



## OPTIMISTIC Opt-Out Protocol for Facilities Version 2017.06.09

### Background

Each eligible resident in a participating facility must receive an opportunity to opt-out of participating in the initiative. It is the facility's responsibility to comply with this requirement as stated in the Memorandum of Agreement to participation.

Each eligible resident will receive a copy of the opt-out letter, and OPTIMISTIC Family Fact Sheet at the time the resident becomes eligible\* for participation in OPTIMISTIC. OPTIMISTIC Opt-out and OPTIMISTIC Family Fact Sheet are available on the [Optimistic-care.org](http://Optimistic-care.org) under the Demonstration Project tab.

- Opting out indicates that the resident (or their representative) does not wish to participate in the OPTIMISTIC project, or share their billing or clinical service data with Centers for Medicare and Medicaid services (CMS).
- Residents who have opted out may opt back in at any time by submitting a signed letter of request to participate.

\* See the OPTIMISTIC Eligibility Overview & Scenarios for more information on determining eligibility.

### Facility Opt-Out Reporting Responsibilities

1. Opt-Outs need to be reported to the OPTIMISTIC Data Team within 2 business days of being signed by a resident or their representative.
2. Opt-Outs should be scanned and emailed to [ekokelly@iu.edu](mailto:ekokelly@iu.edu). If scanning is not an option, opt-outs may be transmitted by fax to 317-274-9307. The cover sheet should address the fax to Erin Phillips, OPTIMISTIC.
3. Opt-Outs should also be reported on the resident roster template.
4. If a resident elects to opt back in to the project after opting out, this should also be reported both by faxing the signed letter and entering the date on the roster template.

Each quarter, the Data Team will compare the letters received by the team to the opt-outs reported in the resident roster. The Data Team will report to the facilities:

- If there are no discrepancies
- Any residents who appear to have opted out on the resident roster, but do not have a signed letter on file.
- Any residents who have a signed letter on file, but are not properly recorded as opted out in the facility's resident roster.
- Any residents who have opted back in according to a letter, but are not marked accordingly in the resident roster.
- Any residents who are reporting as opting back in in the resident roster, but who do not have a signed letter on file.

If the Data Team notices any discrepancies, we will contact you so that we can work together to identify the correct information for your facility.