



UPDATED 2024

## ME ASA Long-Term-Care Assessment Referral Notification for Facilities | September 13, 2021

The Maine ASA program requires certain documents from the Facility to proceed with an assessment. These include:

- Face sheet
- Guardianship documentation
- History and physical or discharge summary
- Current MD orders
- MD progress note for previous 72 hours
- Nurse's note for previous 72 hours
- Active medication summary- include date/time prn's received in the for the last 7 days (e.g. sliding scale insulin)
- Initial therapy evaluation (PT, OT, ST)
- (if currently receiving therapy) Progress notes for last 3 visits, treatment administration records for the last 7 days (include oxygen, wound care, tube feedings, IV's)
- CNA documentation of ADLs (activities of daily living) needs for previous 7 days

Effective beginning from **September 13, 2021** through December 31, 2021, a new temporary process change is in place for the Maine ASA program.

When preparing for an assessment, the assigned RN Assessor will make **three (3) telephone call attempts** to Facilities for needed documents.

First call attempt:	performed 24 hours of the referral or the last business day prior to assessment due date
Second call attempt:	performed on the assessment due date
Third call attempt:	performed the next business day following the assessment due date.  <i>Please Note: if requested documents are not received by 5pm eastern time the following business day the referral will be cancelled</i>

If documents are not received by 5:00 p.m. ET on the next business day following the third call, the assessment will be cancelled in MeCare. The Facility will be required to submit a new referral if determined the assessment is still necessary.

### Please Note:

- If the original referral was not a late referral, the new referral will not be listed as "late and eligibility will be back-dated"
- If the original referral was a late referral, the new referral will be listed as "late" and eligibility will be the date of the assessment.