

Supportive Living Program

Preadmission Process Resource Guide (7/2024)

| Admission Type | Who Completes Initial Screen in AssessmentPro (AP)? | How to Request? | How are Results Received? |
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| Community Includes private home/apartment, living with family and Assisted Living. | CCU * <u>NOTE: SLP staff CANNOT complete for community admissions. The HOPE Fair Housing settlement and 89 IL Adm Code 146.220 prevent SLP staff from asking any clinical or medical questions prior to receiving the results of the required preadmission assessments.</u> | Contact the CCU by phone/email/fax. They will complete the DON and SLP Initial Screen. | CCU will send the HFS 2536 form, SLP Initial Screen and SLP Comprehensive Assessment results (if applicable) to the SLP. SLP providers are not able to access the results in AssessmentPro. |
| Nursing Facility Applicable for new admissions and readmissions for short-term rehab stays, even if <30 days. | Nursing Facility staff The <u>PASRR Level 1 assessment</u> completed for admission to the nursing facility is <u>NOT</u> transferrable for a SLP admission. NOTE: SLP staff CANNOT complete their preadmission assessment of the resident until the results of the SLP Initial Screen and SLP Comprehensive Assessment (if applicable) are received. | Contact the nursing facility by phone/fax/email. AP will NOT notify the CCU because a new DON is not needed, as this is a transfer. | Nursing facility staff will send the SLP Initial Screen and SLP Comprehensive Assessment results (if applicable) to the SLP. SLP providers are not able to access the results in AssessmentPro. SLP staff must request a copy of the HFS 2536 form from the nursing facility. |
| Specialized Mental Health Rehabilitation Facility (SMHRF) | SMHRF Staff NOTE: SLP staff CANNOT complete their preadmission assessment of the resident until the results of the DON, SLP Initial Screen and SLP Comprehensive Assessment (if applicable) are received. | Call/fax/email the SMHRF. DONs are not completed for SMHRF admissions. AP will notify the CCU that a DON is needed. | SMHRF staff will send the SLP Initial Screen and SLP Comprehensive Assessment results (if applicable) to the SLP. SLP providers are not able to access the results in AssessmentPro. CCU will send the HFS 2536. |

| Admission Type | Who Completes the SLP Initial Screen in AssessmentPro (AP)? | How to Request? | How are Results Received? |
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| Hospital | Hospital staff | <p>Usually does not require the SLP to request the SLP Initial Screen; hospital staff will compete as part of the discharge process, if individual is interested in the SLP.</p> <p>AP will notify the CCU that a DON is needed.</p> | <p>Hospital staff will send the SLP Initial Screen and SLP Comprehensive Assessment results (if applicable) to the SLP. SLP providers are not able to access the results in AssessmentPro.</p> <p>CCU will send the HFS 2536.</p> |
| Post screen: --Out of state --Hospital emergency/outpatient services --Loss of a caregiver (See HFS 2536 form) | SLP staff for out of state or loss of caregiver Hospital staff if from hospital emergency or outpatient services | <p>AP notifies the CCU of the need for a DON.</p> <p>If the SLP Initial Screen identifies a need for a SLP Comprehensive Assessment for SMI or DD/IDD, AP will send a notification to Maximus or the DHS contracted ISC to complete.</p> | <p>SLP staff can print results of SLP Initial Screen and SLP Comprehensive Assessment.</p> <p>The CCU will upload the HFS 2536 form into AP and SLP staff can print.</p> |
| Discovery of new information prior to admission | SLP staff --HFS 2536 form & SLP Initial Screen results were previously received. During the SLP nurse's preadmission review of the potential resident, new information not shared with the CCU is identified. An example would be a psychiatric hospitalization. | <p>AP notifies Maximus or the DHS ISC that a SLP Comprehensive Assessment is Required.</p> <p>AP will NOT notify the CCU because a new DON is not needed.</p> | <p>SLP staff can print results of SLP Initial Screen and SLP Comprehensive Assessment.</p> |

