

Slide 1

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**ONLINE PASRR TRAINING GENERAL
TOPICS**
FOR
ALL USERS OF THE ONLINE PASRR SYSTEM

PASRR Section
Department of Health Care Services
Level I Training for Facilities



This PowerPoint is for training facilities to use Online PASRR to perform a Level I screening. It includes back ground and overview information of the PASRR program and a Job Aid for PASRR – a section by section walk through of a Level I screening. You may wish to print the Job Aid and put it in a convenient location for any user performing a PASRR screening. Additional information is provided in the System Basics and Level I Training Manuals.

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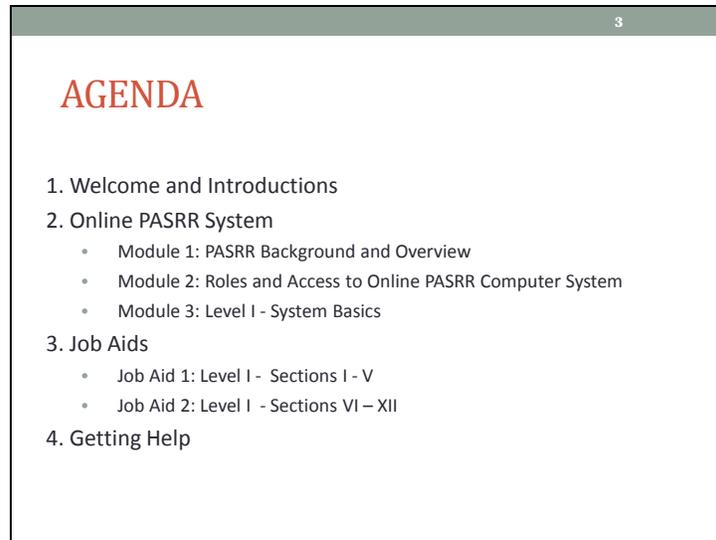
INTRODUCTIONS

- Welcome to Online PASRR Training for Level I Screening

Introducing :

Rita McCabe, Department of Health Care Services
Mental Health Services Division
Chief of PASRR Section

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A slide titled "AGENDA" with a list of four main items. The first item is "1. Welcome and Introductions". The second item is "2. Online PASRR System", which includes three sub-items: "Module 1: PASRR Background and Overview", "Module 2: Roles and Access to Online PASRR Computer System", and "Module 3: Level I - System Basics". The third item is "3. Job Aids", which includes two sub-items: "Job Aid 1: Level I - Sections I - V" and "Job Aid 2: Level I - Sections VI - XII". The fourth item is "4. Getting Help". The slide has a dark green header bar with the number "3" in the top right corner.

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AGENDA

1. Welcome and Introductions
2. Online PASRR System
 - Module 1: PASRR Background and Overview
 - Module 2: Roles and Access to Online PASRR Computer System
 - Module 3: Level I - System Basics
3. Job Aids
 - Job Aid 1: Level I - Sections I - V
 - Job Aid 2: Level I - Sections VI - XII
4. Getting Help

Thank you for volunteering to be an Early Implementer for Online PASRR.

We thank you for volunteering to help us improve these materials and test the system and we would very much appreciate your feedback on how to make this training appropriate for the different facilities.

We are going to give you information but we will periodically ask for your input and we need you to be brutally frank.

You are our early implementers and may find problems with the software. We want you to tell us about it. Obviously we'll work with you to minimize any impacts.

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Asking Questions

On the conference call:

The moderator will periodically ask if there are questions

After the conference call:

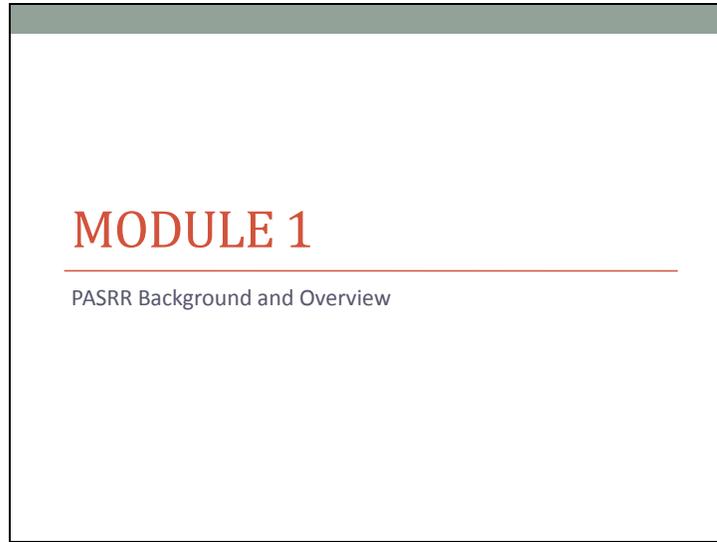
1. Call the DHCS dedicated phone line: (916) 650-6945
2. Send an email to the PASRR Section - mhpasrr@dhcs.ca.gov

Phone Etiquette

Put your phone on MUTE unless you have a question.

Do NOT put your phone on hold!

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MODULE 1

PASRR Background and Overview

Background on Online PASRR

Preadmission Screening and Resident Review (PASRR)

Project Sponsor:

The Preadmission Screening and Resident Review (PASRR) Section resides within the Program Oversight & Compliance Branch of the Mental Health Services Division, Department of Health Care Services.

