumer-centered planning” existed in the current rules.

Legalisms: ODA proposes to minimize unnecessary legalisms in rule language, such as replacing “in accordance with” with “according to.”

Medicaid-Provider Agreement: ODA proposes to use “Medicaid-provider agreement” to represent agreements between ODM and the provider. *Compare to “AAA-provider agreement” and “certification agreement.”*

Minimum requirements: ODA proposes to continue replacing occurrences of “minimum requirements” with “requirements” because ODA is not authorized to adopt a rule that, in turn, authorizes extra-rule requirements that are not incorporated into the rule by reference and readily available to the general public free of charge.

Multi-Paragraph Run-On Sentences: ODA proposes to continue converting multi-paragraph run-on sentences into paragraphs that end in periods.

ODA’s designee: In 2015, ODA adopted a new version of OAC173-39-01 that included a new definition for “ODA’s designee.” In the BIA for the rule project,⁴ ODA explained the following:

In rule 173-39-01 of the Administrative Code, ODA proposes to redefine the term “ODA’s designee” in a way that would allow the 13 current PASSPORT administrative agencies to continue to be designees, but that also allows ODA to designate another entity if necessary. The current definition says the following:

“ODA’s designee” has the same meaning as “PASSPORT administrative agency” in section 173.42 of the Revised Code. The current PASSPORT administrative agencies are the area agencies on aging that ODA lists in rule 173-2-04 of the Administrative Code plus “Catholic Social Services of the Miami Valley.”

ODA proposes for the new definition to say the following:

“ODA’s designee” is an entity to which ODA delegates one or more of its administrative duties. ODA’s current designees include the area agencies on aging that ODA lists in rule 173-2-04 of the Administrative Code and “Catholic Social Services of the Miami Valley.”

In the same BIA, ODA also explained the following:⁵

If ODA wanted to designate another entity to perform administrative duties, the adverse impact would be the entity that ODA didn’t designate for to perform these duties. If ODA uses free and open competition to choose the “designee,” the adverse impact would be the result of submitting a bid that was not the winning bid.

ODA proposes to continue using “ODA’s designee” in this manner.

Instead of using the phrase “ODA (or ODA’s designee),” ODA may use “ODA (or its designee).”

Ohio Administrative Code + Ohio Revised Code Citations: §5.2.1 of the Legislative Service Commission’s (LSC’s) Rule Drafting Manual requires state agencies to make citations to these bodies of law use the following formulas: “rule 123-4-56 of the Administrative Code” and “section 123.45 of the Revised Code.”⁶ However, to make the BIA and related documents shorter and easier to read, ODA proposes to use the following unofficial citation formulas in the BIA and related non-rule documents: “OAC123-4-56” and “ORC§123.45.”

⁴ Ohio Dept. of Aging. *ODA Provider Certification: Terminology*. Business Impact Analysis. Revised, Sept 10, 2015. Pg. 2.

⁵ *Id.* Pg. 10.

⁶ ORC§1.01 allows LSC to draft legislation using “R.C.”

Participant-directed: ODA proposes to use “participant-directed” instead of “consumer-directed.” This would be an exception to the ODA’s proposal to change occurrences “consumer” to “individual.” Otherwise, “consumer-directed individual provider” would become “individual-directed individual provider.” The latter term could be mistaken for a self-employed (*i.e.*, non-agency) provider.

Pay: ODA proposes to use forms of “pay” (*e.g.*, “payment”) instead of forms of “reimburse” (*e.g.*, “reimbursement”). ODA⁷ and ODM⁸ have proposed or made similar changes to other rules.

Provide: ODA proposes to use the verb “provide” instead of “furnish,” “deliver,” “serve,” *etc.*

Provider: Because all of OAC Chapter 173-39 is about ODA provider certification and because each rule begins by requiring ODA-certified providers to comply, there is no need to use “certified” or “ODA-certified” before “provider” in the rest of each rule’s text. This reduces verbosity.

When describing the relationship between a provider and a government authority, ODA proposes to consistently use the following terms throughout OAC Chapter 173-39:

- Licensure is a matter between (1) a provider/provider’s employee who requires a license to practice a profession in Ohio and the state’s licensing board or agency or (2) a facility (*e.g.*, a residential care facility) that requires a license to operate in Ohio and the state’s licensing board or agency. Although ODA is not a licensing board or agency, to obtain ODA’s certification, a provider shall have all licenses required by state law.
- “ODA provider certification” and “certification” refer to ODA’s certification of providers. This is the primary topic of OAC Chapter 173-39.
- “Current, valid Ohio Medicaid provider agreement” or “agreement” is an agreement between a provider and the Ohio Dept. of Medicaid to obtain a Medicaid provider number. The number is necessary for billing for the goods and services provided to individuals enrolled in the Assisted Living or PASSPORT Programs.
- “Contract” is an agreement between a provider and ODA’s designee that establishes the rates of payment for each job, item (*i.e.*, “good”), or unit of service.⁹

⁷ Ohio Dept. of Aging. *Nutrition Rules*. Business Impact Analysis. Revised, Dec 31, 2015.

⁸ Ohio Dept. of Medicaid. *Modifications to Administrative Rules 5160-4-12 and 5160-4-13*. (MHTL 3334-14-XX) Undated.

⁹ See OAC5160-31-07.

Requirements: ODA proposes to use “requirements” instead of “criteria” because the singular form of “criteria” is “criterion.” Most readers would not know the meaning of “criterion.” Fortunately, the single form of “requirements” is simply “requirement.”

ODA proposes to use “requirements” instead of “conditions” because “conditions” is a term more associated with weather (*e.g., weather conditions*) than provider qualifications. Thus, references to “conditions of participation” in OAC173-39-02 become references to the “requirements” in OAC173-39-02.

Together, using “requirements” instead of “criteria” or “conditions” would offer consistent terminology for readers of ODA’s rules.

Rule Titles: Chapters of the Ohio Administrative Code do not have official titles. Publishers assign their own titles to chapters. Over the years, ODA has inserted helpful cross-references in its rules when it seemed helpful to let the reader know that they may want to be reading another chapter of rules. Now, ODA is proposing to delete many of those cross references because it is systematically adding “Chapter title” language to each rule’s title. For example, ODA has 2 adult day service rules, each of which regulate on a different basis. Because ODA is proposing (in another rule project) to insert “Older Americans Act” in front of “Adult day service,” there is no need to refer any readers of the provider certification chapter (OAC Chapter 173-39) that a similar regulation exists.

Service plan: ODA proposes to amend the definitions of “service plan” to say that the term includes “person-centered planning” conducted according to OAC5160-44-02.

Shall: §5.8.3 of the LSC’s Rule Drafting Manual requires state agencies to make requirements of providers with the term “shall,” not “must.”

Waiver Services: ODA proposes to eliminate “waiver” as it appears before “services” in rules. ODA requires providers to comply with OAC Chapter 173-39 when they are providing goods and services to individuals enrolled in both the *State-funded* and *Medicaid-funded* components of the PASSPORT and Assisted Living Programs. Thus not all services are authorized by Medicaid waivers.