

Nursing Facility Admissions

A 1, 2, 3 Guide to Steps



CommCare Corporation

Source: Maximus: LDH Contractor



NURSING FACILITY ADMISSIONS

A RESOURCE GUIDE

1

Admit from Home Workflow

An easy-to-follow workflow & decision tree.

2

PASRR Levels 1 & 2: Detailed Training & Explanation

Reviews each section's purpose with examples & instructions for completion. Includes glossary of abbreviations.

3

LOCET

The LOCET form, review of questions & tips to follow

4

142 Facts

How long are they good for? What is a break in care and under what circumstances is a new 142 required? And what box should you take special note of everytime?

5

Medicare & Medicaid

- Overview of Medicare eligibility & benefits.
- Explanation of Medicaid eligibility & criteria.
- Medicaid myths.
- Checklist detailing documents & information required to complete long term care Medicaid application,
- Medicaid application

Approvals for Nursing Facility Admissions

(source Maximus)

Preadmission Screening and Resident Review (PASRR)

PASRR Program

Federal program administered by CMS (1987)
Regs: 42 CFR 483.100-138.

Level I identification screen:
Anyone seeking admission to a Medicaid certified Nursing Facility (NF) must be screened for MI/ID/RC

Level II comprehensive assessment of known or suspected MI/ID/RC conditions

2016 LTC final rule: strengthened coordination and care planning alignment between PASRR and nursing facility staff

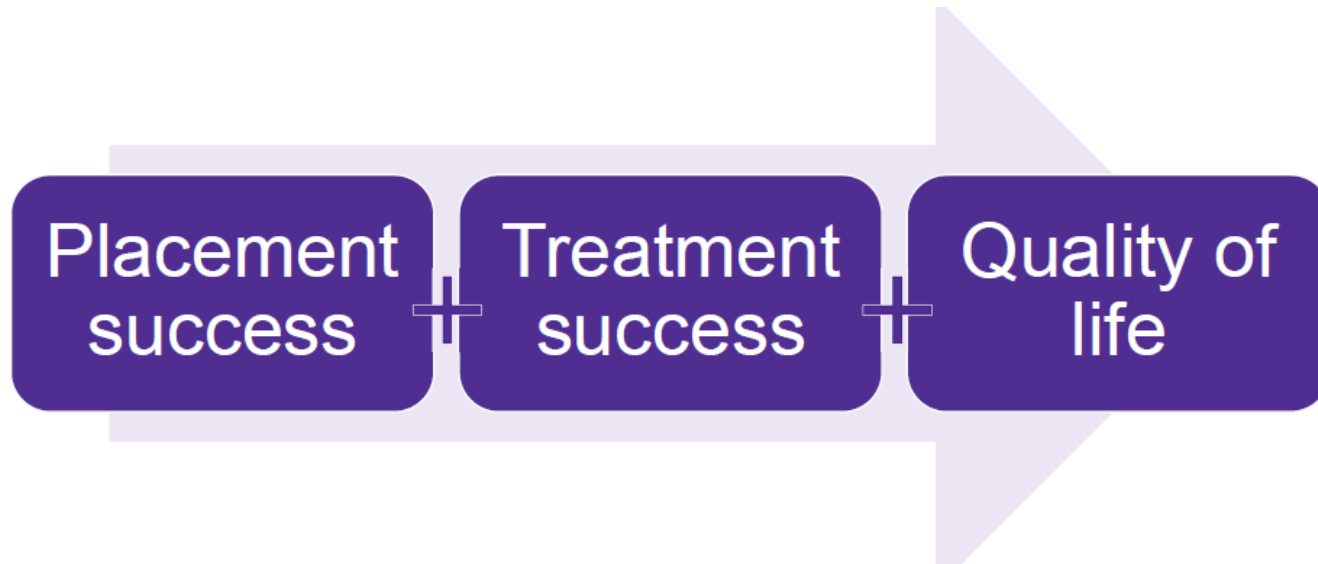
Approvals for Nursing Facility Admissions
Step 1 – LOCET: Level of Care Evaluation Tool
Must be completed first

