

*Instructions for Completing the Office of Community Programs Section Q Referral /Nursing Home  
Transition Referral Form*

**MDS Section Q Federal Requirements:**

As part the of MDS process; section Q asks individuals (regardless of payer source) if they would like to talk with someone about the possibility of receiving their services in the community. Federal law requires all individuals who answered “yes” to Section Q, Item Q0500B, be referred to the states local contact agency (LCA). Rhode Island has currently designated the Office of Community Programs (OCP) as the states LCA. The LCA (otherwise known as OCP in RI) is responsible for responding to all referrals within an average of 7-10 days.

The OCP also operates the nursing home transition program (NHTP). This program is available to Medicaid eligible individuals who have made the decision that they would like to move back to the community and the NH has made a referral for the NHTP team to evaluate and assist the individual for transition into the community.

The OCP referral form and processes have been revised to better meet the LCA obligations for Section Q referral and to better identify those referrals made to the NHTP.

Effective **February 1, 2013** the following process will go into effect:

**Nursing Home Responsibility:**

Nursing homes will complete and submit the referral form to the OCP under three different circumstances:

1. Page 1 only completed for -Section Q administered and the individual answered “yes” on item Q0500B wanting to learn more about home and community based services in their community, or
2. Page 1 and 2 completed for- Section Q administered and the individual has decided that they would like to be evaluated for transition into the community, or
3. Page 1 and 2 completed for- Section Q was not administered and the individual, nursing home or care taker has requested that the individual be evaluated for transition into the community.

**OCP Responsibility:**

For those referral forms where “yes” is checked, indicating the referral was in response to Section Q, the OCP will send the NH a confirmation notice, indicating the date that the referral was received and the outcome of review of the referral. Outcome will either indicate that information will be mailed to the individual regarding community options or will indicate that an appointment will be made to assess the individual for the possibility of transition.