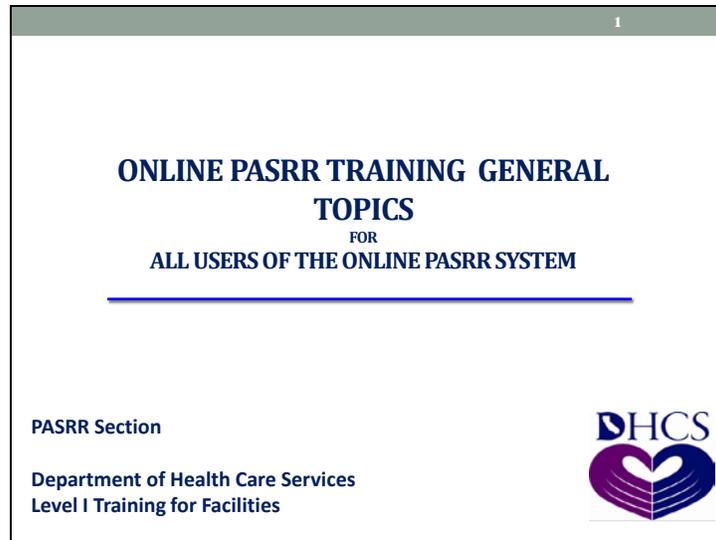


Slide 1



This PowerPoint is for training facilities to use the Online PASRR Level I screening.

It includes back ground and overview information of the PASRR program. The Job Aid for PASRR is a section-by-section walkthrough of a Level I screening. We recommend you 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.

Slide 2

2

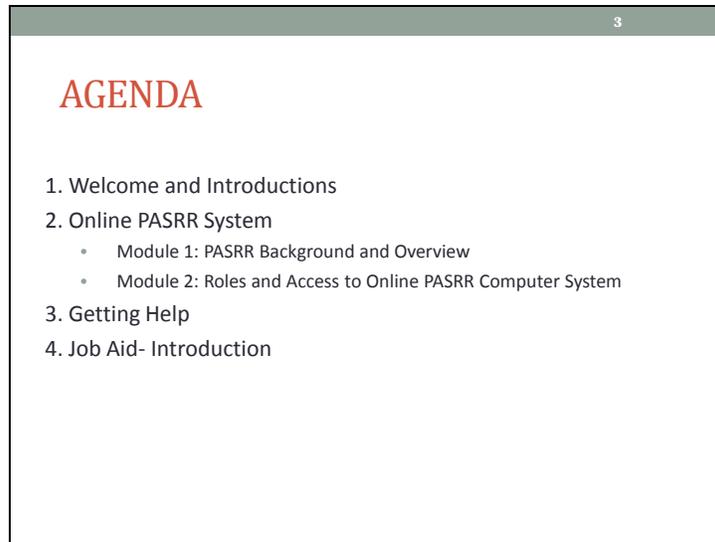
INTRODUCTIONS

- Welcome to Online PASRR Training for Level I Screening

Introducing :

- Department of Health Care Services Host
- Mental Health Services Division
- PASRR Section

Slide 3

A presentation slide with a dark green header bar containing the number '3'. The main content area is white and features the word 'AGENDA' in a large, red, serif font. Below the title is a numbered list of four items: '1. Welcome and Introductions', '2. Online PASRR System' (with two sub-bullets: 'Module 1: PASRR Background and Overview' and 'Module 2: Roles and Access to Online PASRR Computer System'), '3. Getting Help', and '4. Job Aid- Introduction'.

3

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
3. Getting Help
4. Job Aid- Introduction

We thank you for helping us improve these materials and the system and we would very much appreciate your feedback on how to improve this training. We are going to give you information but we will periodically ask for your input.

Asking Questions

Phone Etiquette

Put your phone on MUTE unless you have a question.

Do NOT put your phone on hold!