LOCET Questions

PASRR Overview

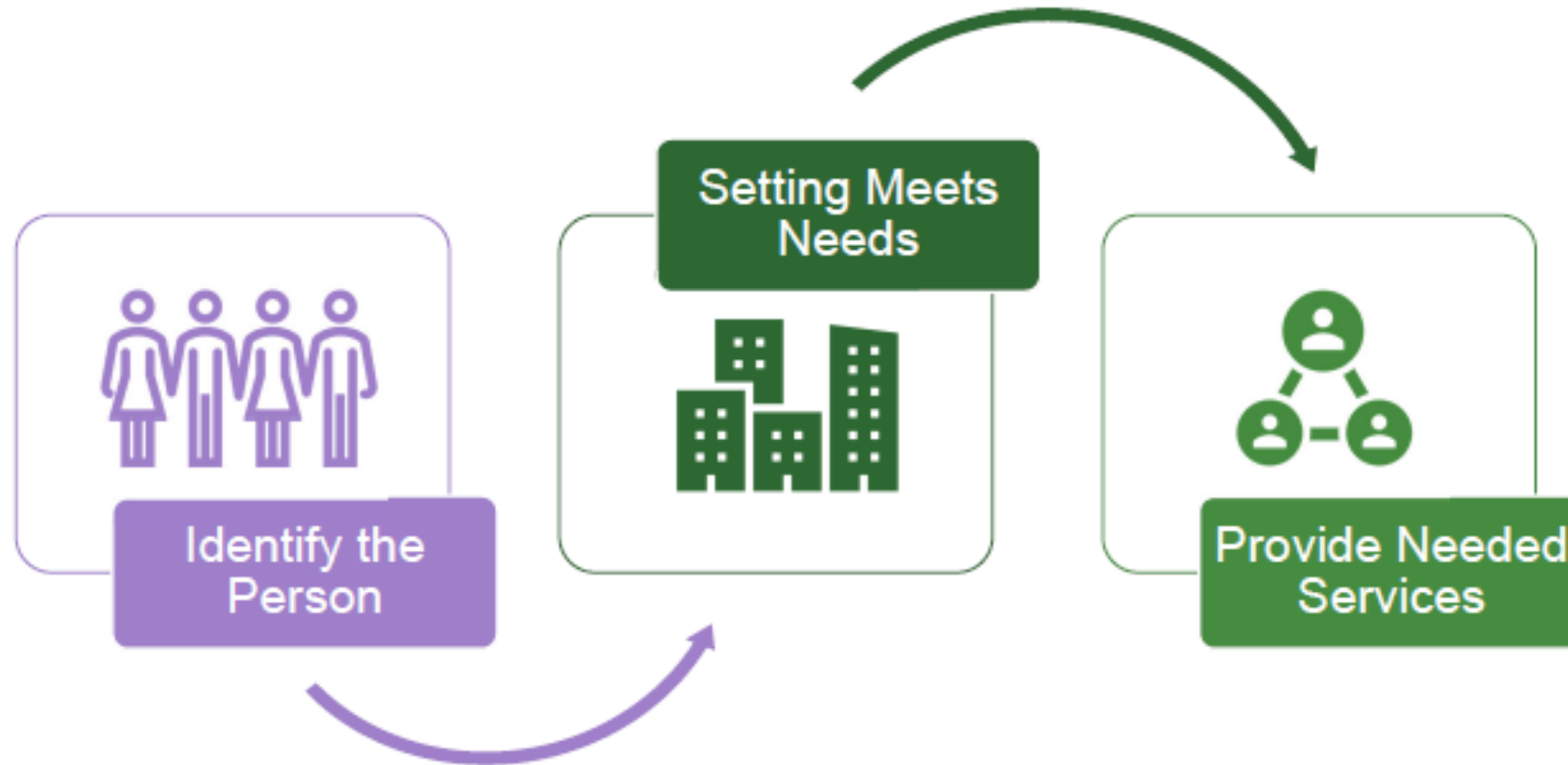
Why?

Optimize an individual's



*The most appropriate services
in the most appropriate place
at the most appropriate time.*

