

New Choice Waiver

The New Choices Waiver program is designed to serve individuals who are residing long term in a nursing facility, licensed assisted living facility, licensed small health care (Type N) facility or another type of Utah licensed medical institution (except institutions for mental disease). The program offers an option for these individuals to move into integrated community-based settings if they wish to do so and if their needs can be safely met in the setting that they have chosen. When an individual is enrolled in the New Choices Waiver program, they may receive an expanded package of supportive services through Medicaid which are intended to help with community-based living. The complete list of services can be found below this section. (Individuals can only access the services that they have been assessed to need.)

PLEASE NOTE: Individuals who are not currently living in one of the types of facilities listed above are not eligible to apply to the New Choices Waiver program.

Reserved Slots

The majority of available waiver slots are reserved for people wishing to move out of institutional settings such as skilled nursing facilities, hospitals and other Utah licensed medical institutions (except for institutions for mental disease). This application pathway can only be accessed by active residents of these types of settings.

Applications are accepted for this group anytime throughout the year and are not subject to open application periods.

While there is a minimum length of stay requirement for applicants in this group, there is no collective length of stay ranking process. All applicants who meet the minimum length of stay criteria (and all other eligibility criteria) can enroll.

The New Choices Waiver program will continue to enroll all eligible applicants from this group until the reserved slots are full.

For a complete list of eligibility criteria including medical and length of stay criteria, please contact the New Choices Waiver program office at (800)662-9651, option 6.

Non-Reserved Slots

Individuals wishing to access one of the remaining non-reserved slots may apply through this application pathway. The most common applicants for this pathway are people residing in licensed assisted living facilities and small health care (Type N) facilities. However, people residing in nursing facility or hospital settings may also apply through this pathway if the reserved slots are full.

There are limited slots available for this application pathway. All applicants will be ranked based on length of stay in a qualifying type of setting and the applicants with the longest length of stays will be given preference. Please be aware that even though the minimum length of stay is 365 days, after the ranking process has been completed the actual ranking cut-off point has historically been much longer than the minimum 365 days.

Services Available through the NCW

Adult Day Care

Adult Residential Services

Assistive Technology Devices

Attendant Care

Caregiver Training

Case Management

Chore Services

Consumer Preparation Services

Emergency Response Systems

Environmental Accessibility Adaptations

Financial Management Services

Habilitation Services

Home Delivered Meals

Homemaker Services

Community Transition Services

Medication Assistance Services
Non-medical
Transportation

Personal Budget Assistance

Respite Care

Specialized Medical Equipment

Supportive Maintenance

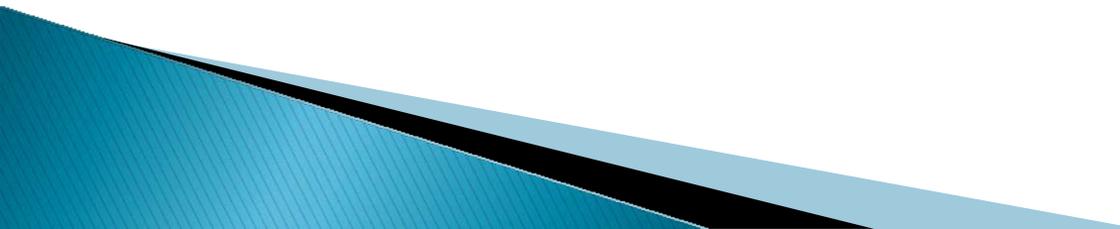
CONTACT INFORMATION

Call: 801-538-6155 (option 6)

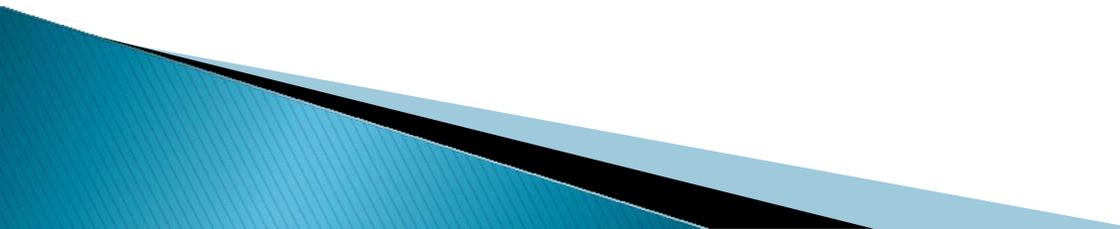
Or 800-662-9651 (option 6)

Email: Newchoiceswaiver@Utah.gov

State of Utah
PASRR Training
Hospitals and Nursing
Facilities
April 12, 2019



Nursing Facilities and PASRR:

- ▶ Medicaid 10A application and PASRR
 - ▶ Level of Care Criteria for Nursing Facilities
 - ▶ Significant Change: PASRR vs. MDS
 - ▶ Gradual Dose Reduction
 - ▶ Recommendations and Care Plans
- 

Medicaid 10A application and PASRR

PASRR affects the 10A payment for facilities if:

- The Level I is not completed prior to or day of admission;
 - Less than 30 day stay order is not signed by a physician on the discharge paperwork from a medical hospital stay – no LTAC or Rehab hospital stays;
 - Determination is a “denial”, date of denial is the date payment stops;
 - Facilities fail to appropriately refer for a Level II – missing convalescent/short term stay deadlines
- 

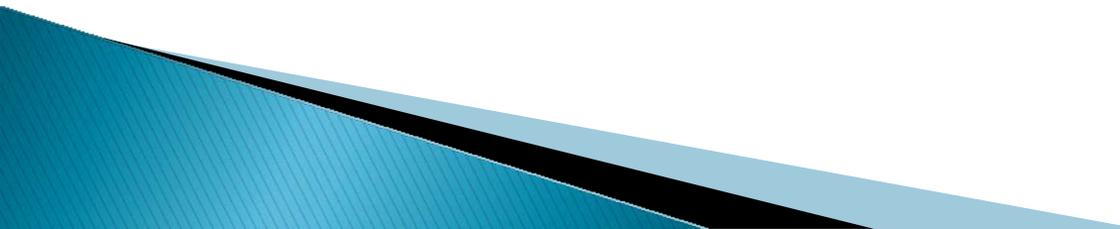
Level of Care Criteria for Nursing Facilities

Utah Administrative Code R414-502-3:

- Due to diagnosed medical conditions, the applicant requires substantial physical assistance with daily living activities above the level of verbal prompting, supervising, or setting up;
 - The attending physician has determined that the applicant's level of dysfunction in orientation to person, place, or time requires nursing facility care; or equivalent care provided through a Medicaid Home and Community-Based Waiver program; or
 - The medical condition and intensity of services indicate that the care needs of the applicant cannot be safely met in a less structured setting, or without the services and supports of a Medicaid Home and Community-Based Waiver program.
- 

PASRR Significant Change

42 CFR 483.20: A Nursing Facility must notify the State Mental Health Authority or State Intellectual Disability Authority, as applicable, promptly after a Significant Change in the mental or physical condition of a Resident who has mental illness or intellectual disability (for residents with and without a Level II evaluation).



