

# PASRR

(Pre-Admission Screening Resident Review)

## STATE OF UTAH PASRR FREQUENTLY ASKED QUESTIONS AND TIPS 2016 EDITION

To access the secure web-based PASRR system:  
<https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do>

To access the revised Level I:  
<https://pasrr.dhs.utah.gov/dhspasrr/public/PublicLevelOneAction.do>

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# Table of Contents

<b>Frequently Asked Questions .....</b>	<b>3</b>
Who can complete a level I screening? .....	3
If a client comes from home to a nursing facility does the PASRR process have to be completed before they can be admitted? .....	3
Can you admit a client before the Letter of Determination is completed? .....	3
What is the rule for a break in stay? .....	4
Does a hospital need to send discharge orders to a nursing facility? .....	4
What if a doctor orders anything other than a less than 30 day stay? .....	4
If we get client with a Less than 30 Day Stay with comments from the doctor that they will likely be Long Term Care, do we have to wait the full 30 days before we can request an evaluation? .....	4
Is a diagnosis of dementia a trigger for the level II? .....	4
Who completes a No Significant Change? .....	4
How long is a letter of determination good for? .....	5
What happens if the client has a level II but went home from the hospital instead of going to the NF and now wants to go to the NF? .....	5
I have a referral for an out-of-state PASRR. What do needs to be done to avoid losing payment? .....	5
What is the procedure if a client has both an ID-RC and a SMI? Who arranges for the IDRC? Are they done separately or do we need to coordinate? .....	5
How do I get an evaluation Expedited? .....	5
What date does Resident Assessment go by for a revised level I? .....	5
A client was expecting a Long Term Care determination but received something else instead. Can we change this determination? How can we avoid this in the future? .....	6
<b>Do .....</b>	<b>7</b>
<b>Don't .....</b>	<b>7</b>
<b>Website Tips .....</b>	<b>9</b>
Which Browsers to Use .....	9
Multiple Windows .....	9
Seven Common Errors .....	9

# Frequently Asked Questions

## Who can complete a level I screening?

A licensed health care provider, usually the hospital discharge planner or staff at the nursing facility, completes this form. According to R414-501-2(6) “Health care professional” means a duly licensed or certified physician, physician assistant, nurse practitioner, physical therapist, speech therapist, occupational therapist, registered professional nurse, licensed practical nurse, social worker, or qualified ID-RC professional.

## If a client comes from home to a nursing facility does the PASRR process have to be completed before they can be admitted?

In most cases, yes. However, there are special cases where the client needs the assistance sooner than the Letter of Determination can be completed. Please see the Significant Change and Emergent PASRR MEMO on the PASRR Web Page (listed under Training Resources). If your situation does not fall under this MEMO then contact the State PASRR office for possible options.

## Can you admit a client before the Letter of Determination is completed?

According to R414-503-8. (Penalties) a nursing facility may not admit a patient until the health care professional completes the PASRR Level I Screening, and if necessary, the PASRR Level II Evaluation and Determination, finding that the patient is eligible for nursing facility services. The Department may not reimburse a nursing facility for any days in which the facility admits a patient before completion of the PASRR process.

Hospital discharge planners/case managers, nursing facilities and other referral sources must ensure that if the Level I screen has triggered a Level II evaluation that a completed Letter of Determination by the State PASRR office is available prior to admission to a Medicaid certified nursing facility.

The penalty for not complying with PASRR rules will be borne by the nursing facility admitting the patient. Penalties can range from loss of Medicaid payment on a specific applicant/resident for the days from the date of admission to the date of the PASRR process being completed, or the loss of all Medicaid funding for the entire nursing facility.

## **What is the rule for a break in stay?**

According to R414-503-2 (Definitions) In addition to the definitions in Section R414-1-2 and Section R414-501-2, the following definitions apply:

- (1) “Break in Stay” occurs when a resident of a Medicare/Medicaid-certified nursing facility:
  - (a) voluntarily leaves against medical advice for more than two consecutive days;
  - (b) fails to return within two consecutive days after an authorized leave of absence;
  - (c) discharges into a community setting; or
  - (d) is admitted to the Utah State Hospital, to a civil or forensic bed (not the Adult Recovery Treatment Center).

## **Does a hospital need to send discharge orders to a nursing facility?**

Yes! The discharge orders (which may need to include an order for a less than 30 day stay) will be used to help complete the PASRR process.

