NJ Division of Aging Services
Office of Community Choice Options

Hospital EARC Workflow
ACTIVITIES and DEFINITIONS

ACTIVITY	DESCRIPTION	ACTIVITY INITIATED BY	ELECTRONIC NOTIFICATION	NOTES
New Hospital EARC	Hospital EARC initiated for patient that meets target criteria seeking NF placement upon hospital discharge.	• EARC Screener	N/A	1. Requires Screener to fully complete Hospital EARC and attach required PASRR or other documentation as applicable. 2. Attachment must be PDF format.
Incomplete (Unfinished)	Hospital EARC initiated but not submitted with confirmation.	• EARC Screener	N/A	1. Requires Screener to check "Unfinished" and open "Incomplete" status tab to access previously initiated Hospital EARC.
Submitted	A fully completed Hospital EARC submitted to OCCO.	• EARC Screener	1. Confirmation email to Screener. 2. System referral to OCCO	1. Status will remain until OCCO action taken. 2. To include instances of resubmission when "Inappropriate Referral – Incorrect data" resubmitted.
Inappropriate Referral	Hospital EARC will not be processed due to not meeting criteria (i.e. PAS on file, MCO enrolled), incorrect data provided (i.e. error in demographics), or other (screen coding inaccurate).	• OCCO Support Staff (SS) • OCCO Reviewer	1. Activity email to Screener.	1. Specifics related to return of referral will be provided in comments. 2. Will require re-submission if demographic data inaccurate. 3. Will require Screener to create a new EARC if coding error or other issue identified by Reviewer.
Assigned	Hospital EARC that has been processed and waiting for OCCO Review and final determination.	• OCCO SS	N/A	1. Requires OCCO SS to identify OCCO Clinician assigned for review. 2. No required action by Screener, awaiting OCCO determination.

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RFI (Request for Information)	Submitted Hospital EARC for which an attachment is required (PASRR or other documentation)	• OCCO Reviewer	1. Activity email to Screener	1. Specifics related to request will be provided in comments. 2. Requires Screener to attach required PASRR or other documentation as requested and then update status to "RFI Response". 3. Screener must respond within one (1) business day to avoid Hospital EARC from being dismissed.
RFI Response	Alerts OCCO Reviewer that response is provided.	• EARC Screener	N/A	1. If returned to "RFI" status where attachments are required, Screener must respond as above. 2. If returned to "Inappropriate Referral", no further action is required unless new EARC submission occurs.
OCCO Determination	Documents the final OCCO determination:	• OCCO Reviewer	1. Activity email to Screener	1. Screener to proceed with discharge planning as applicable to final OCCO determination.
	• **Authorized** *(Valid for 10 days; if not discharged within 10 days requires a new Hospital EARC)*			1. Screener to proceed with hospital discharge for NF transfer; provide printed copies of both – the Hospital EARC with OCCO Determination, and PASRR Level I and Level II determination when applicable.
	• **Not Authorized**			1. Await onsite OCCO clinical assessment to be conducted within three (3) business days of Hospital EARC referral date.
	• **Referral Dismissed**			1. Determine reason for dismissal – no response to RFI within 1 business day;

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				target criteria not met or other reasons as identified. 2. If Hospital EARC still indicated, requires Screener to initiate and submit a new Hospital EARC; otherwise, no action required by Screener.
Complete	Status updated by OCCO SS following data entry processing. Hospital can access OCCO determination either in OCCO Determination or Complete status tabs. The tab the EARC record sits in has no bearing on the outcome and discharge planning can proceed as appropriate.	• OCCO SS	N/A	1. Hospital EARC will remain in Completed status following full processing. No additional updates are expected. 2. New submissions for the same patient will produce a new record.