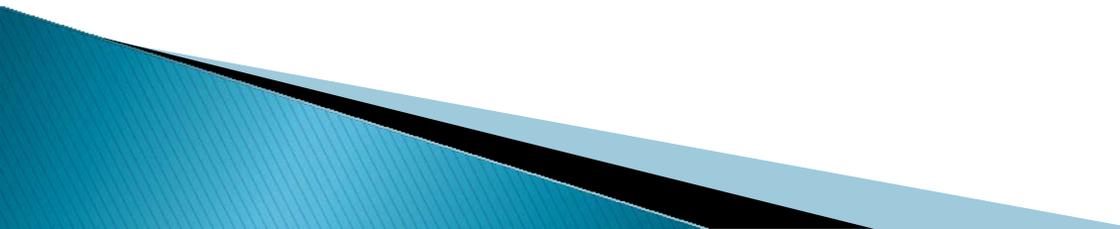
MDS Significant Change

RAI manual: A “significant change” is a major decline or improvement in a resident’s status that:

- Will not normally resolve itself without intervention by staff or by implementing standard disease-related clinical interventions, the decline is not considered “self-limiting”;
 - Impacts more than one area of the resident’s health status; and
 - Requires interdisciplinary review and/or revision of the care plan.
- 

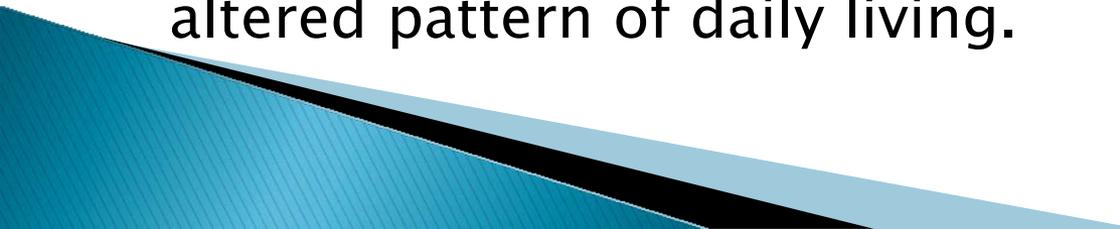
Significant Change PASRR Referral

The nursing facility must provide the PASRR authority with referrals ... independent of the findings of the Significant Change MDS. PASRR Level II is to function as an independent assessment process for this population with special needs, in parallel with the facility's assessment process. **Nursing facilities should have a low threshold for referral to the PASRR authority, so that these authorities may exercise their expert judgment about when a Level II evaluation is needed.**



Reasons for a Significant Change Referral

A resident will be referred for a Significant Change for the following reasons, this is not an exhaustive list:

- A resident who demonstrates increased behavioral, psychiatric, or mood-related symptoms.
 - A resident with behavioral, psychiatric, or mood related symptoms that have not responded to ongoing treatment.
 - A resident who experiences an improved medical condition—such that the resident's plan of care or placement recommendations may require modifications.
 - A resident whose significant change is physical, but with behavioral, psychiatric, or mood-related symptoms, or cognitive abilities, that may influence adjustment to an altered pattern of daily living.
- 

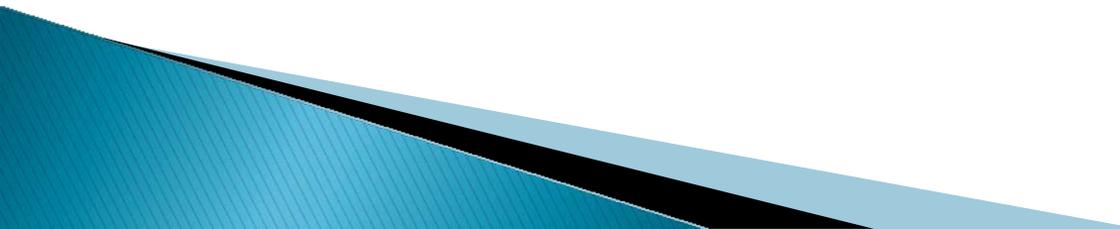
Reasons for a Significant Change Referral

- A resident who indicates a preference (may be communicated verbally or through other forms of communication, including behavior) to leave the facility.
 - A resident whose condition or treatment is or will be significantly different than described in the resident's most recent PASRR Level II evaluation and determination. (Note that a referral for a possible new Level II PASRR evaluation is required whenever such a disparity is discovered, whether or not associated with a Significant Change MDS).
 - A psychiatrist or other physician has given a new mental illness diagnosis that is different from the one on the Level I (not dependent on previous PASRR).
 - PHQ -9/Mood Assessment score is 19 or above (not dependent on previous PASRR).
- 

Gradual Dose Reductions

Within the first year in which a resident is admitted on an antipsychotic medication or after the facility has initiated an antipsychotic medication, the facility must attempt a GDR in two separate quarters (with at least one month between the attempts), unless physician documentation is present in the medical record indicating that a GDR is clinically contraindicated. After the first year, a GDR must be attempted at least annually, unless clinically contraindicated.

Recommendations and Care Plans

- Review ALL Level II PASRR evaluations
 - Recommendations must be included in the baseline care plan, which must be completed within 48 hours of admission
 - Recommendations must be included in the comprehensive care plan
 - What if the resident disagrees with the recommendations?
- 

Dementia and NSMI

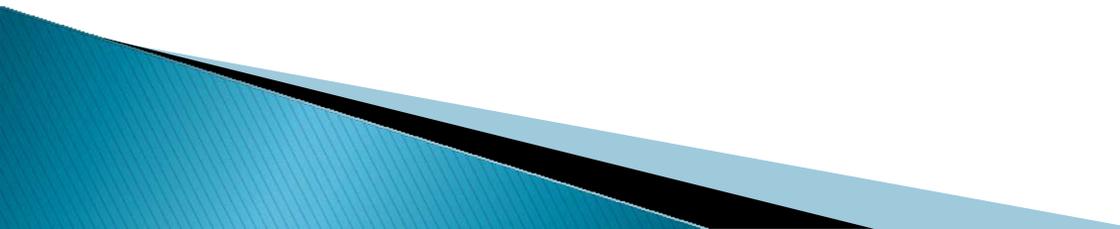
What is a Primary diagnosis of Dementia?

PASRR regulations at 42 CFR 483.128(m) permit Level II evaluations to be terminated if the Level II evaluator finds that individual has:

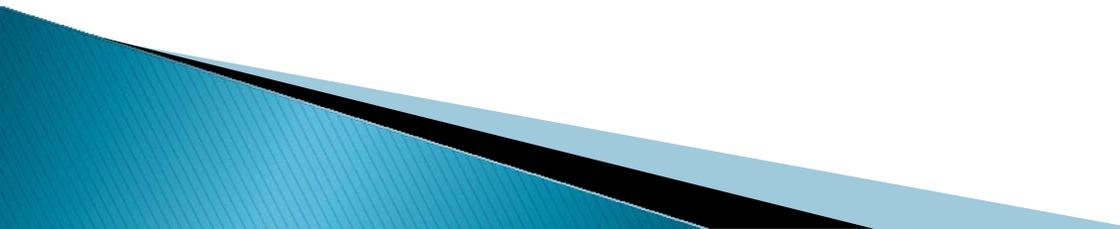
- A primary diagnosis of dementia (including Alzheimer's Disease or a related disorder)" (42 CFR 483.128(m)(2)(i).

Medicaid Long Term Care – 10A process

Discharge issues:

- Unable to find safe and appropriate placement after residents no longer meet nursing home level of care criteria and are in the facility due to mental illness.
 - PASRR evaluators working with facilities to recommend placement when PASRR is completed so facilities can work on discharge prior to denial.
- 

Challenging Placement Issues

- Local Mental Health Authorities
 - HUD
 - Wrap Around Services
- 

State of Utah PASRR Training Web-Based System



Hospital/Nursing Facilities

April 12, 2019

What We Will Discuss Today



Log-In

- Update Form
- PASRR Link
- UMD
- Fixing a Broken Link



Local vs. State PASRR Offices

- What is the Local PASRR Office
- What is the State PASRR Office



Website Tips

- Browsers to Use
- Multiple Windows
- 7 Common Errors

What We Will Discuss Today



Using the PASRR Web-Based System

- What Can I View?
- What Can I Access?
- No Significant Change



Letters of Determination

- PHI
- Email Notification
- Access to LOD
- When Nursing Facility Gets the LOD



DSAMH Website PASRR Page

- Forms
- Training Manuals
- Memos
- FAQs (Do's & Don'ts)

Log-In:

Hospital/Nursing Facility Update Forms

WHY DO WE NEED THIS FORM?

Only individuals listed on this form will receive notice of completed Level II evaluation and for nursing facilities have access to the PASRR Web-Based system

WHEN SHOULD WE COMPLETE THIS FORM?