Project Objectives:

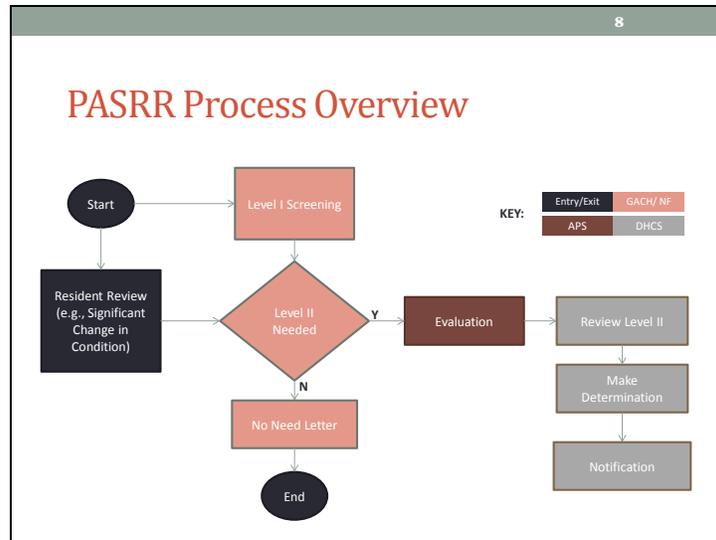
1. Automate all PASRR processes.
2. Eliminate faxed or mailed Level I forms - submit them on line.
3. Reduce the time it takes to issue a Level II Determination from the current 45 days to the federally required annual average of 7 to 9 days.
4. Identify any prospective facility resident who may have mental health needs or intellectual developmental disabilities.

Background on Online PASRR

Why Online PASRR?

- Create a web-based portal to manage all steps of the PASRR process
- Conduct a PASRR screening on each resident prior to admission
- Ensure that prospective facility residents with mental health or intellectual developmental disabilities receive the appropriate level of care and specified specialized services.

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This provides an overview of the PASRR Process to provide the big picture of all the activities. The PASRR Process involves 4 parties – the individual being screened, the facility (GACH or NF), the Evaluators – who are contracted by DHCS, and DHCS.

1. The facility performs the Level I screening and it has 2 possible outcomes.

N - The N is for Level II is not needed: the individual demonstrates no need for further screening and a letter of no need is created by Online PASRR as soon as the screening is complete.

Y - The Y is for Yes, a Level II Evaluation is needed: the individual demonstrates mental health or intellectual developmental disabilities and must receive an evaluation.

2. An evaluator contacts the facility and makes an appointment to evaluate the individual. The Evaluation is reviewed and authorized by an MD. Then it is sent to DHCS for review.

3. DHCS staff review the Level II and make a determination.

4. A Notification is created in Online PASRR and will appear in the client's file in Online PASRR.

5. A Resident Review is recommended as part of the annual review, or at least every 18 months. Or if there is a change in condition.

Significant Change in Condition: The CA PASRR Section recommends using the protocol for the MDS 3.0 Manual (this is also defined in the Level I PASRR Training Manual)

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Process Steps – Level I

Step 1: Level I (Screening)

- The Level I screen is administered to all NF applicants and should yield a positive result if the individual “might” have a mental illness or intellectual disability.
 - Recommended by PASRR Technical Assistance Center (PTAC) every 18 months or upon annual review, and upon significant change in condition

- Facility staff access and enter the form online.
 - Staff conduct the screen using medical and psychiatric records, and/or
 - Direct observation, personal care givers, treatment providers, and/or
 - Consultation with hospital discharge staff or county mental health plan

- Staff submit the form via the internet.
 - The screening information is entered into Online PASRR and immediately available to DHCS and the Evaluators

Staff should be sufficiently trained in medical terminology and the use of medical records that they can find the essential information necessary to respond to the PASRR screening questions. PTAC - PASRR Technical Assistance Center (PTAC) which can be found at www.pasrrassist.org.

Process Steps – Level II

Step 2: Level II (Evaluation)

- The Evaluators can see the results of a “positive” Level I in PASRR
 - DHCS contracts with a third party entity (APS Healthcare) to perform evaluations, as federally required
- APS contacts SNF or GACH to schedule evaluation
- SNF or GACH facilitates the Level II Evaluation by notifying the resident and preparing records
- Completed Evaluation is in Online PASRR and immediately available to DHCS

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Process Steps – Determination & Notification

Step 3 : Determination

- DHCS PASRR clinical team makes determination; recommends placement and treatment

Step 4: Notification

- Determination letter is distributed by facility to resident, conservator, and retained in the resident's file
- Facility arranges for recommended services, internally or externally

Questions?

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Process Steps - Categoricals

Categorical Determinations

- Advanced group determinations may mean the Level II Evaluation is unnecessary
 - Convalescent care
 - Terminal Illness
 - Severe Physical Illness
 - Respite Care
 - Emergency Situations
 - Delirium
 - Neurocognitive Disorders (formerly Dementia)

Note: The resident may still require nursing facility services

DHCS will provide additional training on state and federal definitions of Categoricals.

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Complaints, Reconsiderations & Fair Hearings

Complaints - For general complaints or concerns, contact the DHCS Ombudsman
– Toll Free: 1-800-896-4042 or Email: MHombudsman@dhcs.ca.gov

Reconsideration - If the individual, Facility, or Conservator is dissatisfied with the PASRR process, they can request a Reconsideration or a Fair Hearing at any time. Either:

- Register a complaint with Department of Health Care Services (DHCS)
- Request a reconsideration of a Determination Letter through DHCS
 - A link to the Reconsideration Request form is provided on the Determination Letter

Fair Hearing - Individuals, Facilities, or Conservators can request a Fair Hearing at any time, using one of these methods:

- Call the California Department of Social Services (CDSS), Public Information and Assistance Unit at 1-800-952-5253 for additional information
- Write a letter to the CDSS requesting a Medicaid State Fair Hearing.

There may be times when you, the resident, conservator or someone else wishes to express a complaint or request either a reconsideration or a Fair Hearing.
Questions?

