



## **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

**ASA Assessors are unable to proceed with your referral without the documents listed above.** We will attempt to follow up for 10 business days upon receipt of referral, and if the required documents are still unavailable after 10 business days, the assessment referral will be canceled.

### 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.