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 new NF placement upon hospital discharge. **NOTE:** Includes residents returning to same NF after exhaustion of 10-day bed hold.	• 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', allow page to refresh and then 'Select All' to locate and 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.
Hold	Utilized by OCCO Staff when further research is required prior to processing.	• OCCO Staff	N/A	1. Status updated once processing can occur.
Inappropriate Referral	Hospital EARC will not be processed due to not meeting criteria (i.e. valid clinical assessment on file, MCO enrolled), incorrect data provided (i.e. error in demographics), or other reason.	• OCCO Support Staff (SS)	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. a. Screener to make demographic

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				corrections and return status to 'Submitted' for continued OCCO processing. b. If no corrections required, insert a comment to indicate demographics validated at point of status update.
Assigned	Hospital EARC that has been processed and waiting 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.
RFI (Request for Information)	Hospital EARC for which the OCCO Reviewer identifies a coding issue or 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 modify coding or re-attach required PASRR or other documentation as requested and then update status to 'RFI Response'. a. If coding validated as accurate, insert RFI Respondee comment. 3. Screener must respond within one (1) business day to avoid Hospital EARC from being dismissed.

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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.
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** ***NOTE:*** *EARC 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; target criteria not met or other reason as identified. 2. If Hospital EARC still indicated, requires Screener to initiate and submit a new Hospital EARC; otherwise, no

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				action required by Screener.
Complete	Status updated by OCCO SS following data entry processing. Hospital can access EARC record to view OCCO determination in either 'OCCO Determination' or 'Complete' status tabs. The tab the EARC record sits in has no bearing on the outcome. Discharge planning can proceed as appropriate.	• OCCO SS	N/A	1. Hospital EARC will remain in 'Complete' status following full processing. No additional updates are expected, except for instances of an Administrative Action. 2. New submissions for the same patient will produce a new record.