



PASSPORT Participant Transfer to Next Generation MyCare Process



PAA

1



Select Participant

Log into the PPLOnline Enrollment(OE) Tool and select Dis enroll Participant.

[OH Online Referrals](#)

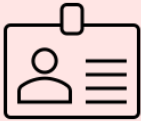
2



Enter Transfer Details

Enter participant information and transfer details including date of disenrollment, Participant name & PPLID, Transfer to MCO plan name.

3



Enter Case Manager Info

Complete the required case manager fields – Full Name, phone#, PAA.

4



Submit Request

Select Finish to submit the transfer request. Note the Reference ID.

PPL

5



PPL Completes Transfer

PPL receives notification and marks the request complete in the PPL OE Tool. PPL completes the system migration and requests updated Auth from the MCO.

To Avoid Delays

Participant, provider, and Authorized Representative must each have a unique email address.

Confirm that both the participant and provider have unique email addresses in Better OnLine before submitting the transfer

Submit transfer **before** the effective date whenever possible.
Example: If services begin Nov. 1, submit the transfer by Oct. 15.