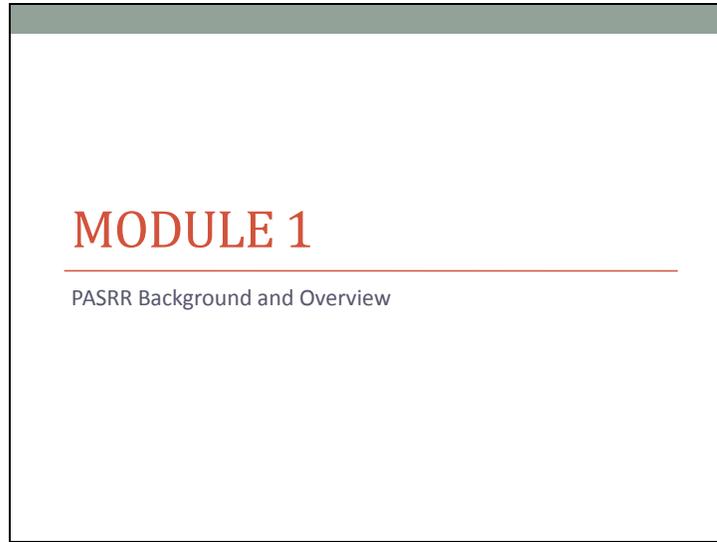
On the conference call:

The moderator will periodically ask if there are questions

If you have any questions after the conference call:

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

Slide 5



MODULE 1

PASRR Background and Overview

6

Background on Online PASRR

Preadmission Screening and Resident Review (PASRR)

Project Sponsor:

The DHCS Preadmission Screening and Resident Review (PASRR) Section resides within the Program Oversight & Compliance Branch of the Mental Health Services Division of the 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 letter to the federally required annual average of 7 to 9 working days.

Background on Online PASRR

Why Change PASRR from Paper-Based to Online?

- CMS informed the State that PASRR was out of compliance with Federal timeliness requirements (complete PASRR process in an annual average of 7-9 working days).
- Create a web-based portal to manage all steps of the PASRR process to expedite receipt of determination letters.
- 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 in an appropriate timeline.

TAR and PASRR-FAQ

1. Is there a change in how I process my TAR?

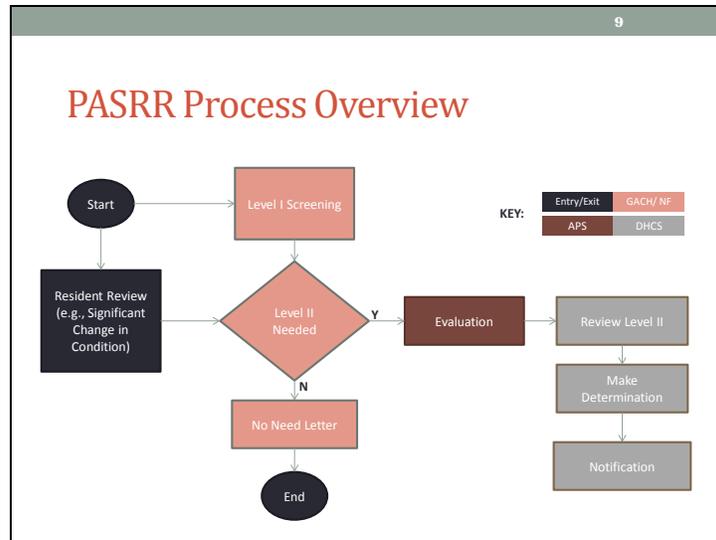
There are no changes to the TAR payment process. You can continue working with the TAR office to process your claims as usual.

2. How do I access my PASRR documentation required for TAR?

PASRR documentation is now easily and instantly accessible electronically. The Level I 6170 and Notice of Need/No Need letter is instantly available for you to print once the Level I 6170 is submitted online. The Determination Letter will be available electronically once it is completed by the DHCS clinical psychologist.

3. Is my TAR automatically submitted when I complete the Level I 6170 online?

No. The Level I 6170 is automatically available to you in PDF format to print when you submit it online, along with the Notice of Need/No Need letter. You can print the required documents and submit to the TAR office.



This provides a visual overview of the PASRR Process. The PASRR Process involves 4 parties – the individual being screened, the facility (GACH or NF), the Evaluators and DHCS.

1. The facility performs the Level I screening and with 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.
 - Y - The Y is for Yes, a Level II Evaluation is needed: the individual demonstrates mental health illness and will be referred for a Level II evaluation.
2. An evaluator contacts the facility and makes an appointment to evaluate the individual. Then the completed Level II evaluation is sent to DHCS.
3. DHCS clinical psychologist staff review the Level II and issue a Determination Letter.
4. The Determination Letter will appear in the client’s file in Online PASRR.

