



Ohio Administrative Code

Rule 5160-12-02.3 Private duty nursing: procedures for service authorization.

Effective: September 3, 2026

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- (A) The process of submitting a request for PDN or a change in the amount, scope, or duration of authorized PDN services is dependent on the individual's home and community-based services (HCBS) waiver enrollment and service payer, as follows:
- (1) For individuals in fee for service, who are not enrolled on an HCBS waiver, a request for PDN is submitted to ODM using the ODM 02374, "Private Duty Nursing (PDN) Services Request," along with supporting documentation requested by ODM.
 - (2) For individuals enrolled on the Ohio department of aging (AGE) preadmission screening system providing options and resources today (PASSPORT) waiver, a request for PDN is submitted to ODM using the ODM 02374, "Private Duty Nursing (PDN) Services Request," along with supporting documentation requested by ODM.
 - (3) For individuals enrolled on an Ohio department of developmental disabilities (DODD) HCBS waiver, they will need to request a referral be made through their county board of developmental disabilities services and support administrator (SSA), along with supporting documentation requested by DODD.
 - (4) For individual enrolled on an Ohio home care waiver, they will request a referral be made through their waiver case manager, along with any additional supporting documentation requested by ODM.
 - (5) For individuals enrolled in a MCO, the provider will follow submission procedures designated by the individual's MCO.
- (B) ODM or its designee will conduct an in-person assessment or perform a desk review to determine if the individual has needs that necessitate PDN services or PDN services are in accordance with rule 5160-12-02 of the Administrative Code. The assessor will notify the referral source or individual in writing of the outcome of the eligibility determination.
- (1) Service approval will include authorized amount, scope, and duration of PDN services and the PDN authorization number.
 - (2) Service denial will include a denial notice and hearing rights in accordance with division 5101:6 of the Administrative Code.
- (C) If the individual disagrees with the authorized amount, scope or duration of PDN services, the individual may request a hearing in accordance with division 5101:6 of the Administrative Code.



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- (D) Additional PDN services beyond what ODM or its designee has authorized may be provided to an individual in an emergency when the provider has an existing PDN authorization to provide PDN services to that individual. For the purposes of this rule, emergency services are provided outside of normal state of Ohio office hours when prior authorization cannot be obtained.
- (1) PDN services may be delivered in an emergency and a new PDN authorization obtained after the delivery of services. The PDN services have to be medically necessary in accordance with rule 5160-1-01 of the Administrative Code, and the services need to be necessary to protect the health and welfare of the individual. If the individual disagrees with the authorized amount, scope and/or duration of PDN.
- (2) The provider will notify ODM or its designee when emergency PDN services are delivered. Notification is immediate when possible, or no later than the first business day following the emergency provision of PDN services.