

maximus

**ILLINOIS PASRR:
FOLLOW UP
IMPLEMENTATION**



Purpose

- ✓ Introduce follow up visit intent
- ✓ Identify who will receive follow up visits
- ✓ Process for completion
- ✓ AssessmentPro roles and tasks

What is a Follow Up Visit?

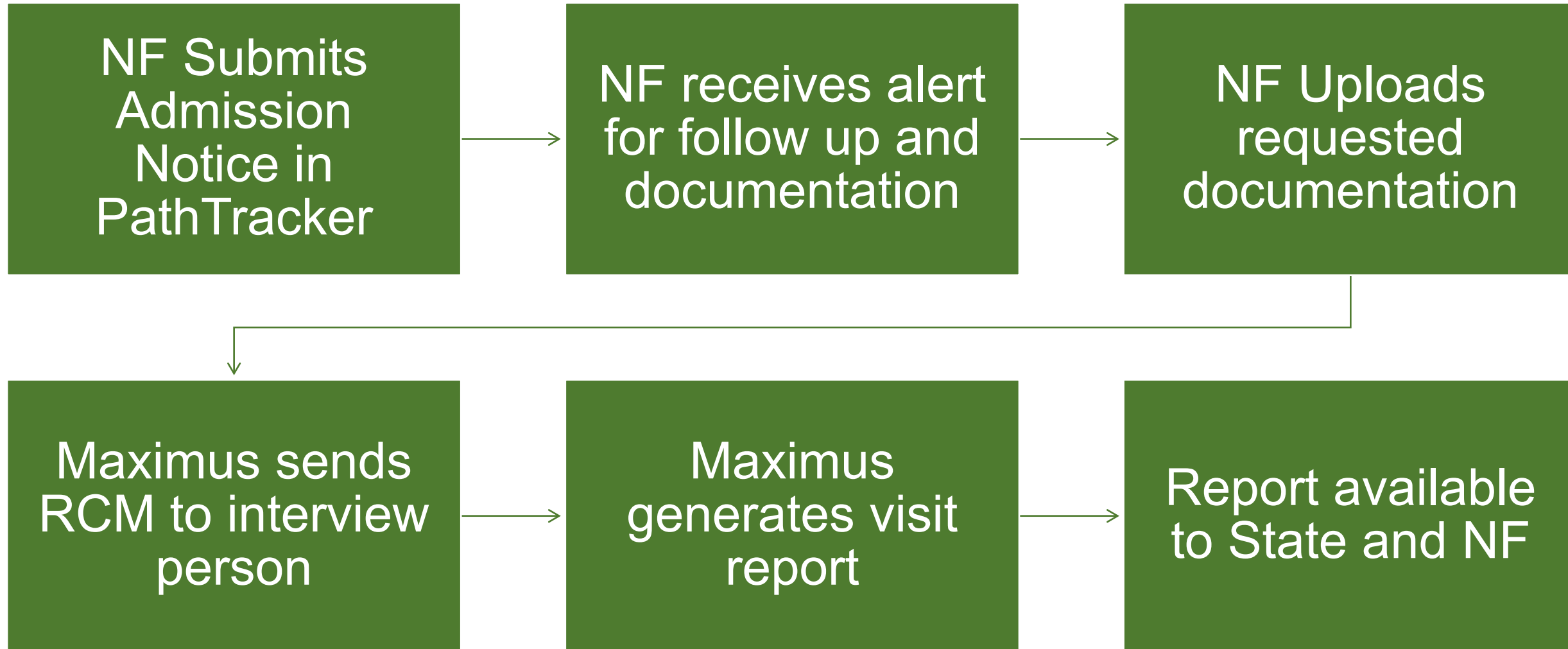
- ✓ Personalized assessment 30-60 days post-NF admission
- ✓ Intended to:
 - Verify that services identified in the person's PASRR MI Level II assessment are being provided
 - Ensure that discharge planning is happening for the person, as appropriate
 - Identify any barriers to access to community resources

WHY ARE FOLLOW UP VISITS IMPORTANT?

- ✓ PASRR-identified services are a requirement
 - Must be addressed in the person's plan of care
- ✓ Person should receive all needed services in the least restrictive environment
 - Discharge planning begins at admission
 - Higher level of care appropriate only as long as the person needs it
- ✓ Community resources should be identified and arranged to facilitate transition to a less restrictive environment
- ✓ Personal choice considered in findings report

Incorporation of PASRR Services

Follow Up Visit Process



- ✓ Now, let's look at AssessmentPro to complete the Follow Up visit process.
- ✓ From your home page, look for the ServiceMatters Review Queue. If you do not have this queue, you will need to have another role added to your profile. We will demonstrate this process in just a moment.
- ✓ Click on the ServiceMatters Review queue in the ribbon. This will open a list of all individuals in your Nursing facility who will need to have a follow up visit completed. Note, these are only for persons who have been in your NF for 30 days and who have had a PASRR mental illness Level II assessment completed.
- ✓ Click on the claim button to complete your portion of the follow up visit pre-assessment. Any pre-assessments that are in progress will show which team members have claimed them. You can also click release to allow another team member to complete the pre-assessment.
- ✓ Quickly review the Facility information and click Next
- ✓ Indicate if the person is a current or recent resident in your NF. If you select Yes, indicate the person's date of admission and if a care plan was developed.
- ✓ Indicate if the person's MDS was completed and when
- ✓ Provide the response to the MDS Q500
- ✓ Click Next
- ✓ Indicate if all PASRR identified services have been incorporated into the person's care plan. We will ask you to upload a copy of the documentation on the next screen.
- ✓ Click next
- ✓ Upload the Documentation of services and Plan of care.
 - Click Select Files to locate the PDF on your computer.
 - Click the name of the files included
 - If you cannot upload for any reason, check the I cannot upload all required documents and print of copy of the fax coversheet or indicate that you will share the documents when they are available. If unavailable, indicate why.
 - Click next
 - Click the attestation of accuracy and provide any comments you think will assist the regional case manager in their assessment.
 - Click submit to finalize the process. Once received, the RCM will contact you to schedule a follow up visit with the person. Once complete, the report will be available in the Recent Outcomes tab

- ✓ If you are the NF staff person who should be completing the Follow up visit pre-assessment and do not have the ServiceMatters Review queue showing, you will need to have ServiceMatters respondent added as a role in your profile.
- ✓ To check to see if you have this role, click the profile drop down and select profile
- ✓ Locate your facility in the facilities list on the right.
- ✓ Review your Facility Roles.
- ✓ If you are the AP Admin, click the pencil to edit your roles and add ServiceMatters Respondent, if not showing in your roles
- ✓ If you are not the AP admin and need the role added, reach out to your AP Admin.
- ✓ To add the role to other users as an AP Admin, search for the staff person and click their name to open their profile
- ✓ Locate the pencil icon in your facility in the facilities table.
- ✓ Add the SM respondent role
- ✓ Click Save.
- ✓ They will now have access to the ServiceMatters review queue. They may need to close their browser to “refresh” their account if they were logged in at the time you added the role to their profile

Review

- ✓ Email alert to the Follow Up Visit process about 30 days after admission
- ✓ Only for persons who received a PASRR MI Level II assessment and completed Summary of Findings report
- ✓ Complete the pre-assessment
- ✓ Maximus will schedule and conduct a follow up visit and share the findings with the NF and the State
- ✓ Be sure to add ServiceMatters Respondent role to anyone who will be completing the pre-assessment screen

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