MODULE 2

Roles and Access to the Online PASRR Computer System

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Facility's PASRR Roles - Administrator

PASRR System Administrator

- Contact point with DHCS for the next several months
 - Requests login information from DHCS
- Responsibilities:
 - Sees all cases for the facility (one physical location only)
 - Conducts a screen, and can complete other users' unfinished Level I
 - Tracks that all required paperwork has been provided to the resident, conservator, and physician
- Future Responsibilities: (After Enhancements)
 - Create user-id and passwords , reset passwords for users at the facility
 - Create/Delete access to PASRR system for users
 - Change a user's role from User to Administrator or vice versa

Next we'll talk about the roles needed in each facility for Online PASRR. Of course, one role is the users, and the other, The PASRR System Administrator. The Administrator can do more things in the PASRR system. For example, the Administrator can see all cases for the facility, the user can see only the cases they have screened.

Each facility should have at least 2 PASRR Administrators – you always need a back up.

This person can see all the cases for the facility – the physical facility. If yours is a multi-facility organization, they can only see cases in their facility.

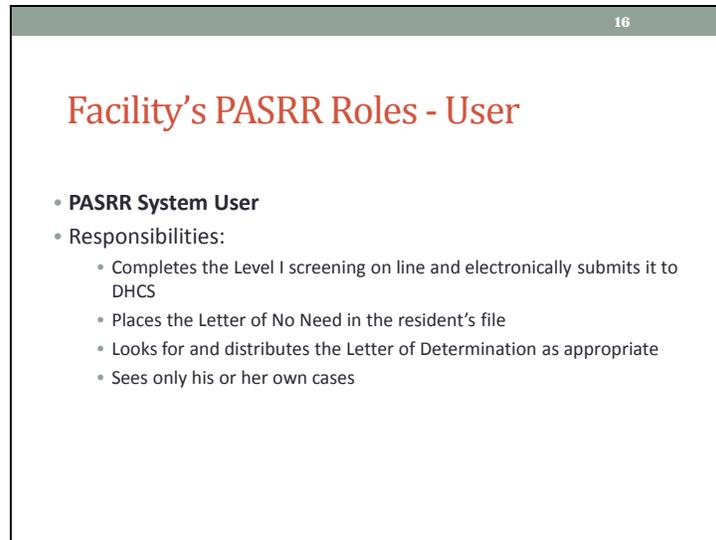
They also can go into all cases. For example, if someone starts a screen but then is unable to complete it, the PASRR Administrator can complete it.

The PASRR Administrator can also perform Level I screenings from start to finish.

The PASRR Administrator can see all cases and therefore can see if a Level II Evaluation has been completed and can check for Determination Letters. This enables them to track that the appropriate notifications occur.

In future, after the PASRR Enhancements, the PASRR Administrator will manage the Online PASRR System users for the IT system. The PASRR Administrator will be able to create new users, delete old ones and reset passwords.

If there is a reason to change a person's role, they can do that too.



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Facility's PASRR Roles - User

- **PASRR System User**
- Responsibilities:
 - Completes the Level I screening on line and electronically submits it to DHCS
 - Places the Letter of No Need in the resident's file
 - Looks for and distributes the Letter of Determination as appropriate
 - Sees only his or her own cases

The second role is the PASRR System User. This is the person who completes the Level I screening. You should have at least 2 Users, you always need a backup.

In your facility – you might choose for the User to put the letter of No Need in the resident's file – it is available in the software as soon as the Level I is completed, if there is no need for a Level II.

For those users who receive a Level II evaluation, the Letter of Determination will appear in Online PASRR within 4 business days after the evaluation.

Both the user who did the Level I screening and the Administrator can see the Letter of Determination. One of them should have the responsibility to distribute the letter as appropriate.

In this presentation we have talked about the advantages of completing the PASRR screen on line. We have provided an overview of the PASRR Process and we have described the 2 PASRR roles for facilities. Each facility will make their own decisions about how to perform screenings, who PASRR administrators and Users will be and any business processes you may wish to make. However if you have questions, please ask.

Questions?

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To Request Login & Password

Complete Form

- Facilities complete a form to request Administrator and User Identification and Passwords.
 - The form is available on the DHCS website.
 - Each user must have a role - either Administrator or User.

E-Mail Form

- Email the form as an attachment
 - On the e-mail, use this subject line:
"Name of *your facility*" – REQUEST FOR PASRR ADMIN/USER ACCOUNTS
- Send the e-mail to MHPASRR@DHCS.CA.GOV

Note: If your facility has more than one physical address, a separate form must be completed for Administrators and Users at each location.

Please follow the instructions carefully!

To enroll a user you must request each login and password. DHCS provides a form for you to use to do it.

To enroll each user you must specify if they are an Administrator or a User.

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Administrator/User Request Form

Date Requested	
Name of the Facility	
Address Line 1	
Address Line 2	
City	
Zip code	
Main Telephone	
Have your PASRR Administrator/User staff participated in a DHCS training webinar?	
Would you like to participate in a DHCS training webinar?	

#	First Name	M	Last Name	Email	Role (Administrator or User)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Person to contact with questions about this form	
Name of the Requestor	
Title of the Requestor	
Phone	
Email	

This form is available on the DHCS Website. You will use it to request a login and password for your staff – you MUST specify a role – either User or Administrator – for each person.

- Please be sure that the facility address, names (both first and last) and e-mails are entered correctly.

- Each Administrator and User must have a unique email address.

For security reasons, the email with this form attached must come from the email of the Requestor who is listed at the bottom of the form. This is the person DHCS will call if we have questions about the information you give us.

Questions?



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Users Receive Encrypted Email

Receive Encrypted Email

- DHCS will send you an encrypted email that enables you to create a password for Online PASRR.
- You will receive a second email with step-by-step instructions for opening the encrypted email and creating a user name and password for Online PASRR.

DHCS will send each user an individual email with their login information. For security purposes, the email is encrypted.

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Access Online PASRR on the Internet

URL / Website:

- Online PASRR is available directly at:
<https://pasrr.dhcs.ca.gov/>
- Later you will be able to go through the DHCS website from:
<http://www.dhcs.ca.gov/services/MH/Pages/PASRR.aspx>

At the URL:

- You are prompted to enter the User name and Password that you created after you received an the encrypted email and walked through the steps to create user login and password.

