

When sending in a positive Level I Screen or Exempted Hospital Discharge (EHD), follow the guidelines below:

- 1 Email your positive Level I Screens, required documentation, and Exempted Hospital Discharge Forms to: PASRR@state.sd.us.
- 2 If your individual will need a Level II PASRR, don't forget to **include all the required documents** with your Level I screen. This will make the process more efficient.

Pre-Admission Screening	Resident Review
Level I Screen	Copy of Original Level I Screen
Demographic Face Sheet	Demographic Face Sheet
History and Physical or Physician Progress Note in the last 30 days	History and Physical or Physician Progress Note in the last 30 days
Current Medication List	Current Medication List
	Copy of order for new diagnosis, medication, Status Change request reason

If the individual qualifies for a Level I Categorical decision, additional documentation may be required to provide this outcome. An Exempted Hospital Discharge submission only requires a completed EHD form.

- 3 Be prepared. If your individual needs a **Level II Serious Mental Illness evaluation**, Maximus will reach out to the identified contact(s) on the Level I Screen to schedule to Zoom interview.
- 4 Your Level I Outcome letters will be emailed to you by Maximus through **Cisco Secure Email**. If you have trouble accessing your outcomes, be sure to review the Secure Email User Guide available on the [SD PASRR Provider Tools & Resources site](#).
- 5 The [SD PASRR Provider Tools & Resources site](#) is your destination for all South Dakota PASRR resources and training materials, available for you 24/7.