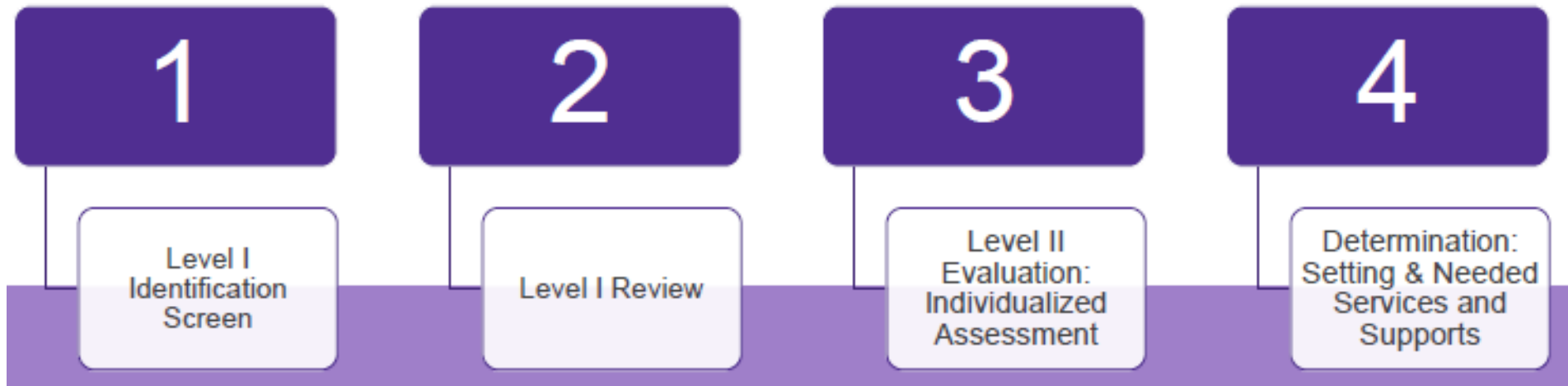
Reaching the Goal of PASRR



PASRR Process Overview

#1 – LOCET must be submitted first

PASRR Process Overview



Source: Maximus

Level 1 Screening

Who receives a
Preadmission
Level I?



Regardless of payer source



Regardless of diagnoses



Regardless of current location

EVERYONE
entering a Medicaid-
certified NF

Level I Screen Completion Best Practices

- Complete & submit screen with enough time to prevent discharge delays
- Consider:
 - Potential for Level II
 - Current Placement
 - Emergency Department
 - Observation
 - Community
 - Medical

Discharge Planning
Starts at Admission

42 CFR 483.112©:
Level II PAS timeliness
requirements - annual
average of 7 - 9
working days

Level 1 Screening



Level I Disability Screen

Does the person
have one or more
of the following
known or
suspected
conditions?

1

Serious
Mental Illness

2

Intellectual
Disability

3

Related
Conditions

Level 1 Screening

Examples of Possible Related Conditions (RC)

Anoxia at birth	Arthrogryposis	Autism	Congenital Blindness	Cerebral Palsy	Congenital Deafness	Down Syndrome
Encephalitis	Fetal Alcohol Syndrome	Fredreich's Ataxia	Hemiparesis	Hemiplegia	Hydrocephaly	Klippel-Feil Syndrome
Meningitis	Multiple Sclerosis	Muscular Dystrophy	Paraparesis	Paraplegia	Polio	PDD
Prader-Willi syndrome	Quadraplegia	Seizure Disorder	Spina Bifida	Spinal Cord Injury	Traumatic Brain Injury	XXY Syndrome

Diagnosis for condition prior to age 22, expected to last indefinitely.

Self-care

Understanding and use of Language

Learning

Mobility

Three or more functional limitations:

Self-direction

Capacity for Independent Living

Consider:

Does the individual have a PASRR condition?

The Four Ds of PASRR - MI

- Diagnosis (or suspicion of) intellectual disability/related conditions
- Dementia. If present, is it primary?
- Duration
- Disability

Consider:

What is the most appropriate placement?

- Least restrictive level of care
 - Too acute? Not acute enough?
- NF (meets LOC & this NF can meet needs)
 - NF must incorporate ALL PASRR identified services into care plan
- Specialized Service
 - Services specific to the person to meet required needs
- Alternative Placement or Community Services

Consider:

Might this person be a candidate for transition to the community?

What supports or services would be necessary to return to the community?

- Community placement
 - With or without supports
 - Independent living
 - Group home
 - Assisted Living
- Person directed care

Consider:

What unique disability supports & services are needed while a resident of an NF to ensure safety, health & well-being?

- Specialized Services
- Highest practicable physical, mental & psychosocial well-being
- Any needed service/support
 - Not limited to facility's existing resources

Phrasing for Success

- Use full words & avoid acronyms
 - MI, IDD, PASRR, etc.
- Use judgement free words
 - Say “street or recreational drugs” instead of “illicit drugs”
- Use close-ended questions with choices
- Use a non-judgmental, non-condescending, matter-of-fact approach
- Assume the behavior is occurring
 - “How often do you drink in a week?”
 - Rather than “do you drink often?”

