

**To: Intermediate Care Facilities, SSA Directors, Superintendents, COG Directors**

**From: Lori Horvath**

**Date: January 9, 2015**

**Subject: Metabolic Formula**

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The purpose of this communication is to clarify recent changes in the process for accessing medically necessary metabolic products for individuals enrolled in Medicaid, who have inborn errors of metabolism.

Everyone diagnosed with a metabolic disorder must be medically managed by a Metabolic Service Team (MST). These centers include geneticists and dietitians specializing in these disorders. Prescriptions for metabolic formula must be written by a MST physician. The list of centers is available on the Ohio Department of Health (ODH) website <http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/cmh/metabolic%20formula/metabolicserviceteams.ashx>

Below are steps that should be taken to ensure individuals with inborn errors of metabolism who either reside in intermediate care facilities for individuals with intellectual disabilities (ICFs) or are enrolled in home and community based service (HCBS) waivers maintain an adequate supply of formula:

**ICFs:**

- Identify each individual residing in the facility who requires metabolic formula.
- Designate a primary point of contact at the ICF who will be responsible for ensuring the individual receives a prescription for formula from the Metabolic Service Center and formula is ordered in a timely manner. Designate a back-up contact person in the event the primary contact is unavailable.
- Select a primary and secondary vendor from whom metabolic formula will be obtained. It is important to identify a back-up vendor in the event that the primary vendor is not able to supply the formula in a timely manner. A list of vendors is attached. The Ohio Department of Health (ODH) is also a metabolic formula vendor.
- Ensure compliance with usage and inventory of metabolic formula is closely monitored. This formula is critical for the individuals who require it, and their health and welfare could be significantly jeopardized by a delay in access.

- Payment to metabolic formula vendors shall be made by the ICF. These costs are reimbursable through the per diem rate. The costs should be reported in the dietary section of the indirect care cost center (schedule C) of the cost report.

### **HCBS Waivers:**

- Identify each individual enrolled in waiver who requires metabolic formula.
- Designate a primary point of contact who will be responsible for ensuring the individual receives a prescription for formula from the Metabolic Service Center and formula is ordered in a timely manner. Designate a back-up contact person in the event the primary contact is unavailable.
- An individual enrolled in a waiver may purchase metabolic formula from any Durable Medical Equipment (DME) vendor who carries the formula and has an active Medicaid agreement. A list of vendors is attached. It is important to identify a back-up vendor in the event that the primary vendor is not able to supply the formula in a timely manner. The Ohio Department of Health (ODH) is also a Medicaid metabolic formula vendor.
- Ensure compliance with usage and inventory of metabolic formula is closely monitored. This formula is critical for the individuals who require it, and their health and welfare could be significantly jeopardized by a delay in access.
- No prior authorization is required by the Ohio Department of Medicaid (ODM) for formula purchased from a DME vendor. The vendor submits a claim to Medicaid for reimbursement.
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Please contact Donna Patterson ([Donna.Patterson@dodd.ohio.gov](mailto:Donna.Patterson@dodd.ohio.gov)) or Jeanne Gregory-Kaepfner ([Jeanne.Gregory-Kaepfner@dodd.ohio.gov](mailto:Jeanne.Gregory-Kaepfner@dodd.ohio.gov)) with any questions related to the process of accessing metabolic formula for individuals residing in ICFs or enrolled in waivers.

For questions related to the cost reporting process for ICFs, please contact Josh Anderson ([Joshua.Anderson@dodd.ohio.gov](mailto:Joshua.Anderson@dodd.ohio.gov)).

Questions regarding Medicaid DME provider requirements should be directed to the Ohio Department of Medicaid at (614) 466-6734 option 1 and ask for Trina Hazley or Donna Detrick.

For questions about metabolic formula, inborn errors of metabolism, or the Ohio Department of Health Metabolic Formula Program, please contact Kim DeDino, MS, RD, LD, CSP at [Kim.DeDino@odh.ohio.gov](mailto:Kim.DeDino@odh.ohio.gov)