Any time there is a change in the information provided on the form (i.e., facility name, phone numbers, email addresses, authorized employees)

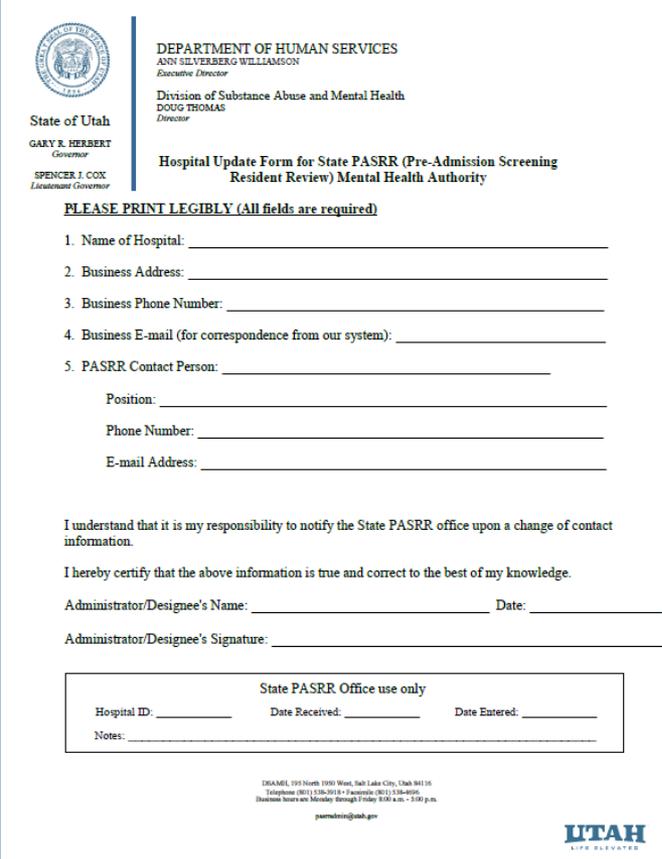
WHERE CAN WE FIND THIS UPDATE FORM?

The PASRR page on DSAMH's website (dsamh.utah.gov) > How Do I > Find PASRR Information > Facility Forms

Log-In: *Hospital Update Form*

COMPLETING THE UPDATE FORM

1. **Name of Hospital**
2. **Business Address:** physical address of the hospital
3. **Business Phone Number:** The phone number the State PASRR Office should call if there are questions
4. **Business Email:** The email address to which correspondence from the PASRR web-based system will be sent (i.e., LODs)
5. **PASRR Contact Person:** Person the State PASRR Office should contact if there are questions.
6. **Signature of Administrator/Designee**




State of Utah
GARY R. HERBERT
Governor
SPENCER J. COX
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES
ANDY SILVERBERG WILLIAMSON
Executive Director
Division of Substance Abuse and Mental Health
DOUG THOMAS
Director

Hospital Update Form for State PASRR (Pre-Admission Screening
Resident Review) Mental Health Authority

PLEASE PRINT LEGIBLY (All fields are required)

1. Name of Hospital: _____
2. Business Address: _____
3. Business Phone Number: _____
4. Business E-mail (for correspondence from our system): _____
5. PASRR Contact Person: _____
Position: _____
Phone Number: _____
E-mail Address: _____

I understand that it is my responsibility to notify the State PASRR office upon a change of contact information.

I hereby certify that the above information is true and correct to the best of my knowledge.

Administrator/Designee's Name: _____ Date: _____
Administrator/Designee's Signature: _____

State PASRR Office use only
Hospital ID: _____ Date Received: _____ Date Entered: _____
Notes: _____

DRAMEL 195 North 1050 West, Salt Lake City, Utah 84116
Telephone (801) 526-3020 or (800) 451-1344 ext. 4000
Business hours are Monday through Friday 8:00 a.m. - 5:00 p.m.
pasrr@dmh.gov



Log-In: Nursing Facility Update Form

COMPLETING THE UPDATE FORM

1. **Name of Nursing Facility (NF)**
2. **Business Address:** physical address of the NF
3. **Business Phone Number:** The phone number the State PASRR Office should call if there are questions
4. **Business Email:** The email address to which correspondence from the PASRR web-based system will be sent (okay to be generic)
5. **Facility Specialties**
6. **Staff Information:** Employees authorized to access the PASRR web-based system.
7. **Signature of Administrator**

utah department of
human services
SUBSTANCE ABUSE AND MENTAL HEALTH

PASRR Nursing Facility Update Form

PLEASE PRINT LEGIBLY (All Fields are Required)

1. Name of Nursing Facility: _____
2. Business Address: _____
3. Business Phone Number: _____
4. Business E-mail (for correspondence from our system and can not be used as a login): _____
5. Please Circle all that your facility specializes:

Skilled Nursing	Behavioral Units	Short Term Care	Long Term Care
Locked Units	Locked Buildings	Dementia/Alzheimer Care	

 Other (please describe special services): _____
6. Staff Authorized to access the PASRR System (administrator's information is entered above their signature).
 Suggestions: Admissions, BOM/Medical Records, Resident Advocate/SSW, DON/ADON, etc.
Please note that names and emails must match the UMD login and should not be hotmail accounts.

Position	Name	Phone	E-mail Address
_____	_____	_____	_____
Position	Name	Phone	E-mail Address
_____	_____	_____	_____
Position	Name	Phone	E-mail Address
_____	_____	_____	_____

I understand that it is my responsibility to notify the State PASRR office immediately upon a change of authorization.
 I understand that changes not made through the quarterly change report must be done on Nursing Facility letterhead, signed by the Administrator, and email to pasrradmin@utah.gov.

Print Administrator's Name	Phone	E-mail Address
_____	_____	_____
Administrator's Signature	Date	
_____	_____	

State PASRR Office use only

Log-In:

Nursing Facility Update Form

WHO SHOULD COMPLETE THE UPDATE FORM?

The Facility Administrator should complete all the fields and sign the form.

WHERE DO I SEND THE UPDATE FORM?

Email the form to: pasrradmin@utah.gov

(Contact information at the bottom of the form; no faxes)

Log-In: *PASRR Links*



Direct Link (NF Training Manual):

<https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do>

Alternate Link: Every so often updates can create a broken link. You will have to access the system using our division website at:

<https://dsamh.utah.gov/>

1. Scroll down to “How do I?”
2. Click the link “Find PASRR Information”
3. This will bring up the next webpage
4. Scroll down to “System Access”
5. Click the link “Log in to the PASRR system.”

Log-In: *Utah Master Directory*



What is the Utah Master Directory (UMD)?

UMD is better known as the Utah ID and allows you to log into the PASRR system.

How do I create a Utah ID?

1. Follow the steps on DSAMH's website PASRR page under "System Access > Create a PASRR Login"

OR

2. Follow the steps in the NF Training Manual. (**Please stop when you reach step 16 and call the State PASRR Office at 801-538-3918.**)

Remember only individuals on the Nursing Facility Update Form will be allowed access.

Update an existing UMD email address (i.e., name change), please contact Capitol Hosting at (801) 538-3340.

Already have a Utah ID and have problems accessing the PASRR system?

Reset your PASRR link through the DSAMH website first. If you still do not have access, call the State PASRR Office at (801) 538-3918.

Local vs. State PASRR Offices

LOCAL PASRR OFFICE

The Local PASRR Office is where the PASRR mental health, intellectual disabilities and related condition *evaluators* are located. The Local PASRR office is the second step to the PASRR process.

Where can I find my Local PASRR Office Contact Information?

- DSAMH Website on the PASRR page
- Training Manual

Local vs. State PASRR Offices

STATE PASRR OFFICE

The State PASRR Office is the **State Mental Health Authority** for PASRR. This is where the final decision is made for all PASRR evaluations submitted into the web-based system. This is the third step to the PASRR process.

When should I contact the State PASRR Office?

- When you have problems accessing or using the PASRR web-based system.
- When you have technical questions on the Level I form.
- When you have questions and need help with safe discharge.
- When you have questions with which your Local PASRR office cannot help.

Website Tips: *Browsers to Use*

- * **Mozilla Firefox** is our first choice.
- * **Google Chrome** is our second choice.

