



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

DATE: August 31, 2011

TO: General Hospital, Nursing Facility, and Skilled Nursing Facility Providers

FROM: DHS, Mental Health and Disability Services Division (MHDS)
DHS, Iowa Medicaid Enterprise (IME)

RE: Interim Level I Screening Process for Preadmission Screening and Resident Reviews (PASRR)

In response to concerns voiced by providers about the unavailability of the IME to provide PASRR Level I screenings during night and weekend hours, the department has chosen to pursue a long-range solution that will utilize a web-based Level I screening system which will be available 24 hours per day, 365 days per year.

Because implementation of this system will take several months, an interim process will be used to ensure that individuals who require night or weekend admission to a nursing facility are not made to wait unnecessarily.

During the interim, the IME Medical Services Unit will continue to do Level I screenings, and on September 1, 2011 Ascend will commence doing Level II evaluations.

On January 1, 2012, Ascend will assume responsibility for conducting Level I screens via the web-based PASRR system. At that time, negative Level I decisions will be automated and immediate. Positive Level I decisions will be reviewed by an Ascend clinician to determine whether Level II PASRR activity will be halted, expedited, or a full Level II face-to-face evaluation is needed.

During the interim, the process will be as follows:

1. Hospitals assume primary responsibility for conduct of Level I with IME. For the vast majority of Level I screens, hospitals will conduct the Level I with IME Med Services during regular IME Medical Services hours.

- If the individual will be admitting under Medicaid, complete the IME Medical Services Level of Care Certification Form (signed by a physician) and fax to: 515-725-1349. The form can be found at www.ime.state.ia.us/docs/470-4393. *The Level of Care determination is a separate process from PASRR, but needs to be started at the same time as the PASRR process when Medicaid is the payment source.*
- Call: 1-800-383-1173 or 515-256-4623 and ask for a PASRR Level I screening. A PASRR phone interview will be conducted with an IME Medical Services Nurse.

- Information required (**have the medical record on hand**):
 - Individual's Name
 - Social Security Number
 - State ID
 - Date of Birth
 - Current Location (facility name and/or address)
 - Date of Admission
 - Expected Date of Discharge
 - Is there a diagnosis or suspected diagnosis of Mental Health, Mental Retardation, and/or Developmental Disability/Related Condition?
 - Is there a diagnosis of dementia?
 - Referral source
 - Referral source facility
 - Phone number

- If there is no MI/MR/RC diagnosis or suspicion of a PASRR condition you will receive verbal confirmation of the approval for nursing facility placement and the Level I Screening Letter via mail. If you need a copy immediately, provide the IME reviewer with your fax number or email address and ask them to send it right away. The hospital will give evidence of the negative level I to the NF.

- If the Level I is positive for a MI/MR/RC diagnosis or suspicion of a PASRR condition, the hospital will complete and submit to Ascend the Categorical and Exemption form and associated documents.
 - Ascend will apply an expedited Level II if the individual meets expedited criteria. Hospitals must wait to discharge until the expedited outcome is complete.
 - If the hospital is notified that an expedited Level II does not apply, a Level II must occur. Ascend will interview the individual onsite within the next 2 days.

2. Special circumstances where an individual's *health or safety* requires a night or weekend admission to a NF. In these cases, the hospital may proceed with the discharge to the NF. The hospital must give the NF a completed copy of all PASRR forms, regardless of the individual's likelihood of having a PASRR condition. This means:

- To discharge an individual on nights or weekends prior to the Level I being completed, **hospitals must complete a Categorical and Exemption Form for every individual discharged to the NF prior to a Level I conducted by IME.** The completed C&F form must be given to the NF at transfer. Hospitals must also complete all PASRR forms as applicable. These include the Practitioner Certification form or the Private Pay Level of Care form. To complete and submit forms, go to www.ascendami.com/pasrr/iowa/ or www.pasrr.com and select "Iowa PASRR". Forms found there include:
 - Categorical/Exemption Form (Required for all individuals with diagnosis or suspicion of MI/MR/RC.)
 - Practitioner's Certification Form (Required for persons requiring NF care for less than 60 days and persons with terminal conditions)

- Private Pay Level of Care Form (Required for non-Medicaid nursing facility applicants. This includes dual-eligible clients that are initially going to NF under their non-Medicaid pay source.)

These requirements assure that no individual is delayed admission to the NF when the admission is required for health or safety. It also assures that no individual who is determined (by IME Medical Services, during the post-admission Level I) to have a possible PASRR condition will experience delay in the Level II PASRR review due to lack of required PASRR paperwork.

- For emergency night or weekend admissions only, **the accepting NF must conduct the Level I phone based screening with IME Medical Services on the first business day post-admission.**
 - If IME Medical Services determines the Level I is negative, no further action by the NF is necessary.
 - If IME Medical Services determines the Level I is positive, the NF must fax the PASRR forms supplied by the hospital to Ascend at 877-431-9568.
 - IME Med Services will flag these Level II referrals as post-admission referrals. NF reimbursement for services will not be withheld unless NFs fail to:
 - Complete the Level I with IME Med Services in a timely manner, and
 - Forward the Categorical and Exemption and other applicable PASRR forms to Ascend as soon as IME Med Services determines the Level I screen was positive.
 - Ascend will determine whether the individual meets criteria for an expedited Level II review or requires a face-to-face evaluation. Ascend will coordinate Level II activity with the NF and send Level II outcome information to the NF.