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System Access (continued)

Initial Log In:

Information

Title		Address1	
First Name	Nancy	Address2	
Middle Name	P	City	
Last Name	Clear X	State	
User Name	N232323	Zip	
	Save	Email	N232323@hhs.ca.gov
		Phone Number	

- 1. Enter your name
- Enter the address of the facility
- Pick Save

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System Access (continued)

Set Up 5 Security Questions and Answers:

Security Questions

	1.	2.	3.
Security Question #1: In what city does your nearest sibling live?	<input type="checkbox"/>	Enter Answer ****	Confirm Answer ****
Security Question #2: What is the name of the company of your first job?	<input type="checkbox"/>	****	****
Security Question #3: What was the first concert you attended?	<input type="checkbox"/>	****	****
Security Question #4: What is your preferred musical genre?	<input type="checkbox"/>	****	****
Security Question #5: What was the make and model of your first car?	<input type="checkbox"/>	****	****

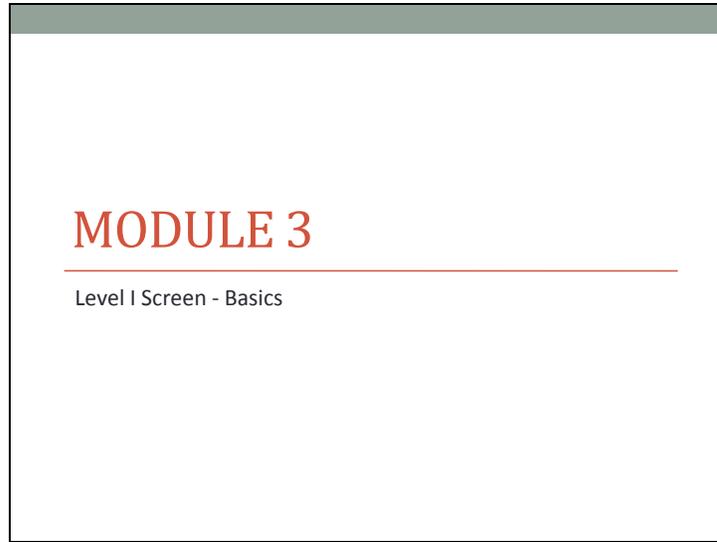
4. Use Uppercase Letters

*For more information, see :
PASRR System Basics Training Manual, Section 2.3 Log in for the First Time*

You will be asked to set up your security questions. A list of possible questions drops down – you select 5 different questions and enter 5 different answers.

1. Select a question number and click the dropdown
2. Choose a question from the list and type a new answer (case sensitive)
3. Confirm the answer by retyping
4. Click 'Save'

Questions?



MODULE 3

Level I Screen - Basics

Level I Screening Overview

Why complete the new PASRR forms on line instead of on paper?

- Streamline the existing process for issuing determination letters from the current 45 days to the federally required annual average of 7 to 9 days.
- Eliminate the current paper based system
 - Requires less filing space
 - Drastically reduce costs for mailing
 - One person does the work, eliminating multiple hand-offs and lost paper
- Reduce documentation errors – no errors due to illegible handwriting
- Does not take up time for staff in the business office to do PASRR data entry.

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Level I Screening Overview

Screening Sections I – V:
All residents are screened with these sections

Section I.	Resident Identification
Section II.	Facility Completing Level I
Section III.	Mental Illness Screen
Section IV.	Intellectual or Developmental Disability or Related Condition
Section V.	Major and Mild Neurocognitive Disorders

- If the resident has no mental health needs, the screening terminates after Section V and the system automatically generates a notice of no further need.

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Level I Screening Overview

Screening Sections VI - VII:
Additional screening for residents with mental health needs

Section VI.	Provisional Admission
Section VII.	30-Day Exempted Hospital Discharge
Section VIII.	Resident Information
Section IX.	Community Placement
Section X.	Conservatorship (Court Appointed)
Section XI.	Individualized Determination

- A letter of need is automatically generated to prompt a Level II evaluation.

Next Steps

Dates for Monthly Technical Assistance Calls

Call: 1-866-815-2563
Participant access code: 9859148

Wednesdays from 9:30 – 10:30 a.m.

January 28
February - 25
March - 25
April - 22
May - 22

Department of Health Care Services

Getting Help

PASRR users have multiple options to access help

1. Ask your Facility's PASRR Administrator – He/she will contact DHCS
2. Call the DHCS dedicated phone line: (916) 650-6945
 - You will receive an response within 24 hours
3. Send an email to the PASRR Section - mhpasrr@dhcs.ca.gov

For More Information.....

- Go to the DHCS Website to see FAQs
- Refer training documents
 - 2 Training Manuals: System Basics and Level I
 - This PowerPoint for with Job Aid

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THANK YOU FOR YOUR PARTICIPATION...

Contact Information:

PASRR Email Address: mhpasrr@dhcs.ca.gov

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ONLINE PASRR JOB AID
FOR
LEVEL I USERS OF THE ONLINE PASRR SYSTEM

Department of Health Care Services

The logo for the Department of Health Care Services (DHCS) features the letters "DHCS" in a blue serif font above a stylized heart shape. The heart is composed of multiple overlapping, curved lines in shades of purple and blue, creating a sense of depth and movement.

This part of the PowerPoint is a job aid. It looks at each section of a Level I screen and provides information to help you complete the screen. For additional information see the Level I Training Manual.