Website Tips:

7 Common Errors

- ✓ **Multiple Open Windows** (creates duplicate records)
- ✓ **Date:** Must be the full date with 2 digit month, 2 digit day, and 4 digit year (i.e., 00-00-0000)
- ✓ **Forgetting Collateral:** When entering a No Significant Change, collateral must be added. **Have it prepared before hand** to prevent the system timing out
- ✓ **File Name:** Must be under 25 characters with no symbols
- ✓ **File Size:** Must be <5 megabytes (mg) or <5120 kilobytes (kb)
- ✓ **File Type:** must be a .pdf
- ✓ **Back Button:** Acts the same way as having 2 tabs open and creates ghost entrees which may get lost

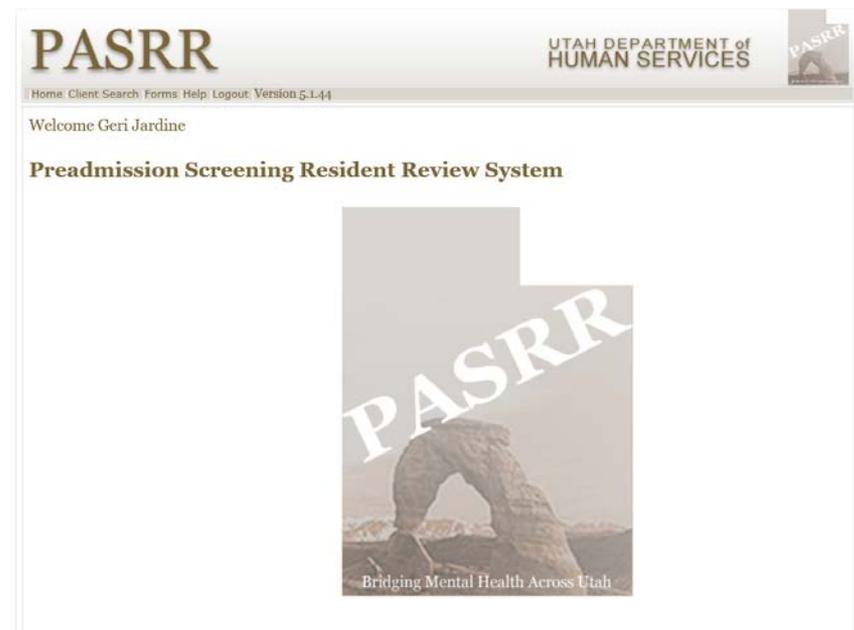
Using the PASRR Web-Based System: *What Can I View?*

After you gain access from the State PASRR Office, you can log into the PASRR System.

The tabs you can view are: Home, Client Search, Forms, Help, Logout

HOME is the page with the arch. You will see the “Welcome (your name)” and the arch.

***This is the page you will want to save to your favorites**



Using the PASRR Web-Based System: *What Can I View?*

Client Search is where you will be able to search for an applicant or resident.

- Without access you can view only the basic information of the person
- Click “Your Facility Only” button to get a list of all the applicants in your facility.
- Searching with the “Name” gives the list of all the people with that name. It is best to search using the Level I number. You can also search using the Last 4 SSN or Birth Date.

The screenshot shows the PASRR Client Search Screen. At the top, it says 'PASRR' and 'UTAH DEPARTMENT OF HUMAN SERVICES'. Below that is a navigation bar with 'Home', 'Client Search', 'Forms', 'Help', 'Logout', and 'Version 5.1.44'. The main heading is 'Client Search Screen'. There are several search fields: 'Level I Number', 'Last Name' (with 'test' entered), 'First Name', 'Last 4 SSN', and 'Birth Date' (with 'MM/DD/YYYY' as a placeholder). There are two buttons: 'Search' and 'Your Facility Only'. Below the search fields is a table with the following data:

Client Name	Birth Date	Last 4 SSN	Evaluation Date	Evaluation Type	Status	PASRR
test I	01/01/1935	1234	11/16/2018	Initial	PENDING	111112
test I	06/26/1959	7012	03/24/2011	Reassessment		999998 999999
test I	06/26/1959	3333	11/04/2014			--
test I	01/01/2000	0989	11/08/2018	Initial	PENDING	111111 123123
test I	01/01/2000	3333	11/08/2018	Initial	PENDING	121212

Below the table, there are two footnotes:
* To add a new PASRR Evaluation for an existing client, search and select client by last name
** To modify an existing PASRR Evaluation select the correct PASRR Level I Number

Using the PASRR Web-Based System: *What Can I View?*

Client Entry Screen

From the *Client Search Screen* click on the name from to see information and all past PASRRs for the individual.

*Without access or a pending determination you will only be able to view the basic information of the individual and if you click the PASRR number you will get the error message.

PASRR UTAH DEPARTMENT of HUMAN SERVICES

Home: Client Search Forms Help Logout Version 5.1.44

Client Entry Screen

*First Name: Test
Middle Name:
Last Name: Test
AKA First Name:
AKA last Name:
AKA Effective Date:
Medicaid Number:
SSN: 7012
Date of Birth: 06/26/1959
Gender: M
*Race:
*Ethnicity:

Legal Guardian
First Name: Joe
Last Name: Test
Address: 159 N Davis Blvd
Address:
City: Roy
State: UT Zip: 84010
Phone: 801 833 1111

PASRR History

Level I Number	Evaluation Date	Determination Date
999998	03/24/2011	2011-03-29
999999	12/29/2009	2010-01-05

* indicates required field

PASRR UTAH DEPARTMENT of HUMAN SERVICES

Home: Client Search Client Evaluation Determination Forms Help Logout Version 5.1.44

SORRY, you are not authorized to view this Client's information.

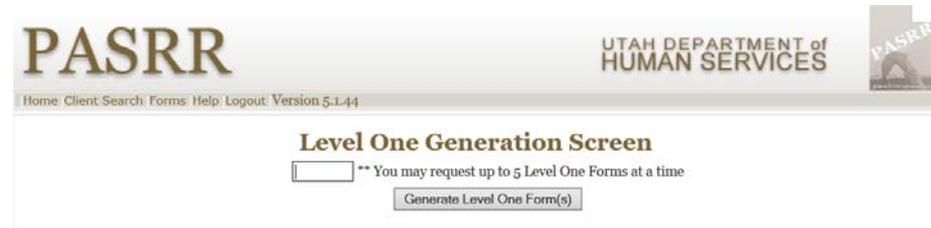
Using the PASRR Web-Based System: *What Can I View?*

Forms is where you will be able to access the various forms:

- **Level II Form** – For the evaluators.
- **Hearing/Action Form** – Anyone who disagrees with a Denial letter and would like to appeal.
- **Hearing/Action Form (Spanish)**
Same as above in Spanish
- **Level One Form Generator** –
Generates Level I forms:
 - Each number is unique, do **NOT** copy
 - Enter the number of forms you want, not more than 5



The screenshot shows the PASRR web-based system interface. At the top, the logo "PASRR" is displayed in a large, serif font. To the right, it says "UTAH DEPARTMENT of HUMAN SERVICES". Below the logo, there is a navigation bar with links: "Home", "Client Search", "Forms", "Help", "Logout", and "Version 5.1.44". On the right side of the page, there are four blue links: "LEVEL II Form", "Hearing/Action Form", "Hearing/Action Form (Spanish)", and "Level One Form Generator".



The screenshot shows the "Level One Generation Screen" of the PASRR web-based system. At the top, the logo "PASRR" is displayed in a large, serif font. To the right, it says "UTAH DEPARTMENT of HUMAN SERVICES". Below the logo, there is a navigation bar with links: "Home", "Client Search", "Forms", "Help", "Logout", and "Version 5.1.44". The main content area is titled "Level One Generation Screen" and contains a text input field with a value of "1". To the right of the input field, there is a note: "** You may request up to 5 Level One Forms at a time". Below the input field and note, there is a button labeled "Generate Level One Form(s)".

Using the PASRR Web-Based System: *What Can I View?*

Help is the most efficient way to contact the State PASRR Office. Expect a reply within one full business day.

- **Level I number:** N/A if not available
- **Client Name:** Applicant/Resident' First Name and **First Initial** of Last Name
- **Reason for the Request:** Request Access, Denial Report, Billing, Status, Training, Technical Issues or Other
- **Facility:** Select the name from the drop down
- **Comments:** Any details of your request (i.e., patient admitted to facility; need to review for admission)

The screenshot shows the 'Help Request Screen' of the PASRR web-based system. The page header includes the 'PASRR' logo, 'UTAH DEPARTMENT of HUMAN SERVICES', and a navigation menu with 'Home', 'Client Search', 'Forms', 'Help', and 'Logout'. The version number '5.1.14' is also displayed. On the right side, there are links to 'PASRR PROGRAM MANUAL', 'PASRR SYSTEM MANUAL FOR EVALUATORS', and 'PASRR SYSTEM MANUAL FOR NURSING FACILITIES'. The main form area contains the following fields:

- Level I Number:
- Client Name: First Name, First Initial of Last Name
- Reason For The Request:
- Evaluator:
- Facility:
- Hospital:
- Comments:

A 'Submit Help Request' button is located at the bottom of the form.