Submitting a Preadmission Level I Screen

- Supporting Documents Required
 - **History and Physical** from within the last 365 days including a full review of systems
 - **Medication Administration Records (MARs)** including PRNs
 - **Physician Attestation** for Exempted Hospital Discharge
- Other documents supporting determinations (recommended, not required)
 - Psychiatric evaluation
 - Nursing/Therapy notes

Preadmission = NF Applicant

- **Psychotropic Medications.** Include list of psychotropic medications if individual will likely need a Level II
- **Identify why the individual is taking the medication**
 - Reason for prescription & how long they have been taking the medication

Level 1 Screening

Level I Screen Clinical Review Purpose

Level I screens with disability indicators are triggered for a clinical review to evaluate if the NF applicant is eligible for:

- A PASRR exemption
- A Categorical option
- Or if a full Level II assessment is required now

Level I Determinations

- **Approved = no PASRR condition**
 - Can admit to NF
- **Refer for Level II = has a suspected PASRR condition**
 - Requires Level II

Intent of Categorical Options

Certain categories, like conditions, severity of illness, or need for certain services that can indicate, by nature of being in that category, that the person typically needs NF care OR typically does not need specialized services

OAAS will be making all categorical and exemption determinations. Maximus will refer all requests for an exemption or categoricals, and Level IIs to LDH

Remember: These are not designed to be a shortcut around a Level II assessment

BASIC REQUIREMENTS FOR APPLICATION OF EXEMPTION/CATEGORICAL DETERMINATIONS

- Must have a known/suspected PASRR condition
- Must be psychiatrically stable and NOT a danger to self or others
- Each outcome has specific criteria

Exempted Hospital Discharge (EHD)

Admitting from a medical hospital for treatment of a specific medical condition

Requiring 30 days or less NF care to recuperate for the condition treated in the hospital

Physician certifies NF care will be 30 days or less

If longer care required, NF completes the CSR process:

NFAdmissions@la.gov

X Level I Short-Term Categorical Options

Emergency	7 day admit
Delirium	30 day admit
Respite to caregiver	30 day admit
Convalescent Care	90 day admit

Level I Long-Term Categorical Options

Terminal
Illness

- Life expectancy of < 90 days

Severe
Physical
Illness

- Coma
- Vent dependence
- Brain-stem functioning
- Progressed ALS
- Progressed Huntington's, etc.

DOCUMENTATION MUST ACCOMPANY SCREEN

Hospital Exemption Practice

1. Mrs. Smith has bipolar disorder & was admitted to the hospital following a heart attack & bypass surgery. She developed an infection & needs 14 days of antibiotics. Her doctor certifies she will be ready for discharge within the first 30 days. Is Mrs. Smith appropriate for EHD?
2. Yes: She had a hospital admission before NF admission & will need less than 30 days of NF
3. Mr. Jones had Major Depressive Disorder. He had surgery after fracturing his hip in an accident. He will need 3 months of non-weight bearing status & needs NF placement to help with ADLs & PT. Is he appropriate for EHC
4. No. His anticipated NF care timeframe is more than 30 days
5. Mrs. Johnson has anxiety disorder & lives at home with her family. She has COPD & went to the emergency room following a fall. She needs NF placement for treatment of her progressing COPD. Is she appropriate for EHD?
 - No. She didn't have a hospital admission, only an emergency department visit for her fall. She needs NF care for COPD, for which she is likely not to recover or discharge from the NF within 30 days.

Physician Signature

- Only required IF exemption/categoricals selected
 - Include printed name & signature

What happens next?

- LOCET Completed first
- Confirm completion & accuracy of PASRR
- Gather documentation
 - Send as much information as you have
 - Include required documentation:
 - Feel free to provide written summaries/addendums to explain important behavioral health information
- Submit online
- Receive 142 notification
- Submit 148 upon admission

A Preview of Online PASRR

[3.0 AssessmentPro Level I Form - LA.pdf](#)

Source: Maximus

WHAT IS CHANGING?

Level I submitters will use AssessmentPro

- Level I submitters include Hospitals & NFs – others who currently submit Level I screens
- Using a new form and process for preadmission screens and status changes
 - CSR process remains the same

About 70% of all submitted Level Is will receive an immediate determination

Maximus will refer the Level II evaluations to the state for completion within 6 hours of completed Level I submission.

- No change to the Level II process
- Exemption and categorical determinations will also be made by the state
- Physician attestation may be required

NFs will track their census in AssessmentPro

x Insights and Benefits

- Takes 7-10 minutes to complete a Level I screen
- Negative Level I screen results are available immediately to facilitate a hospital discharge and timely NF admission
 - ~70%
- Streamlines work with automatic saving and queuing—no waiting or lost paperwork
 - You and your colleagues can work together to start, complete, and submit Level I screens and locate outcomes
- Maximus will share all requests for categoricals/exemption and referrals for Level II with LDH

Process Change

(source Maximus)

