



# Department of Medicaid

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Maureen M. Corcoran, Director

**Date:** November 5, 2019

**To:** PASSPORT Administrative Agency, Pre-Admission Review  
Hospital Discharge Planners  
Ohio Certified Nursing Facilities  
Ohio Association of County Boards of Developmental Disabilities

**From:** Norma Tirado, PASRR Policy Administrator, Ohio Department of Medicaid

**Topic:** Utilizing HENS 2.0 System for ODM 03622 Submission

---

Dear PASRR Administrators,

The purpose of this notice is to inform all staff involved in receiving and processing Preadmission Screening and Resident Review form (ODM 3622) of the upcoming rule changes affecting the submission of PASRR identification screens.

The Ohio Department of Medicaid (ODM) has updated rules 5160-3-15, 5160-3-15.1 and 5160-3-15.2 of the Administrative Code pertaining to the PASRR process. Currently, submitters of the ODM 3622 can fill out a paper copy of the form and submit it to their regional PASSPORT Administrative Agency (PAA) for review. **Effective December 30, 2019, the ODM 3622 must be submitted electronically through the Healthcare Electronic Notification System (HENS).** Any requests for an exception to the automated process must be submitted to the PAA for approval.

This change is necessary to improve efficiencies in the processing of the ODM 3622 screen forms by reducing paperwork and to enable accurate tracking of all ODM 3622 forms submitted.

The web address for HENS 2.0 is <http://www.hens.age.ohio.gov>. Information about the system, user guides and training modules for HENS are available in the HELP section of the website. The Ohio Department of Aging (ODA) works with the HENS administrator at each PASSPORT Administrative Agency (PAA) to set up a HENS administrator at each participating hospital and nursing facility in their region. If an individual needs a login account, he/she should contact their facility's HENS administrator. If you need to re-establish an existing login, please contact the ODA help desk (ODA\_ISD\_HelpDesk@age.ohio.gov).

**Questions about this memorandum should be forwarded to ODM at:**

[PASRR@medicaid.ohio.gov](mailto:PASRR@medicaid.ohio.gov)

cc: Julie Davis, ODM  
Kim Mobley, ODA

Terry Watts, OhioMHAS  
Rick Hoover, ODH

Heidi Clark, DoDD  
Icilda Dickerson, ODM

Michael Simpkins, ODM