Using the PASRR Web-Based System: *What Can I View?*

Help is where you will also find the PASRR manuals. Click on the appropriate manual located on the top left of the screen.

- PASRR Program Manual
- PASRR Evaluator's Manual
- PASRR Nursing Facilities Manual

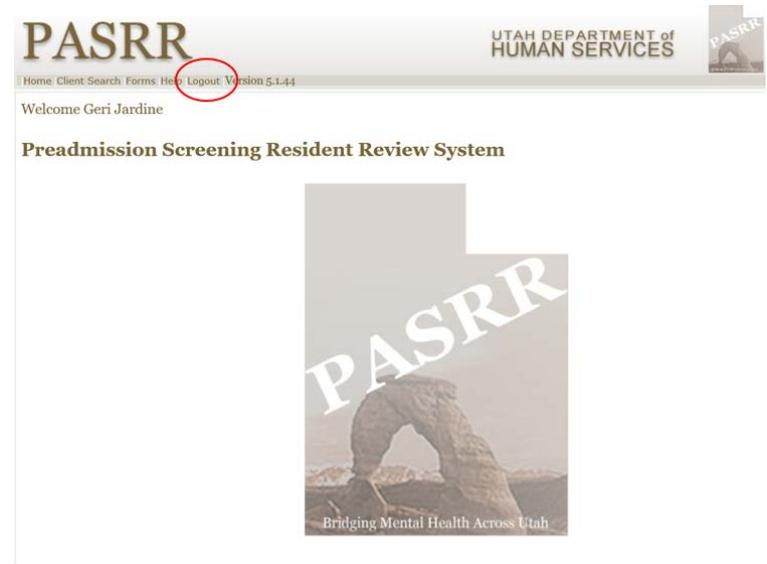


The screenshot shows the PASRR web-based system interface. At the top, the logo "PASRR" is displayed in large, bold, brown letters. To its right, the text "UTAH DEPARTMENT of HUMAN SERVICES" is visible. Below the logo, a navigation bar contains links: "Home", "Client Search", "Forms", "Help", "Logout", and "Version 5.1.14". The main heading of the page is "Help Request Screen". On the right side, there is a red circle highlighting three blue links: "PASRR PROGRAM MANUAL", "PASRR SYSTEM MANUAL FOR EVALUATORS", and "PASRR SYSTEM MANUAL FOR NURSING FACILITIES". The form fields include: "Level I Number" (text input), "Client Name" (text input with a placeholder "First Name, First Initial of Last Name"), "Reason For The Request" (dropdown menu), "Evaluator" (dropdown menu), "Facility" (dropdown menu), "Hospital" (dropdown menu), and "Comments" (text area). A "Submit Help Request" button is located at the bottom right of the form.

Using the PASRR Web-Based System: *What Can I View?*

Logout

- For security reasons, make sure that you log out when finished using the PASRR web-based system
- Make sure to close both window and the browser
- Leaving the browser open does not guarantee a completed log out



Using the PASRR Web-Based System: *What Can I Access?*

- Applicant/ Resident transferring from another NF to yours: Use the **HELP** button to request access.
- Applicant/Resident is in your facility at the time of evaluation an Initial Evaluation will be conducted. You will automatically have access to this PASRR and your facility will receive email when LOD is completed.
- Applicant/Resident was in a hospital or the community at the time of the evaluation a NF will not be able to access until the LOD is completed
 - **If the LOD is not completed:** Gives the error message “Sorry, you don’t have access”
 - **If the LOD is completed:** you will see the screen to the right

The screenshot displays the PASRR web interface. At the top, the logo 'PASRR' is on the left, and 'UTAH DEPARTMENT OF HUMAN SERVICES' is on the right. Below the logo is a navigation menu with links: Home, Client Search, Client Evaluation, Determination, Forms, Help, Logout, and Version 4.2.9.20. The main heading is 'State Determinations Selection'. On the right side, user information is shown: Penni Gallegos, Level I: 222257, Status: In Determination. The main content area contains two rows of buttons with associated text:

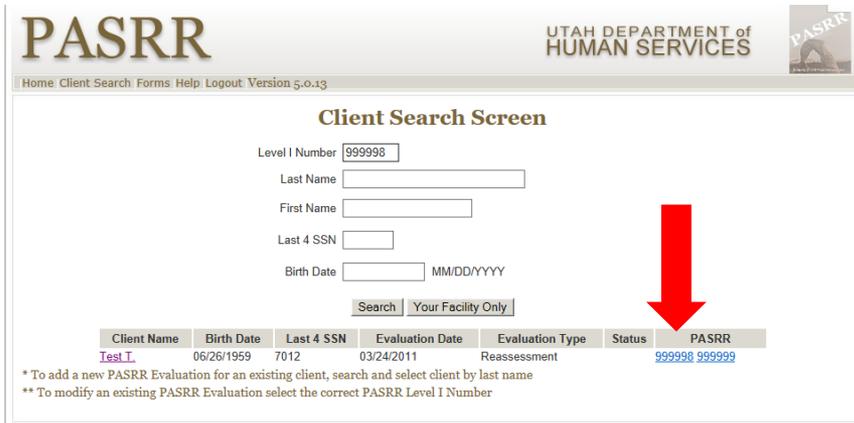
<input type="button" value="View Patient Information"/>	By clicking on the (View Patient Information) button, you are considering admitting the patient to your Nursing Facility and accept all liability and acknowledge the sensitivity of the information being transmitted and the need to protect this private healthcare information. Please note it is prohibited against unauthorized duplication and/or unauthorized re-disclosure as per the Health Insurance Portability and Accountability Act (HIPAA). Your access to this patient will expire in 7 days. Thank you, the Utah State PASRR office.
<input type="button" value="Admit Patient"/>	By clicking on the (Admit Patient) button, you acknowledge that the patient is being admitted to your Nursing Facility today. The date and time you click on the Admit button will be incorporated into the Letter of Determination for your information. You agree to accept all liability and acknowledge the sensitivity of the information being transmitted and the need to protect this private healthcare information. Please note it is prohibited against unauthorized duplication and/or unauthorized re-disclosure as per the Health Insurance Portability and Accountability Act (HIPAA). Thank you, the Utah State PASRR office.

At the bottom of the page, there is a copyright notice: © 2006 State of Utah Department of Human Services. All Rights Reserved.

Using the PASRR Web-Based System: *What Can I Access?*

PASRR Evaluation and Recommendations

Once you have access to a Level I, click on the most recent located furthest to the left. To see the LOD/Level II click the Determination tab.



PASRR UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Forms Help Logout Version 5.0.13

