

## Louisiana PASRR

### Urgent Provider Updates: Review Assessment Best Practice Tips & Reminders

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The PASRR, including submission of the **Level I screen and completion of a Level II assessment** (when applicable) is **required for all individuals prior to admitting to a Medicaid certified nursing facility.**

Level I screens in AssessmentPro are reviewed based on order of receipt in AssessmentPro.

#### Important things to consider:

- If a Level I triggers for clinical review and has missing documentation or clinical information, this will result in longer review times.
- It is imperative submitters provide the **most current and accurate clinical information in the Level I and upload the required documents in AssessmentPro** at time of submission.

#### Required documents for a Level I:

- **History & Physical dated within the last 12 months** (but preferably the most recent) and signed by an MD/DO/NP/PA. *Note: if no H&P is available, you may upload a Progress Note with a full Review of Systems (ROS).*
- Current medication list, including PRNs (MAR, Orders)
- Completed **Physician Certification Form** (must be signed by an MD or DO for any EHD requests); must include for all categorical and provisional admission requests. **For EHD requests, you must check the box that states “Request for Exempted Hospital Discharge.”** *Note: Per Federal Regulation, an EHD request can only be approved if a person is admitted to a medical unit (not in the ER/ED or on observation). If the medical documentation indicates the person is in the ER/ED or on observation, make sure to add a note in the communicator box or note box if the individual has been admitted to a medical unit.*
- If there are missing documents, a Maximus clinical reviewer will request those documents in the communicator box. An email will be triggered to your email indicating you have received a new referral source communication and to log into AssessmentPro to see the communication. As soon as you log in, your Action Required queue is the first thing you will see. ***Note: the Level I outcome will be a technical denial after 10 business days if the requests for additional information is not completed and you will need to submit a new Level I.***

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Submitting timely, accurate, and complete Level I screens are key to ensuring timely completion of the PASRR process and preventing discharge delays. In the Level I screen – Medical Section, there is a question where you must indicate which documents are available and attach those at time of submission. **Note:** If you don't have those documents on hand, the Level I will be placed in your "Action Required" queue as a reminder to upload or fax them.

Since the documents outlined above are required at time of Level I submission, **Do not click the box shown below**, "None of the information above is available." Make sure to always indicate that you have the H&P and the MAR available at submission.

## Medical Conditions

Indicate which of the following documents are available.\*

☒ None of the information above is available

**Note:** if you check the above box, you will not be prompted to upload the documents at time of submission and the clinical reviewer will need to ask you to submit these and place the screen on hold until you've uploaded/faxed them.

**This will lead to unnecessary delays in completion of the PASRR process, and potential discharge delays.**

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### Additional Reasons for Delays in Completion of Clinical Reviews:

1. Incorrect or blank document upload. If you don't have a document available at time of completing the Level I, it can be added after you have obtained the correct documentation. Log back into AssessmentPro and attach it to the Level I screen which will move it for clinical review (if required).
2. **List all the psychotropic medications (with dosage, frequency, and reason for administration) in the Medication Section.** Adding a MAR does not replace this required section. When the information is missing in the Level I, the algorithm does not run correctly as it can't capture that information.
3. **List all mental health diagnoses and intellectual or developmental disability with age of onset** in the corresponding diagnoses sections.

**Note:** If you don't know the age of onset, ask the individual and/or responsible party. This helps determine if an individual requires a Level II.

If any of these items are missing from the Level I screen, this may result in delays and the screen be placed on hold to verify accuracy of information.

If you are interested in reviewing any training materials on the Level I submission process, make sure to check out the [AssessmentPro Training Checklist in the LA PASRR Resources site](#).

SUPPORT: Contact the Maximus Louisiana PASRR Help Desk

Do you have questions about the new online system to process a Level I PASRR screen?



Maximus provides easily accessible resources to support you. You may contact the Louisiana PASRR Help Desk for technical assistance on specific referrals and assessments.

Email: [LAPASRR@maximus.com](mailto:LAPASRR@maximus.com)

Phone: **833.571.4466**

Louisiana PASRR Tools and Resources:

<https://maximusclinicalservices.com/svcs/la/pasrr/resources>

**For questions on Louisiana PASRR policy and procedure**, contact the OAAS Nursing Facility Admissions (NFA) Unit by calling **337.262.1664**.

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