## **What if a doctor orders anything other than a less than 30 day stay?**

If it is over a less than 30 day stay it will be treated the same as if it is a less than 30 day stay. If it is few days then a less than 30 day stay, it will be treated accordingly. Example 1-Doctor order is for a less than 45 day stay: treated as a less than 30 day stay. Example 2-Doctor order is for a less than 20 day stay: treated as a less than 20 day stay.

## **If we get client with a Less than 30 Day Stay with comments from the doctor that they will likely be Long Term Care, do we have to wait the full 30 days before we can request an evaluation?**

No. Please call the local PASRR office if there is a clear indication after being in the nursing facility for 14 days that they will need Long Term Care.

## **Is a diagnosis of dementia a trigger for the level II?**

Please contact your Local PASRR office to verify if the dementia diagnosis will screen out a Level II evaluation.

## **Who completes a No Significant Change?**

The nursing facility completes a no significant change.

## **How long is a letter of determination good for?**

In most cases 30 days. However each case should be reviewed to see if there has been a significant change or a break in stay. Contact the State PASRR Office to discuss if a new evaluation is needed or not.

For clients that have been/still are in the USH we allow up to 6 months.

## **What happens if the client has a level II but went home from the hospital instead of going to the NF and now wants to go to the NF?**

If it was less than 30 days from the evaluation date they may still go to the NF without a new evaluation. If it was over 30 days then they will need a re-evaluation.

## **I have a referral for an out-of-state PASRR. What do needs to be done to avoid losing payment?**

The facility needs to collect the Level I and possible Level II from the client's original state. Next complete a Utah Level I. That will determine if a new level II will be needed or not. Contact the State PASRR Office to notify them of the Out of State PASRR and receive any additional information.

## **What is the procedure if a client has both an ID-RC and a SMI? Who arranges for the IDRC? Are they done separately or do we need to coordinate?**

The NF will need to contact both their local PASRR office AND Betsy (at ABC) to have two separate evaluations completed. The evaluations (SMI and ID-RC) need to be done separately however the time frame needs to be the same for DSPD

## **How do I get an evaluation Expedited?**

Federal guideline allow 7 to 9 annual average business days to complete the PASRR process. This is from the time the local PASRR evaluator receives the referral and collateral (day zero).

For those clients that are in a hospital the State PASRR office has expedited this process. We request the evaluation be completed within two business days and once the evaluation has been entered into the PASRR system it is our goal is to complete them the same day if possible.

## **What date does Resident Assessment go by for a revised level I?**

If it is a Significant Change based off information from a new client you admitted into your facility they will go by the referral date IF you turn in the information within one full business day of admittance. Otherwise they will go by the determination date.

**A client was expecting a Long Term Care determination but received something else instead. Can we change this determination? How can we avoid this in the future?**

The State PASRR Office has the final determination. Although they are always willing to staff cases if there is new information. To avoid delays or unexpected determinations in the future, be sure the evaluator has all pertinent information to prove the client is in need of Long Term Care.

## Do

Always better safe than sorry! If you don't know ask!

- Call your Local PASRR Office for questions regarding diagnosis.
- Call your State PASRR Office for technical questions.
- Read the Training Manual.
- Use the Help Button for all email correspondence.
- Call for a re-evaluation at least 2 days prior to any end of stay

## Don't

- Send PHI (personal health information) in an email that is not generated through the help button.
- Do not call more than one agency for a Level II evaluation. (if this can not be avoided, then you must inform both agencies that you have called.)

# FOR YOUR NOTES

# Website Tips

## Which Browsers to Use

- Internet Explorer is our first choice.
- Google Chrome is our second choice.
- Mozilla Firefox is our third choice.

## Multipule Windows

Having multipule windows open in the same browser causes havoc on the PASRR system.

- Creates IT Issues
- Creates Duplicate Accounts
- Creates Crossovers of Account Information
- If you must have 2 windows open you need to have 2 different browsers open with 1 PASRR tab per browser only!

## Seven Common Errors

- Multiple Open Windows—Having more than one PASRR window (tab) open at a time.
- Dates —Use the full date with the 2 digit month, 2 digit day, and 4 digit year.
- Forgetting Collateral —When entering a new evaluation (including a No Significant Change) collateral must be added.
- File Name for Collateral —Needs to be less than 5mb or 5120kb
- File Size for Collateral —Must be under 25 characters with no symbols
- File Type for Collateral—Must be a PDF file only
- Back Button —The back button is NOT your friend. It acts much the same way as having 2 tabs open. It can also create ghost entrees which get lost.