Client Search Screen

Level I Number

Last Name

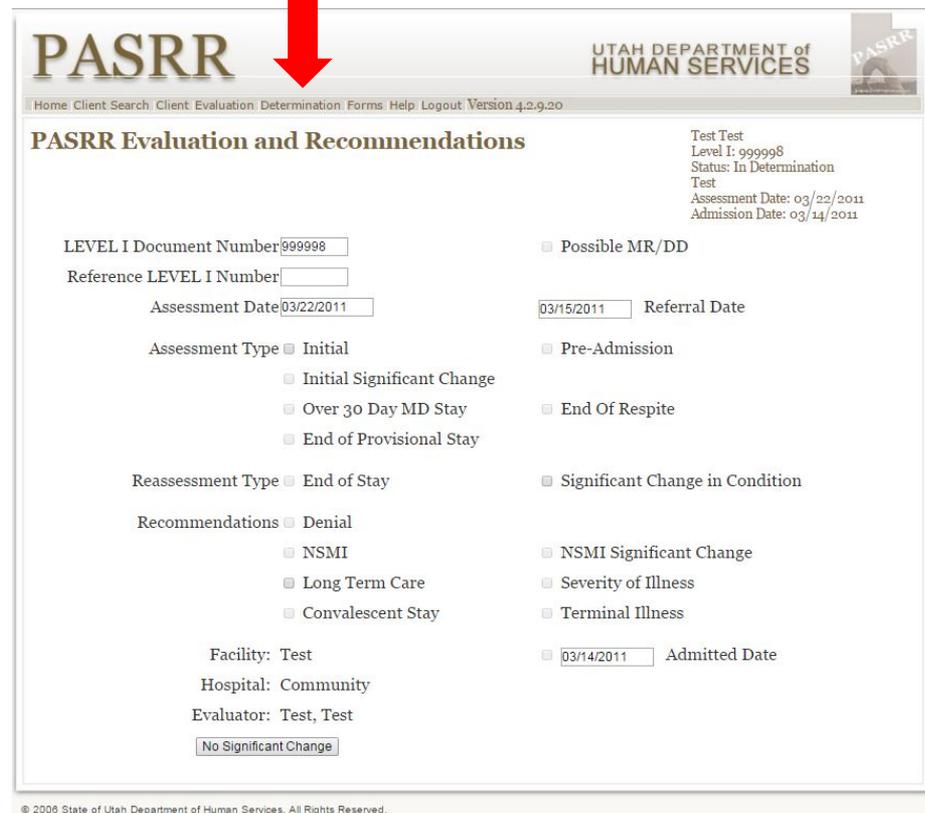
First Name

Last 4 SSN

Birth Date MM/DD/YYYY

Client Name	Birth Date	Last 4 SSN	Evaluation Date	Evaluation Type	Status	PASRR
Test T	06/26/1959	7012	03/24/2011	Reassessment		999998 999999

* To add a new PASRR Evaluation for an existing client, search and select client by last name
** To modify an existing PASRR Evaluation select the correct PASRR Level I Number



PASRR UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.20

PASRR Evaluation and Recommendations

Test Test
Level I: 999998
Status: In Determination
Test
Assessment Date: 03/22/2011
Admission Date: 03/14/2011

LEVEL I Document Number

Reference LEVEL I Number

Assessment Date Referral Date

Assessment Type Initial Pre-Admission

Initial Significant Change End Of Respite

Over 30 Day MD Stay End of Provisional Stay

End of Stay Significant Change in Condition

Reassessment Type Denial NSMI NSMI Significant Change

Long Term Care Severity of Illness

Convalescent Stay Terminal Illness

Facility: Test Admitted Date

Hospital: Community

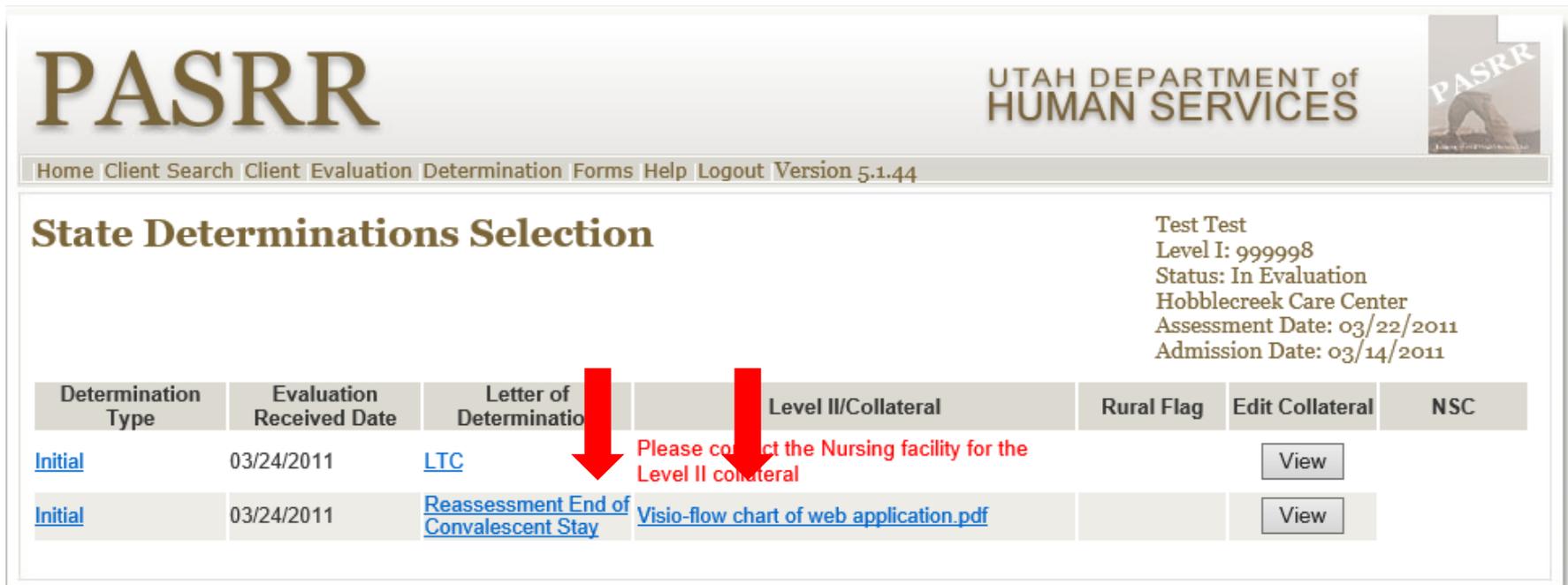
Evaluator: Test, Test

© 2008 State of Utah Department of Human Services. All Rights Reserved.

Using the PASRR Web-Based System: *What Can I Access?*

PASRR Evaluation and Recommendations

Once you have clicked on the Determination tab, you will see the LOD and respective collateral.



The screenshot displays the PASRR web-based system interface. At the top left is the "PASRR" logo. To the right is the "UTAH DEPARTMENT of HUMAN SERVICES" logo and a small "PASRR" graphic. Below the logos is a navigation menu with links: Home, Client Search, Client, Evaluation, Determination, Forms, Help, Logout, and Version 5.1.44. The main content area is titled "State Determinations Selection". On the right side of this area, there is a summary of test information: "Test Test", "Level I: 999998", "Status: In Evaluation", "Hobblecreek Care Center", "Assessment Date: 03/22/2011", and "Admission Date: 03/14/2011". Below this is a table with columns: Determination Type, Evaluation Received Date, Letter of Determination, Level II/Collateral, Rural Flag, Edit Collateral, and NSC. The first row shows an "Initial" determination received on 03/24/2011 with a letter of determination "LTC". The "Level II/Collateral" cell contains the text "Please contact the Nursing facility for the Level II collateral" and a "View" button. The second row shows an "Initial" determination received on 03/24/2011 with a letter of determination "Reassessment End of Convalescent Stay". The "Level II/Collateral" cell contains the text "Visio-flow chart of web application.pdf" and a "View" button. Two red arrows point to the "Letter of Determination" and "Level II/Collateral" columns of the first row.

Determination Type	Evaluation Received Date	Letter of Determination	Level II/Collateral	Rural Flag	Edit Collateral	NSC
Initial	03/24/2011	LTC	Please contact the Nursing facility for the Level II collateral		<input type="button" value="View"/>	
Initial	03/24/2011	Reassessment End of Convalescent Stay	Visio-flow chart of web application.pdf		<input type="button" value="View"/>	

Using the PASRR Web-Based System: *What Can I Access?*

PASRR Evaluation and Recommendations

The State PASRR Office removed collateral dating 2011 or older from the State PASRR system. If you need this information, please contact the nursing facility identified in the top right (Hobblecreek in this instance).

PASRR

UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 5.1.44

State Determinations Selection

Test Test
Level I: 999998
Status: In Evaluation
Hobblecreek Care Center
Assessment Date: 03/22/2011
Admission Date: 03/14/2011

Determination Type	Evaluation Received Date	Letter of Determination	Level II/Collateral	Rural Flag	Edit Collateral	NSC
Initial	03/24/2011	LTC	Please contact the Nursing facility for the Level II collateral		<input type="button" value="View"/>	
Initial	03/24/2011	Reassessment End of Convalescent Stay	Visio-flow chart of web application.pdf		<input type="button" value="View"/>	

Using the PASRR Web-Based System: *No Significant Change*

When to do a No Significant Change (NSC)

When a resident is at a Nursing Facility with a current Level II and is admitted after an acute psychiatric inpatient hospitalization and there are no significant changes.

OR

If the resident is admitted to the Adult Recovery Treatment Center at the Utah State Hospital and is readmitted directly to a Nursing Facility with no break in stay and there are no significant changes.