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| Expiration of a screen | SLP staff --HFS 2536 form & SLP Initial Screen results were previously received. SLP staff completed a preadmission review and the individual was approved for admission. The move in date is delayed; 90 calendar days pass and the screen is no longer valid. | AP notifies the CCU a new DON is needed. If the SLP Initial Screen identifies a need for a SLP Comprehensive Assessment for SMI or DD/IDD, AP will send a notification to Maximus or the DHS contracted ISC to complete. | SLP staff can print results of SLP Initial Screen and SLP Comprehensive Assessment. The CCU will upload the HFS 2536 form into AP and SLP staff can print |
| Transfer to another SLP setting | SLP staff The SLP Initial Screen is required for 100% of admissions. This must be completed even if moving to a sister SLP setting. This is NOT required for residents transferring from within a SLP to its certified dementia care setting. | If the SLP Initial Screen identifies a need for a SLP Comprehensive Assessment for SMI or DD/IDD, AP notifies Maximus or the DHS ISC that a SLP Comprehensive Assessment is Required. AP will NOT notify the CCU because a new DON is not needed, as this is a transfer. | SLP staff can print results of SLP Initial Screen and SLP Comprehensive Assessment. SLP staff will have to send the results to the new SLP community. |
| Another possible submitter of the SLP Initial Screen could be community mental health centers. | | | |
| Conversion (private pay resident converting to Medicaid) | N/A The SLP Initial Screen is not required since the resident is not a new admission. NOTE: This is a new instruction. | At the time SLP staff learns a resident has applied for Medicaid, contact the CCU by phone/email/fax who will complete the DON. HFS is no longer completing conversion screens. | CCU will send the HFS 2536. |

| ADDITIONAL SCREENING INFORMATION | | | |
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| Admission Type | Who Completes the PASRR Level 1 in AssessmentPro (AP)? | How to Request? | How are Results Received? |
| Transfer directly from SLP setting to a nursing facility | <p>SLP staff</p> <p>PASRR Level 1 is completed when a resident transfers directly from the SLP setting to a nursing facility (for example, not in the hospital).</p> | <p>N/A</p> <p>AssessmentPro will notify the CCU/DRS that a new DON is required.</p> | The SLP will identify the nursing facility as the admitting provider in the PASRR Level 1 assessment. The nursing home will have access to the assessment results. |

REMINDERS:

- **New Assessment Titles:**
 - SLP Initial Screen replaced the OBRA 1 form.
 - SLP Comprehensive Assessment replaces the Specialized SLP Mental Health Assessment/DD Assessment.
 - **Please make sure you are using this new terminology.**
 - NO CHANGES TO DETERMINATION OF NEED (DON) REQUIREMENTS. DON assessments are still good for 90 days.
- Choose the correct reason for screen in AssessmentPro. If you do not, a DON screening may be cued when it is not required. We are also collecting data on the reason for the screening, so it is important for this information to be accurate.
- Hospital and nursing facility staff may not realize that SLP providers do not have access to results in AssessmentPro. You may need to request assessment results be sent to you.
- If you are aware a potential resident's SLP Initial Screen indicated a need for an SLP Comprehensive Assessment, please let the individual, their POA or their legal guardian know they will be contacted by phone for an interview. Two attempts for an interview will be made and then the assessment will be canceled. Whichever entity created the SLP Initial Screen will need to be contacted again to complete another Initial Screen so that the Comprehensive Assessment can be cued in AssessmentPro again.
- A new DON is NOT required if an individual resided in a nursing facility for 60 calendar days and discharges to the community for fewer than 60 calendar days before moving into the SLP setting. Please see the guidance on Page 1 for community admissions. An SLP Initial Screen IS required.
- Copies of screening results must be kept in the resident's record, including:
 - HFS 2536 Interagency Screening Results or HFS 3864 Screening Verification forms. The HFS 3864 Screening Verification form will still be utilized by CCU if a DON has been completed within the past 90 calendar days.
 - SLP Initial Screen results (not a copy of the completed screening)
 - SLP Comprehensive Assessment results (not a copy of the completed screening)