



## Ohio Administrative Code

### Rule 5160-3-32.1 Nursing facilities (NFs): debt summary report procedure.

Effective: [March 11, 2024](#)

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(A) Debt summary reports issued in accordance with section 5165.525 of the Revised Code are served in the same manner as notices issued under rule 5160-70-03 of the Administrative Code.

(B) Notice to the Ohio department of medicaid (ODM) of facility closure, voluntary withdrawal of participation, and notice of change of operator.

Notice to ODM should be made in writing and emailed to [LTCEenrollment@medicaid.ohio.gov](mailto:LTCEenrollment@medicaid.ohio.gov), or mailed or personally delivered to ODM's office address.

(C) Request for review and submission of information by nursing facilities to ODM.

(1) Any request for review or submission of additional information made as the result of notice of an initial or revised debt summary report issued pursuant to section 5165.525 of the Revised Code should be made in writing and emailed to "[MCD\\_DebtSummary@medicaid.ohio.gov](mailto:MCD_DebtSummary@medicaid.ohio.gov)" or mailed or personally delivered to the ODM office and address identified in the debt summary report within thirty calendar days of the date ODM issues the debt summary report.

(2) If a request for review or submission of additional information is mailed to the ODM office and address identified in the debt summary report, the request or submission is deemed to have been made as follows:

(a) If the request or submission is mailed by certified mail, as of the date stamped by the U.S. postal service on its receipt form (PS form 3800 or any future equivalent postal service form).

(b) If the request or submission is mailed by regular U.S. mail, as of the date of the postmark appearing upon the envelope containing the request.

(c) If the request or submission is mailed by regular U.S. mail and the postmark is illegible or fails to



appear on the envelope, as of the date of its receipt by ODM office identified in the debt summary report as evidenced by that office's time stamp.

(3) If a request for review or submission of additional information is made by electronic mail to the office identified in the debt summary report, the request or submission is deemed to have been made as of the date of its receipt as evidenced by the date of receipt shown in the source code of the electronic mail received by the office identified in the debt summary report.

(4) If a request for review or submission of additional information is mailed, personally delivered, or made by electronic mail to a party or address other than the proper office identified in the debt summary report, the request or submission is deemed to have been made as of the date of its receipt by the office identified in the debt summary report as evidenced by that office's time stamp.

(5) If a request for review or submission of additional information is personally delivered to the office identified in the debt summary report, the request or submission is deemed to have been made as of the date of its receipt as evidenced by that office's time stamp.

(6) All requests and submissions should clearly identify both the affected party involved and the debt summary report that is being contested.

(D) Computation of time deadlines.

Section 1.14 of the Revised Code controls the computing of time deadlines imposed by section 5165.525 of the Revised Code.