JOB AID 1

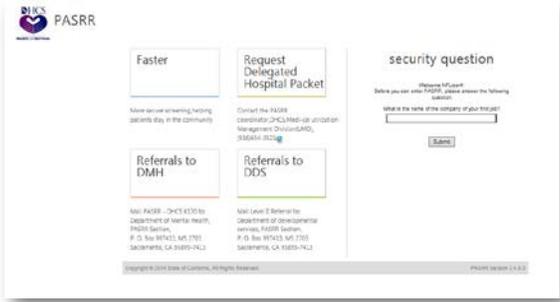
Level I Screen - Sections I – V

Online PASRR is available directly at:
<https://pasrr.dhcs.ca.gov/>

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Entry Screen

Helpful contact information:



The screenshot displays the PASRR Entry Screen with the following content:

- Faster:** Know you are working better, parents stay in the community.
- Request Delegated Hospital Packet:** Contact the PASRR Coordinator (213) 340-4400, Management Division (MDO), PASRR-0228.
- Referrals to DMH:** Mail: PASRR - DHCS 4150 to Department of Mental Health, PASRR Section, P.O. Box 97421, MS 1781, Sacramento, CA 95829-4412.
- Referrals to DDS:** Mail: Level II Referral to Department of Developmental Services, PASRR Section, P.O. Box 97421, MS 1781, Sacramento, CA 95829-4412.
- security question:** Please Answer Before you can enter PASRR, please answer the following question. What is the name of the company of your PC? [Text Input Field] [Submit]

Copyright © 2010 State of California. All Rights Reserved. PASRR version 1.1.0.0

For more information, see: PASRR Level I Training Manual - General Topics - Section 2.5, Level I Screen System Basics

When you first log in to PASRR you see this screen. It gives you contact information for the DHCS PASRR Section and the Department of Developmental Services. You must also respond to one of the Security Questions that you selected when you first logged in. It is randomly selected from the questions that you set up.

Dashboard

Access to multiple functions:

For more information, see: PASRR Level I Training Manual - General Topics - Section 2.5, Level I Screen System Basics

When you first log in the dashboard appears. From here you can access the main functions of Online PASRR. For example – initiate a new screen or access one that you did not complete.

- **Level 1** – Takes you to a new form for screening or to your list of all cases
- **New Screening** - Opens the form for a new resident screening
- **Submitted Level I's** - Open the list if your cases on Case List Page
- **Down Arrow** - Opens your Profile so you can change your Security Questions and shows the Log Out command
- **Level I Screening in Progress** - Displays 4- 5 your Level I screenings in progress
- **Recently Completed Level I Screenings** - Displays 4-5 your completed Level I screenings
- **PASRR CID** - The Client Identifier assigned by the PASRR software to the individual being screened

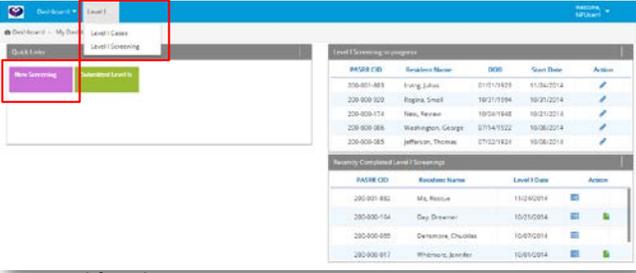
The screen for Administrators is not exactly the same as this one. It has 3 boxes on the top left – that enable the Administrator to start a new screening, view the Level I screens in process, view the submitted Level I's.

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Level I Screening

Getting Started

- At the Dashboard, click “New Screening” or ‘Level I Screening’ from the dropdown menu



PASRR ID	Resident Name	DOB	Start Date	Action
200-001-889	Irving, Julia	01/01/1978	11/02/2014	
200-000-920	Rogina, Small	10/21/1994	10/21/2014	
200-000-174	Nave, Nevan	10/04/1948	10/21/2014	
200-000-086	Washington, George	07/04/1922	10/08/2014	
200-000-085	Jefferson, Thomas	07/22/1921	10/08/2014	

PASRR ID	Resident Name	Level I Date	Action
200-001-882	ML, Residue	11/24/2014	
200-000-154	Day, Diwaner	10/25/2014	
200-000-009	Denmon, Charles	10/07/2014	
200-000-017	Whitmore, Jennifer	10/01/2014	

*For more information, see:
Level I PASRR Training Manual, Section 3 Getting Started*

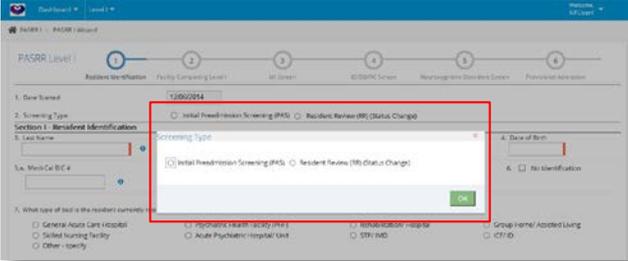
You can start a new screen in two ways.
Either pick the purple box or from the drop down, select Level I

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Level I Screening

Getting Started

- Select the Level I Screening type (Initial Preadmission, or Resident Review or Change of Status)
- Click OK



The screenshot shows a software interface for 'Level I Screening'. At the top, there is a progress bar with six steps: 1. Resident Identification, 2. Facility Compliance Level, 3. All Screen, 4. COVID-19 Screen, 5. Warning/Alert Resident Contact, and 6. Provisional Admission. Step 2 is currently active. Below the progress bar, there are several sections for data entry. Section 2, 'Screening Type', is highlighted with a red box. It contains a dropdown menu with two options: 'Initial Preadmission Screening (PAS)' and 'Resident Review (RR) (Status Change)'. The 'Initial Preadmission Screening (PAS)' option is selected. Below the dropdown is a green 'OK' button. Other sections include 'Section 1: Resident Identification' with fields for 'Last Name' and 'Medi-Cal ID #', and 'Section 3: What type of bed is the resident currently in?' with radio button options for 'General Adult Care (AC)', 'Skilled Nursing Facility', 'Other - specify', 'Psychiatric Hospital (PH)', 'Mental Health (MH)', 'STR/MD', and 'Group Home/ Assisted Living (GHL)'. The 'General Adult Care (AC)' option is selected.

Select the screening type. You have 2 choices, Initial preadmission Screening or a Resident Review – if there has been a status change.