Using the PASRR Web-Based System: *No Significant Change*

How to complete a No Significant Change:

1. Search for the person in the Client Search
2. Click the correct Level I Number
3. Click the “No Significant Change” button

PASRR UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Forms Help Logout Version 5.0.13

Client Search Screen

Level I Number

Last Name

First Name

Last 4 SSN

Birth Date MM/DD/YYYY

Client Name	Birth Date	Last 4 SSN	Evaluation Date	Evaluation Type	Status	PASRR
Test T	06/26/1959	7012	03/24/2011	Reassessment		999998 999999

* To add a new PASRR Evaluation for an existing client, search and select client by last name
** To modify an existing PASRR Evaluation select the correct PASRR Level I Number

PASRR UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.0.9.00

PASRR Evaluation and Recommendations

Test Test
Level I: 999998
Status: In Determination
Test
Assessment Date: 03/23/2011
Admission Date: 03/14/2011

LEVEL I Document Number

Reference LEVEL I Number

Assessment Date Referral Date

Assessment Type Initial Possible MR/DD
 Initial Significant Change
 Over 30 Day MID Stay
 End of Provisional Stay

Reassessment Type End of Stay Pre-Admission
 Significant Change in Condition

Recommendations Denial NSMI Significant Change
 NSMI
 Long Term Care
 Convalescent Stay
 Severity of Illness
 Terminal Illness

Facility Test
Home Community
Evaluator: Test, Test
 Admitted Date

© 2009 State of Utah Department of Human Services. All Rights Reserved.

Using the PASRR Web-Based System: *No Significant Change*

Complete all the fields:

- Facility Discharged From
- Discharged Date
- Psychiatric Inpatient Facility
- Readmit Facility
- Admitted Date
- ICD-10 Codes
- Add Collateral (include discharge papers/orders from the hospital)
Must be .pdf

Click the “Save” button

The screenshot shows the PASRR web-based system interface. At the top, the logo for PASRR and the Utah Department of Human Services is visible. The navigation bar includes links for Home, Client Search, Client Evaluation, Determination, Forms, Reports, Maintenance, Invoice and Payment Screen, Help, Logout, and Version 5-1.44. The main heading is "No Significant Change". On the right side, there is a summary of the client's information: test test, Level I: 121212, Status: In Determination, Stonehenge of Ogden, Assessment Date: 11/06/2018, and Admission Date: [blank]. The form fields are as follows: Facility Discharged From (Stonehenge of Ogden), Discharged Date (11/15/2018), Psychiatric Inpatient Facility (Ogden Regional Medical Center), Readmit Facility (Stonehenge of Ogden), Admitted Date (11/20/2018), and five ICD-10 Code fields (F11.20 Opioid dependence, uncomplicated, and four "Select One" dropdowns). Below the ICD-10 codes is a "Documented Collateral" section with a link to "Nursing_Facility_Update_Form.pdf" and a "Browse..." button. At the bottom, there are "Save" and "Cancel" buttons. A disclaimer at the very bottom states: "* By clicking save on this No Significant Change screen you are declaring that the patient was discharged from a Nursing Facility and directly admitted into a facility for psychiatric treatment, the patient was then re-admitted directly to a Nursing Facility with no significant change in condition."

Using the PASRR Web-Based System: *No Significant Change*

How to check if No Significant Change request is completed successfully:

- 1) You will see at the top of the screen after click SAVE:
“No Significant Change was successfully updated”
- 2) Click the Determination tab and look for the View under the NSC label.

PASRR UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 5.1.44

No Significant Change was successfully updated
No Significant Change

Facility Discharged From: Hobblecreek Care Center Discharged Date: 12/10/2018

Psychiatric Inpatient Facility: Marian Center Hospital

Readmit Facility: Hobblecreek Care Center Admitted Date: 12/20/2018

PASRR UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Reports Maintenance Invoice and Payment Screen Help Logout Version 5.1.44

State Determinations Selection

test test
Level I: 121212
Status: In Evaluation
Stonehenge of Ogden
Assessment Date: 11/06/2018
Admission Date: 12/17/2018

Determination Type	Evaluation Received Date	Letter of Determination	Level III/Collateral	Rural Flag	Edit Collateral	NSC
Initial	11/06/2018	LTC	Nursing_Facility_Update_Form.pdf		Edit	
Initial	12/14/2018		Creating a REDI UMD.pdf		Edit	View

PASRR Letters of Determination

Letters of Determination (LOD) is the final review and shows the recommendation(s) or a denial for an Applicant/Resident.



State of Utah
GARY R. HERBERT
Governor
SPENCER J. COX
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES
ANN SILVERBERG WILLIAMSON
Executive Director

Division of Substance Abuse and Mental Health
DOUG THOMAS
Director

PASRR LETTER OF DETERMINATION

Determination Date: 05/05/2016 - 3:29 PM

Short Term Stay

Mr. John G. - Level I 607637

The purpose of this notice is to inform you that you have been approved for Nursing Facility Services. The State PASRR (Preadmission Screening Resident Review) Office has determined that as long as your medical condition requires services you are approved for a Short Term Stay from 05/05/2016 to 09/02/2016. Please speak with the discharge planner if you desire to leave the Nursing Facility.

If you are receiving services through Medicaid, reimbursement for Nursing Facility Services will be terminated on 09/02/2016. Also, if you continue to need Nursing Facility Services, the Nursing Facility must contact your local PASRR Office prior to 09/02/2016 to request a reassessment.

Please contact the State PASRR Office at (801) 538-3918 or at the address listed at the bottom of this page with any questions regarding this letter.

Sincerely,

Robert H. Snarr, MPA, CMHC, NCC
State Mental Health PASRR Program Manager

c: Pending

Reference: This determination complies with the Code of Federal Regulations 42, Part 483 Subpart C, Volume 57, No. 230.

PASRR Letters of Determination

Personal Health Information (PHI)

- For the protection of the rights of our clients we limit the amount of information made available. The only information a hospital/NF will have access for a patient is their first name, first initial of their last name and the PASRR # associated with their current episode of care.
- There may be times where PHI is necessary to send via email. When doing so it must be done using secured encrypted email. Not doing so will result in the email being refused (e.g., requests for access using full names, collateral for No Sig Change).

PASRR Letters of Determination

Email Notification – Nursing Facilities

Email Notification – Nursing Facilities

- For residents admitted to your facility, an email will be automatically sent from pasrrsend@utah.gov when the State PASRR Office completes the Letter of Determination. The subject line reads: *Completed Determination for: “John D.”*
- The email is sent to the business email id that indicated on the most recent Nursing Facility Update Form.
- The email will include the link to the PASRR System to get the LOD.
- You are required to send a copy of the letter to the attending physician, as indicated in the email.

PASRR Letters of Determination

Access to LOD – Nursing Facilities

**Click on the link that comes in the
LOD Email**

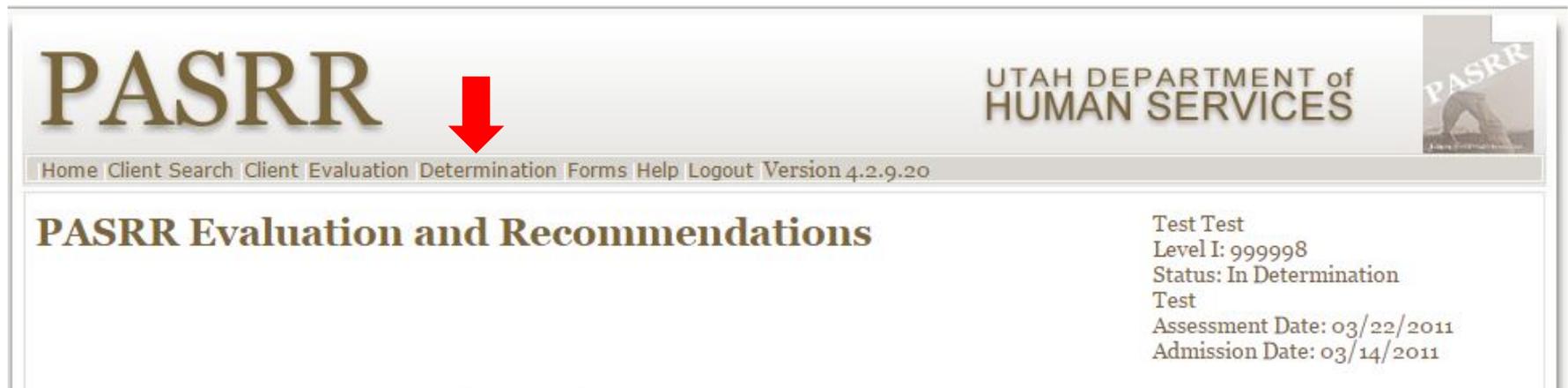
OR

**Search for the Level I on the *Client
Search Screen* and click on the
correct Level I number**

PASRR Letters of Determination

Access to LOD – Nursing Facilities

Click on the “Determination” tab at the top.



