



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

MEMORANDUM

OAAS-P-26-006

TO: All Licensed Hospitals
All Medicaid Certified Nursing Facilities

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

DATE: 02/03/2026

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:

- **Tuesday, February 17th, 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) or Tammy Chaisson (tammy.chaisson@la.gov) at 337-262-1664.