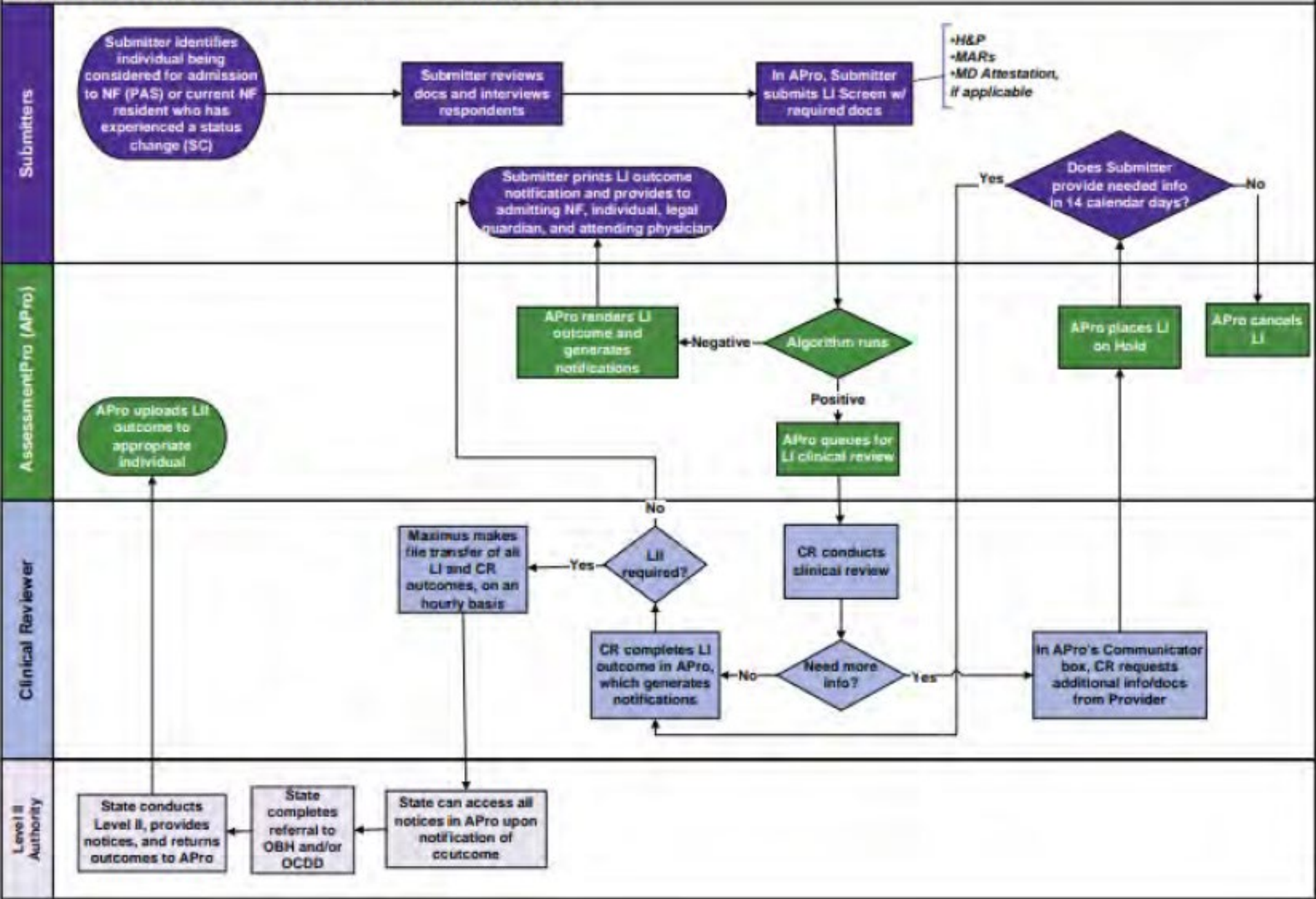
Submit the Level I
in APro

Maximus will make
the Level I
determination/Refer
to LDH

State completes
Level I exemption
and categorical
decisions and Level
II assessments

Print Level I
determinations from
APro

*All documents are reviewed at each step in the process for accuracy of PHI/PII



Breakdown

Submitter identifies individual being considered to admit to NF (PAS) or current resident who has experienced a status change (SC)