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Section I. Resident Identification

Purpose: Provide general identifying information about the Resident including name, current Level of Care (LOC), and a brief summary of their medical and mental conditions.

Questions: 1 - 8



*For more information, see:
Level I PASRR Training Manual, Section 4 Complete Level I Screening*

Things to note:

- Top of the screen – **blue circles** show what section you are in.
- **Green box** in lower right is Next – to save and go to next screen
- **RED** – the red bar shows that a field is required.
- **BLUE circles** with question mark – hover your cursor over one and it provides information about the question

For **items 5 a,b,c** – Enter as many as you can – this helps the system to find residents.

Or you can check **item 6 No identification**

Item 8 Enter the physical diagnoses – separate them by commas

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Section II. Facility Completing Level I

Purpose: Provide necessary information about the facility performing the screening and the conditions of the proposed admission.

Questions: 9 – 10

Warning: Only use the 'Prev' button to navigate back in the form to make corrections

Item 9 refers to the facility where the individual resides and this information should be pre-filled.

Item 10 - For an individual who has been out of a facility for less than 90 days does not require a new PASRR screen – unless they have had a change in condition. If you select NO, Item 10b appears. Online PASRR is smart and because of your answer, it asks for more detail.

Item 10 b – This is to capture anyone who has had a change in condition. For a change in condition, a new PASRR screen is required.

Do not use the Browser Back button

The information saves if you select Next. You lose the information on this screen if you select Prev.

If you need to stop in the middle of a screen, the information on your last completed section will be saved

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Section III. Mental Illness Screen

Purpose: To enter information regarding any established or suspected mental illness. Any individual with a recent history of mental illness or who is suspected of having a mental illness requires a PASRR Level II evaluation.

Questions: 11 - 16



Note that the section circles have changed to blue, showing that you are on section 3.

Item 11 – This information should be supported by a historical diagnosis. If there is no diagnosis in the available documentation, enter NO.

The next section allows the user to enter information about an individual that may have a mental illness.

Items 12- 16 – The user is not expected to conduct a formal evaluation. If problem areas are not clearly supported, select NO. If the available documentation indicates one of these problem areas enter YES. If the user has any suspicion of one of these problem areas they should enter YES. This will help to determine if the individual has a mental illness.

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Section IV. Intellectual or Developmental Disability or Related Condition

Purpose: To determine whether a resident may have an Intellectual or Developmental Disability that may require an additional referral to another state agency.

Questions: 17 - 19

Warning: Only use the 'Prev' button to navigate back in the form to make corrections

Items 17 – 19 - Answer YES only if the documentation clearly indicates one of these areas. If the answer is unknown or the documentation does not clearly support it, enter NO/UNKNOWN. Again, the PASRR system is smart - A notification will appear indicating a need for referral to the Department of Developmental Services. The facility is responsible for making this referral.

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Section V. Major and Mild Neurocognitive Disorders

Purpose: To register exclusionary criteria that may result in a termination of the PASRR process. Residents with an advanced neurocognitive disorder who are unable to benefit from mental health services as a result of their organic impairment may not require a Level II Evaluation.

Questions: 20 - 24



Questions 23 and 24 appear dynamically if you have selected YES to 20, 21 or 22.

Items 20 -22- Answer YES only if the documentation clearly indicates one of these areas. If the answer is unknown or the documentation does not clearly support it, enter NO/UNKNOWN. Again, the PASRR system is smart - A notification will appear indicating a need for referral to the Department of Developmental Services. The facility is responsible for making this referral. This section is intended to filter out those with a primary diagnosis of dementia. Though Alzheimer's is a type of dementia, it is included separately here.

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Residents with no Mental Illness

- If the resident has no indicators of mental illness by the end of this section, Online PASRR will display a notice ending the screening because there is no need for a Level II evaluation.
- Click OK

Notice ✕

 Level II determination is not required and further completion of Level I screening will not be required. The resident can be admitted to or remain in the nursing facility. This form must be filed in the resident's medical record within five days of admission.

Again, PASRR is smart. If the individual has no indicators of mental illness by this point in the screen, Online PASRR displays this notice to end the screening. There is no need for a Level II Evaluation.

Note that this occurs after you finish Section V.

IF the individual has NO indicators of Mental illness in sections 3, 4 and 5 you have completed the screen and the stop sign will appear.

However - If you see the stop sign when there is an obvious presence of mental illness, you should go back and check your work. Select 'PREV' to return to previous screens. Do not submit of the Screen.

Note: Once the Screen has been submitted, there is no way to edit the results of the Screen. You must initiate a new Level I.

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Residents with no Mental Illness

- Click Submit



- Online PASRR generates a letter stating there is no need for further evaluation.

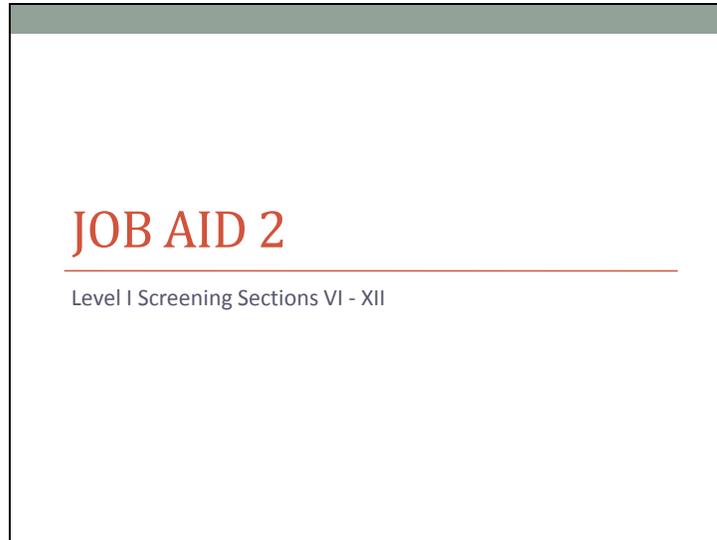


Warning: Only use the 'Prev' button to navigate back in the form to make corrections

Select Submit and PASRR generates a Letter of No Need

Look how quick and easy that was!