PASRR 

UTAH DEPARTMENT of HUMAN SERVICES 

Home Client Search Client Evaluation **Determination** Forms Help Logout Version 4.2.9.20

PASRR Evaluation and Recommendations

Test Test
Level I: 999998
Status: In Determination
Test
Assessment Date: 03/22/2011
Admission Date: 03/14/2011

PASRR Letters of Determination

Access to LOD – Nursing Facilities

Click on the ***Letter of Determination*** or ***Level II Collateral***

The screenshot shows the PASRR web application interface. At the top, it says "PASRR" and "UTAH DEPARTMENT of HUMAN SERVICES". Below that is a navigation bar with links: Home, Client Search, Client Evaluation, Determination, Forms, Help, Logout, and Version 4.2.9.20. The main content area is titled "State Determinations Selection". On the right side, there are details: "Test Test", "Level I: 999998", "Status: In Determination", "Test", "Assessment Date: 03/22/2011", and "Admission Date: 03/14/2011". Below this is a table with the following columns: "Determination Type", "Evaluation Received Date", "Letter of Determination", "Level II/Collateral", "Rural Flag", "Edit Collateral", and "NSC". The table contains two rows of data. The first row has "Initial" for Determination Type, "03/24/2011" for Evaluation Received Date, "LTC" for Letter of Determination, "Binder1.pdf" for Level II/Collateral, and a "View" button for Edit Collateral. The second row has "Initial" for Determination Type, "03/24/2011" for Evaluation Received Date, "Reassessment End of Convalescent Stay" for Letter of Determination, "Binder1.pdf" for Level II/Collateral, and a "View" button for Edit Collateral. Two red arrows point to the "Letter of Determination" and "Level II/Collateral" columns. At the bottom, there is a copyright notice: "© 2006 State of Utah Department of Human Services. All Rights Reserved."

Determination Type	Evaluation Received Date	Letter of Determination	Level II/Collateral	Rural Flag	Edit Collateral	NSC
Initial	03/24/2011	LTC	Binder1.pdf		<input type="button" value="View"/>	
Initial	03/24/2011	Reassessment End of Convalescent Stay	Binder1.pdf		<input type="button" value="View"/>	

NOTE: The Determination Type link is View only

DSAMH Website PASRR Page

There are forms and training materials available to you on the DSAMH Website PASRR page: <http://dsamh.utah.gov>

Scroll past “How Do I”

Click the “Find PASRR Information” link

The screenshot shows the DSAMH website homepage. At the top, there is a navigation menu with links for SERVICES, PROVIDERS, EDUCATION, REPORTS, ABOUT, and CONTACT. The main header features the text "SUBSTANCE ABUSE AND MENTAL HEALTH" and two columns of information for crisis support, including the Suicide Prevention Lifeline (1-800-273-8255) and the Spanish equivalent (Línea de Prevención del Suicidio). Below this is a "Find Treatment in Your Area" section with a map and a "Medical Payments" button. The footer contains three columns: "What's New?", "How Do I?", and "DSAMH Calendar". A red arrow points to the "How Do I?" section, which lists links for "Apply for a Limited Self-Diagnosis", "Find PASRR Information", "Obtain PASRR Service Scales", "Review Items on the OI-10 Assessment", and "Public Access OI-10 Assessment".

DSAMH Website PASRR Page

Information on the PASRR Page includes:

- **Overview and Purpose**
- **System Access**
PASRR System & Create UMD
- **Download Forms**
Level I and Level II Forms
Nursing Facility and Hospital Update Forms
- **Local & State PASRR Office Contacts**
- **Training Resources**
Manuals
Memos
PowerPoint Presentations
- **Frequently Asked Questions**

PRE-ADMISSION SCREENING/RESIDENT REVIEW (PASRR)

Overview And Purpose

PASRR stands for Pre-Admission Screening/Residents Review and is part of the Federal Omnibus Budget Reconciliation Act. This federal law was enacted for three purposes:

1. To ensure that people with mental illnesses in Medicaid-funded nursing homes are being adequately diagnosed and treated.
2. To ensure that those with mental illness or a developmental disability only (and no substantial physical problem), are not being warehoused in nursing homes.
3. To ensure that the federal government is not paying for long term care of the mentally ill or developmentally disabled in nursing homes that do not meet nursing facility criteria.

- The PASRR process consists of two levels of assessment or evaluation: Level I and Level II. The Level I contains demographic information, medical, psychiatric and developmental diagnoses. It also services documents when and if a Level II is needed and is requested.
- The PASRR Level II evaluation is an in-depth review of medical, social, and psychiatric history, as well as ADL functioning. It also documents nursing care services that are required to meet the person's medical needs. This comprehensive evaluation is funded by federal monies, which is managed separately by State mental health and Developmental disability authorities. There is no charge to the patients.
- There are advantages to the patient because of the PASRR process. First, no one receives an in-depth evaluation of his/her psychiatric status, which is reviewed by a psychiatrist. This service is provided at no cost to the patient. Second, recommendations made in the Level II are closely monitored by the State Bureau of Medicaid/Medicaid Program Certification and Resident Assessment, which provide oversight and approve payment to the nursing facility from Medicaid. This helps to ensure better care and monitoring by staff in the nursing facility.
- The need to complete the PASRR process is fairly specific and all nursing facilities that accept Medicaid as a primary payment must complete a Level I on every resident, regardless of how the individual resident will be paying for his/her nursing facility stay.

System Access

- Log in to the PASRR System
- Create a PASRR Login

Download Forms

- PASRR Forms
- Facility Forms

Contact Local PASRR Office

- Local PASRR and ID-RC Agencies by County
- Other Helpful PASRR Contacts

Training Resources

- PASRR Manuals
- PowerPoint Presentations
- Important Memos
- Helpful Training Materials

Frequently Asked Questions

- FAQ Memo

DSAMH Website PASRR Page

Frequently Asked Question Memo

Also located on the PASRR Page are FAQs. This memo is very useful and many times will help you find the answer to your burning question.

Q. How do I get an evaluation expedited?

Q. 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?

Q. How to proceed with an Out of State PASRR?

Q. 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?

Q. Can we get the date changed on the Letter of Determination?

Q. Who completes a No Significant Change?

DSAMH Website PASRR Page

FAQs (Do's & Don'ts)

Do

- Always better safe than sorry! If you don't know ask! Call your Local PASRR Office for questions regarding diagnosis or need for Level II referral. Call your State PASRR Office for technical questions.
- Read the Training Manual.
- Use PASRRADMIN@utah.gov or the Help Button for all email correspondence.
- Call for a re-evaluation 2 days prior to any end of stay.

Don't

- Send personal health information (PHI) in an unsecured email.
- Call more than one agency for a Level II evaluation. (If this cannot be avoided, you must inform both agencies that you have called another agency.)

Contact Information



Utah Department of Health

Resident Assessment

Erin Lloyd, RN
Program Manager
erinlloyd@utah.gov
801-538-6979

New Choices Waiver

Lainey Davis
Program Manager
ldavis@utah.gov
801-538-6568



Utah Department of Human Services

Division of Substance Abuse and Mental Health

Robert Snarr, MPA, LCMHC
State PASRR Mental Health Authority
rsnarr@utah.gov
801-538-4080

Geri Jardine
Program Support Specialist - PASRR
pasradmin@utah.gov
801-538-3918



Utah Department of Human Services

Division of Services for people with Disabilities

Sheri DeVore
PASRR Program Specialist
sdevore@utah.gov
385-321-1821