Submit Level I and Supporting documents in APro

H&P
MAR
Physician Attestation, if applicable
Completed LOCET attestation

APro determines if Negative or Positive

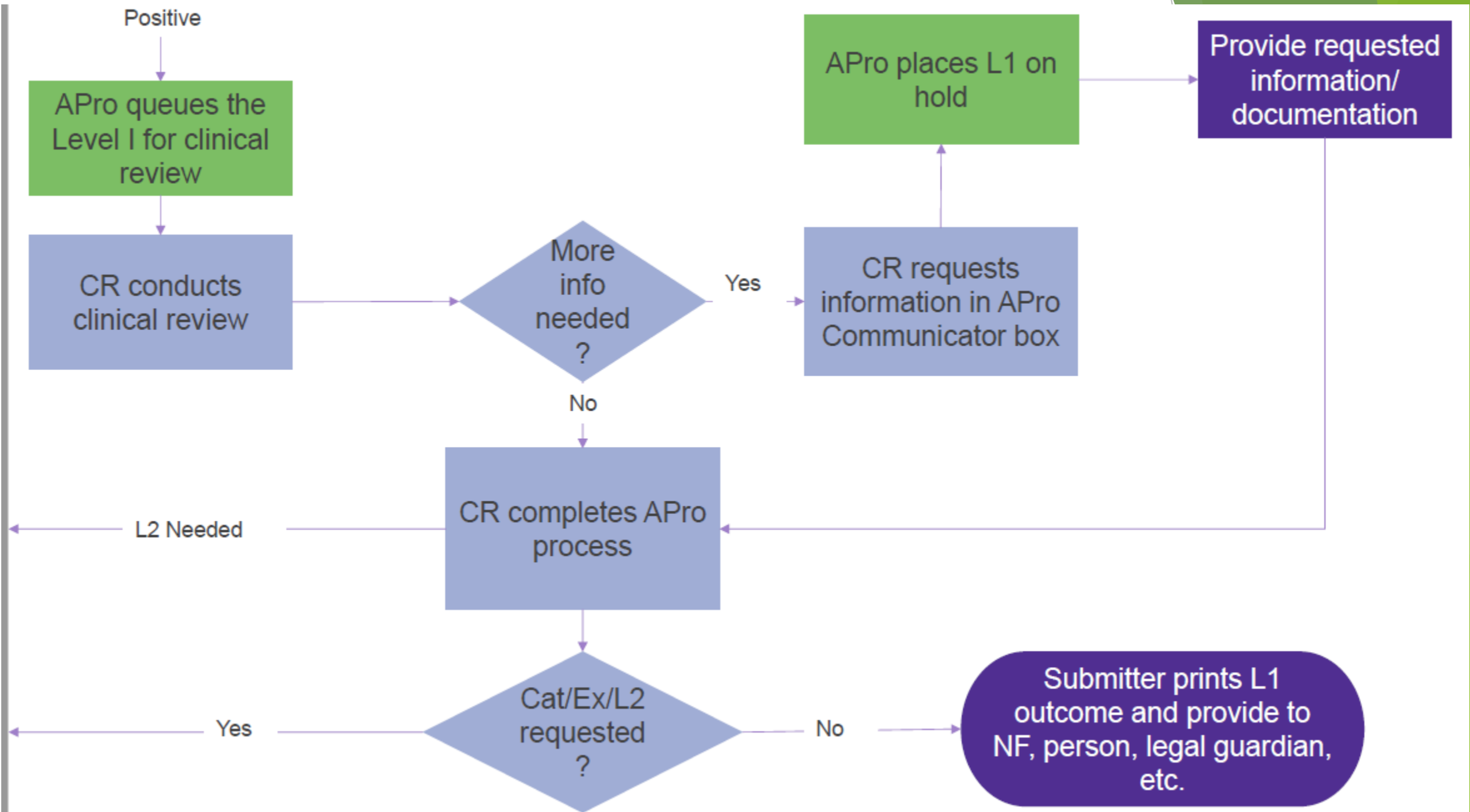
Negative

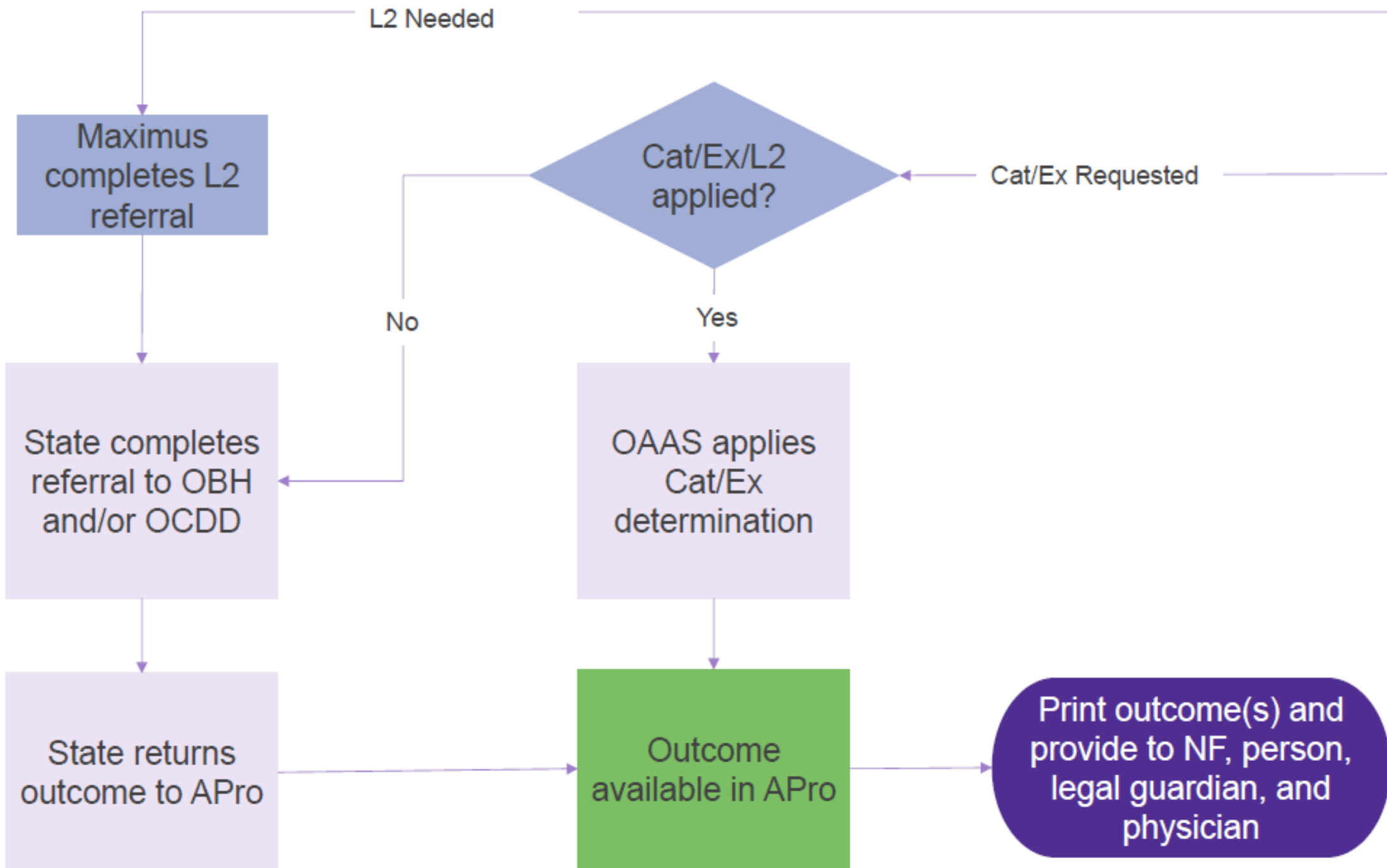
APro renders L1 outcome and generates notifications

Print L1 outcome and provide to admitting NF, person, legal guardian, and physician

Positive

Source: Maximus





*Source:
Maximus*

Registering with AssessmentPro

AssessmentPro Roles and Responsibilities

Title	Responsibilities/Functions	Notes
Access Coordinator	<ul style="list-style-type: none">• Approves other users within same facility/agency• Assigns roles to other users	<ul style="list-style-type: none">• Will need to submit Agreement• Maximus grants approval• Can submit Level I screenings• Can submit Level I screenings non-clinical users start
Clinical User	<ul style="list-style-type: none">• Completes screens• Submits Level I screenings and tracking• Has access to individual records	<ul style="list-style-type: none">• Can submit Level I screenings• Can submit Level I screenings that non-clinical users start
Non-Clinical User	<ul style="list-style-type: none">• Can start Level I screenings• Has access to individual records• Can submit tracking	<ul style="list-style-type: none">• Role designed for record access, such as billing office or medical records• Will not have a submit button for Level I screening submission

Registering with AssessmentPro

Registration and Access

1. Determine who will be your Access Coordinators

- Can have as many as you need, no fewer than 2 per facility/agency
- No restrictions on who
 - Recommend they are the people who will use AssessmentPro the most

2. **EVERYONE** must register for access

- No one will be automatically enrolled

3. Registration instructions available on our website

www.AssessmentPro.com

Do the Right People Have Access & Training?

Ensuring that the right people in your organization receive system information & training is
CRITICAL

Sign up for *Maximus updates*: LAPASRR@maximus.com

Subject line: Add me to the email list!

Include your name, position/title, and facility/agency with which you work.

Webinar & training information and registration access



Requirements

Source: Maximus

Who Can Submit a Preadmission Level I Screen?

Why? State and Federal Compliance Requirement

Who can complete a Level I screen?