Next we'll look at the remainder of the form – for individuals who do have indicators of mental illness or intellectual or developmental disability or neurocognitive disorders.



JOB AID 2

Level I Screening Sections VI - XII

44

Section VI. Provisional Admission

Purpose: Filter out those individuals who are being admitted for reasons typically associated with a short term condition. Those expected to require admission to the facility under these conditions will not need a Level II Evaluation.

Questions: 25 – 27.a.

The screenshot displays a software interface for 'PASRI Level I'. At the top, a progress bar indicates the current step in a seven-step process: Patient Identification, Triage/Triage/Level II, All Screen, Risk Screen, IS/OSAT Screen, Missing/Out of Order/Screen, and Reporting/Admission. Below the progress bar, the section title is 'Section VI - Provisional Admission (Alliance of Emergency Services)'. Three questions are listed with radio button options for 'Yes' and 'No':

- 25.a. Does the patient have a short stay?
Does the patient's condition of illness or injury require admission to the facility for less than 24 hours?
- 26.a. Does the patient require prolonged care?
Does the patient's condition of illness or injury require admission to the facility for more than 24 hours?
- 27.a. Is the patient being held in another treatment room for short-term care? (COP, Health & Safety Code, Section IV-2.1)
Does the patient require admission to the facility for less than 24 hours?

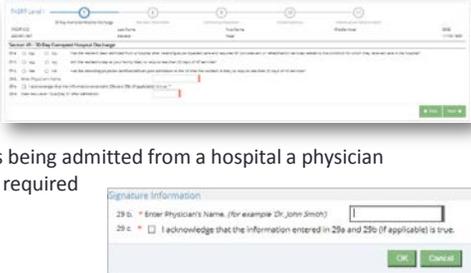
At the bottom right of the question list, there are two green buttons labeled 'Next' and 'Back'.

Items 25 – 27 – Answer YES only if the documentation clearly indicates one of these areas. If the answer is unknown or the documentation does not clearly support it, enter NO/UNKNOWN.

45

Section VII. Section 30-day Exempted Hospital Discharge

Purpose: Filter out those individuals who are being admitted from a GACH and are expected to require less than 30 days of care.
Questions: 28 - 29



- If the resident is being admitted from a hospital a physician endorsement is required

Item 28 a. - If the resident was discharged from a hospital, answer YES unless the individual is admitted to the facility for reasons OTHER than why they were in the hospital. If the answer to **item 28 a** is YES, the Signature Information box appears. Put the discharging doctor's name in the Signature Information box. This lets DHCS know that either you talked to the physician or the information is in the discharge summary. This information supports a 30 day exemption which requires physician endorsement.

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Section VIII. Resident Information

Purpose: Capture resident demographic data
Questions: 30 - 38

The screenshot shows a web-based form for 'Section VIII. Resident Information'. At the top, there is a progress bar with five steps: 1. 90 Day Emergency Medical Referrals, 2. Resident Information (current), 3. Emergency Referrals, 4. Consent/Authorization, and 5. Education/Screening. Below the progress bar, there are tabs for 'Info Name', 'Insurance', 'First Name', 'Last Name', and 'Middle Name'. The form contains the following fields:

- 30. Gender: A dropdown menu with 'Please Select'.
- 31. Marital Status: A dropdown menu with 'Please Select'.
- 32. Date of Last Complete Physical Examination: A date input field.
- 33. Primary Language Spoken: A dropdown menu with 'Please Select'.
- 34. Language Understood: Radio buttons for 'Yes' and 'No'.
- 35. Hearing Impaired: Radio buttons for 'Yes' and 'No'.
- 36. Type of Insurance (check all that apply):
 - Medicaid
 - Medicare
 - Medicaid Date
 - Private Insurance
 - Private Pay
 - Medical Billing
 - Medicare Billing
 - None
 - No Insurance
 - Unmet

At the bottom right of the form, there are two buttons: 'Back' and 'Next >'.

If the documentation does not have a date for the last physical, enter the patient's date of birth.

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Section IX. Community Placement

Purpose: Consider whether community placement is an option.
Question: 39

Section IX - Community Placement

Is Community Placement an option?

Yes No

Why, Culture, or Multiple Reasons

Community resources unavailable

Language/cultural barrier

Other

Due to or change in medical, mental, and physical functioning ability

Incident commander or family check

Item 39 – If the answer is NO, possible reasons are displayed. Enter the reason community placement is not an option.

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Section X. Conservatorship (Court Appointed)

Purpose: To capture information about the resident's conservator, if one has been appointed.

Question: 40

RACSR (Level 1)

Willing to accept care settings Assisted admission Continuing care Conservatorship Conservator Information

NAME: [Redacted] User Name: [Redacted] Role: [Redacted]

DOB: [Redacted]

Section X. Conservatorship (Court Appointed) Year of residency (month/year) is not a conservatorship.

40 (2) Yes No Does the resident have a Conservator?

Name: [Redacted] Phone: [Redacted]

Address: [Redacted] Fax: [Redacted]

City: [Redacted]

State: [Redacted]

Zip Code: [Redacted]

Save Cancel

If the individual has a conservator this section expands to accept more information.

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Section XI. Individualized Determination (Severe Medical Condition)

Purpose: Identify those individuals who have such severe physical illness that they are unable to benefit from any mental health services, such as those individuals on hospice or in a coma.

Questions: 41 - 43



Question 42 appears if you respond YES to question 41. Question 44 appears if you respond YES to question 43.

