



**State of Louisiana**  
Louisiana Department of Health  
Office of Aging and Adult Services

**MEMORANDUM**

**OAAS-P-25-029**

**TO:** All Licensed Hospitals  
All Medicaid Certified Nursing Facilities

**FROM:** Theresa Forrester, Program Operations Director  
OAAS Nursing Facility Admissions (NFA) Section

**DATE:** August 13, 2025

**SUBJECT:** Holiday State Office Closure

*Theresa Forrester*

This is a notification for all Medicaid certified nursing facilities and licensed hospitals regarding the upcoming state holiday office closure.

Please be aware of the approaching state office closure listed below:

- **Monday, September 1st, is a legal holiday.**

To avoid delays in the Preadmission Screening and Resident Review (PASRR) process, the Level I PASRR and LOCET can be completed upon admission to a health care facility/hospital before the applicant needs to be discharged from that facility. It is important to note that the 142 decision form is valid for 30 days. We encourage facilities to utilize this process when working with potential applicants that may need to be discharged around the holidays to reduce delays in nursing facility authorizations.

If you have any questions or for assistance with an emergency case, please contact Sheri Reed ([sheri.reed@la.gov](mailto:sheri.reed@la.gov)) or Tammy Chaisson ([tammy.chaisson@la.gov](mailto:tammy.chaisson@la.gov)) at 337-262-1664.