Advanced Practice Registered Nurse (APRN) | Licensed Addiction Counselor (LAC)

Licensed Clinical Social Worker (LCSW) | Licensed Masters Social Worker (LMSW)

Licensed Professional Counselor (LPC) | Licensed Psychologist (PhD) | Medical Psychologist (PhD)

Nurse Practitioner (NP) | Physician (MD) | Physician Assistant (PA) | Registered Nurse (RN)

Registered Social Worker (RSW)



"I understand that I am signing this application under penalty of perjury, which means I've provided true answers to all the questions on this form to the best of my knowledge. I know that I may be subject to penalties under federal and/or state law if I provide false or untrue information."

When and How?

When and Where is a Level I Submitted?

- **When**

- As soon as the need for NF placement is identified
- Most screening outcomes are available instantly
 - Some take up to 6 business hours from receipt of all needed information
- Approved LOCET before submitting the Level I screen

- **Where:**

- Submit via AssessmentPro (www.assessmentpro.com)
- Accessible 24/7, 365 days a year
- Outcomes are available to the referral entity
 - *Outcomes are only available to receiving NFs once the NF submits a tracking notice in PathTracker*

When Do I Submit a Level I for a Resident Review?

Significant Change Review

- Significant change in Status
- Submit the Level I & required documentation as soon as you discover a potential status change to ensure a timely completion of the PASRR process

Submitted through AssessmentPro via the Level I Screen.
AssessmentPro is accessible 24/7, 365 days a year

**Everyone
Receives a
Level I**

PASRR Abbreviations

- [2.1 Maximus LA-PASRR-Glossary-of-Terms--021325.pdf](#)

- [\\AZ-CC-FS01.SAW.LOC\users\\$\lgardner\Documents\PASRR\OAAS-P-25-004-LA-PASRR-Provider-Announcement-I-2-5-25- FINAL.pdf](#)

142s

142 Facts

5.1 142 - Avoiding Pitfalls

Admit from Home Workflow

General Information:

Patient Name: _____

Date of Birth: _____ Sex: _____

Address: _____

City: _____ State: _____ Zip: _____

Current Location of Patient: _____

Medicare Medicare Advantage Medicaid Healthy La. Medicaid Other

Insurance: _____

Contact Person: _____

Phone: _____ Relationship: _____

Responsible Party: _____

Phone: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Have they been in another nursing facility before? Yes No

Name: _____ Date: _____

Admission Date Desired: _____ Other: _____

Primary Care Physician: _____ Height/Weight: _____

Home Health Agency: _____ Any Recent Hospitalizations: _____

Admit from Home Workflow

Admit from Home Workflow

Admit from ER Workflow

Medicare & Medicaid

[Medicare & Medicaid Eligibility](#)

[Medicaid Facts](#)

[6.3 Top Medicaid Myths.pdf](#)

[6.4 Medicaid Application Checklist.pdf](#)

[Medicaid Application](#)

[Medicaid Verification on Resources](#)

[Medicaid AR Form](#)

What About People Desiring to Admit to a Louisiana Nursing Facility from out of state?

- They will not qualify if they have a homestead or property in another state.
 - If they have a spouse living in the homestead, it may still be possible.
- An individual from another state meets the other requirements, they must satisfy a 30 day Louisiana residency requirement.
- If the individual is already a resident in a nursing facility in another state, do not have property in another state, they do not require the 30 day residency requirement in Louisiana, but must terminate Medicaid in their current state.
 - If a resident is transferring from a Mississippi nursing facility, Louisiana requires verification that Medicaid has terminated.
 - Best practice: Notify Medicaid in the current state of the transfer to Louisiana on that certain date, so the Louisiana nursing facility will be able to apply for Medicaid on the admit date.
 - If Medicaid is terminated in another state in the middle of a month, Louisiana Medicaid will not be active until the 1st of the following month.

How Can We Help Acquire Bank Statements?

Setting up online bank accounts to assist residents in applying for Medicaid

- Step 1. – Go to hospital and work with Case Manager to get information on the Social Security Direct Express card
- If they don't have Direct Express, got to <https://www.ssa.gov/deposit/howtosign.htm>
- Get the number on the back of the card.
- Step 2 – If the resident doesn't have an email account, help them set up a gmail account.
- Have them change the password when through.
- Step 3 – Either have the resident call the bank and tell them it is OK to talk to you or
- Have the case manager call the bank and explain the situation asking to set up an online account
- Step 4 – The bank may send a form that the resident will sign allowing the bank to email the bank statements to the account manager.
- Step 5 – Once they have the online bank account, you can access the three months of bank statements to assist them in applying for Medicaid.