Enter NO unless the available documentation clearly indicates one of these conditions. The user is not required to conduct a thorough evaluation to complete this section. These items are included to avoid requiring nursing facilities to treat conditions typically untreatable under circumstances of severe physical impairment. However, this provision is not intended to exclude those residents who can still benefit from mental health care. For example, an individual who experiences depressive symptoms as they face end of life issues may benefit substantially from mental health services

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Final Submission

- Click Submit and then OK to automatically send the screening to DHCS.

Warning: Only use the 'Prev' button to navigate back in the form to make corrections

A notice appears while the Form 6170 generates. It appears in your case list and is also visible to DHCS and the Evaluators through Online PASRR.

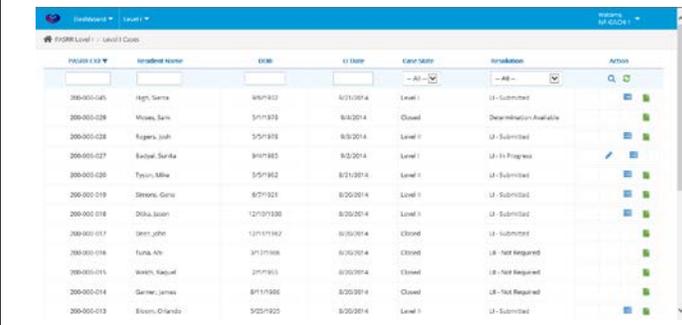
You can then print the form for your records.

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Case List

- After submitting the Level I, the Case List page automatically opens. The submitted case will appear at the top of the list.



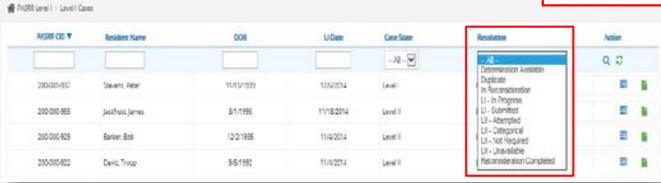
Case ID	Case Name	Case Number	Case Date	Case Status	Resolution	Action
200-000-045	High, Sara	8/21/2014	8/21/2014	Level I	U-Submitted	
200-000-028	Mikes, Sara	5/11/2014	8/3/2014	Closed	Determination Available	
200-000-028	Rogers, Josh	5/21/2014	8/3/2014	Level II	U-Submitted	
200-000-027	Kayser, Sandra	8/07/2014	8/3/2014	Level I	U- In Progress	
200-000-020	Taylor, Mike	5/5/2014	8/31/2014	Level II	U-Submitted	
200-000-019	Strom, Gene	6/21/2014	8/20/2014	Level II	U-Submitted	
200-000-018	Dika, Susan	12/10/2013	8/20/2014	Level II	U-Submitted	
200-000-017	Shen, John	12/14/2013	8/20/2014	Closed	U-Submitted	
200-000-016	Tunka, Amy	8/13/2014	8/20/2014	Closed	U- Not Required	
200-000-015	Wachs, Rachel	2/17/2014	8/20/2014	Closed	U- Not Required	
200-000-014	Sarner, James	8/11/2014	8/20/2014	Closed	U- Not Required	
200-000-013	Bloom, Orlando	5/22/2014	8/20/2014	Level II	U-Submitted	

After you submit the Level II, this screen opens.
It is a list of all your cases. Let's look at a close up of the columns and what they tell you.

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Case List: Resolution

- The Resolution file tells you where a case is in the PASRR Workflow.
- For Level I it may be in:
 - 'In Progress'
 - 'DHCS Review'
 - 'Ready for Contractor Assignment'



PASRR CID	Business Name	DOB	LI Date	Case State	Resolution	Action
200-000-807	Stewart, Peter	11/11/1973	12/2/2014	Level I		
200-000-808	Josifovic, James	3/1/1995	11/8/2014	Level II		
200-000-809	Barber, Bob	12/2/1935	11/4/2014	Level II		
200-000-812	Davis, Tracy	3/5/1982	11/4/2014	Level II		

You can search for your case or filter the list of cases by name, Case State and Resolution
 PASRR CID – this is a number assigned by the PASRR software
 Name, DOB

LI date – Date the Level I screen was submitted to DHCS

Case State – tells whether the case is in Level I, Level II , Closed or in Reconsideration

Resolution – Provides additional detail on the status of the case

Icons in the Action column:

The **magnifying glass** – if you enter a search criteria, such as name or case status – you initiate your search by clicking the magnifying glass. The **circle of green arrows** refreshes the screen so you see all cases.

Blue icon – displays the Level I form

Green Icon – displays any letters – such as Notice of No Need, 6170 form or Letter of Determination

Let's go to the next screen to talk about the last column

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Print a Document

- You can print documents associated with the case.



Case ID	Resident Name	DOB	UI Date	Case Status	Resolution	Action
205-000-019	Wilson, Tom	9/11/1979	9/22/2014	Closed	Deposition Available	[Green Document Icon]
205-000-017	Dean, John	12/11/1962	8/29/2014	Closed	UI Submitted	[List of Actions]
205-000-018	Tunk, Ari	5/11/1986	8/29/2014	Closed	UI - Not Required	[List of Actions]
205-000-019	Wilson, Robert	2/11/1964	8/29/2014	Closed	UI - Not Required	[List of Actions]

You must have Adobe Acrobat Reader to print PDF Files.
The letters are in PDF format so they cannot be edited

- Select the case
- Click the green document icon
- Select the document you want to print (it opens as a PDF)

Send document to printer as usual

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Getting Help

PASRR users have multiple options to access help

1. Ask your Facility's PASRR Administrator – He/she will contact DHCS
2. Call the DHCS dedicated phone line: (916) 650-6945
 - You will receive an response within 24 hours
3. Send an email to the PASRR Section - mhpasrr@dhcs.ca.gov

For More Information.....

- Go to the DHCS Website to see FAQs
- Refer to documents E-mailed with this Training Invitation
 - 2 Training Manuals: System Basics and Level I
 - This PowerPoint for On Line PASRR Training for Level I Screening

Discuss Debriefs and timing