Significant Change in Condition: CA PASRR recommends utilizing the change of condition protocol in the MDS 3.0. According to the MDS 3.0 manual, a “significant change” is a decline or improvement in a resident’s status that:

1. Will not normally resolve itself without intervention by staff or by implementing standard disease related clinical interventions, is not “self-limiting” (for declines only);
2. Impacts more than one area of the resident’s health status; and
3. Requires interdisciplinary review and/or revision of the care plan.

Slide 10

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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 has a history of a mental illness or demonstrates symptoms of a mental illness or intellectual disability.
- Who should complete a Level I?
 - Staff should be sufficiently trained in NF healthcare programs, medical terminology and the use of medical records that they can find the essential information necessary to accurately respond to the PASRR screening questions.
- Facility staff access and enter the form online.
 - Staff conduct the screen using medical and psychiatric records, individual interviews, and/or direct observation, and consultation with personal care givers, conservators or family, treatment providers, and/or hospital discharge staff or the 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 Level II Contractual Evaluators.

Who should do a Level I?

Staff should be sufficiently trained in NF healthcare programs, medical terminology and the use of medical records that they can find the essential information necessary to accurately respond to the PASRR screening questions.

For additional assistance:

PTAC - PASRR Technical Assistance Center (PTAC) which can be found at www.pasrrassist.org.

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Process Steps – Advanced Group Determinations /Categoricals

Categorical Determinations (No change from Title 42 CFR 483.130(f))

- 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 for medical issues.

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

30-Day Hospital Discharge Exemption

- The hospital discharge exemption is the only true exemption from the requirements of PASRR. The exemption applies to individuals who are discharged from a hospital into a Medicaid-certified nursing facility (NF) and their stay is expected to last no more than 30 days. If an individual admitted to a NF under the hospital discharge exemption stays in the NF longer than 30 days, the PASRR process must be completed by calendar day 40 of admission.
- Embedded logic in the online system will stop user if resident is transferring from a hospital and is expected to stay less than 30-days at the NF.

Process Steps – Level II

Step 2: Level II (Evaluation)

- The Evaluators can see the results of a “positive” Level I in PASRR
 - Pursuant with Title 42 CFR Section 483.106 (d)(1), DHCS contracts with a third party entity (APS Healthcare) to perform evaluations.
- APS contacts SNF or GACH to screen the referral and schedule an evaluation if necessary
- What can SNFs and GACHs do to facilitate the evaluation?
 - SNF or GACH facilitates the Level II Evaluation by preparing records and notifying the resident, caregivers, and as appropriate, conservators of the scheduled Level II evaluation. They also provide a private location for the evaluation.
- What happens when the evaluation is complete?
 - The Evaluator finishes the evaluation in Online PASRR and send it to APS for Quality Assurance review and MD review.
 - Once approved for release, the Evaluation data populates to the Determination Letter.

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Process Steps – Determination

Step 3 : Determination

- DHCS PASRR Clinical Psychologist make determinations including recommendations for placement and treatment

- The Determination Letter is available to the facility to distribute to the resident, conservator, the attending physician, discharging hospital and retain in the resident's file once electronically submitted. DHCS will not mail any PASRR documentation.

- The facility arranges for recommended services. This may include seeking additional services from outside the facility such as:
 - Targeted Case Management
 - Individual Mental Health Rehabilitation
 - Physical Therapy
 - Residential Care Facility for the Older adult (RCFE)

Targeted Case Management - May include plan development, communication, coordination, and referral; monitoring service delivery to ensure beneficiary access to service and the service delivery system; and monitoring of the beneficiary's progress.

Individual Mental Health Rehabilitation - Includes assistance in improving, maintaining or restoring an individual's functional skills, daily living skills, social and leisure skills, grooming and personal hygiene skills, meal preparation skills, and support resources, and/or medication education

Physical Therapy - Treatment prescribed by a physician, dentist or podiatrist of any bodily condition by the use of physical, chemical, and other properties of heat, light, water, electricity or sound, and by massage and active, resistive or passive exercise.

Residential Care Facility for the Older adult (RCFE) - A housing arrangement chosen voluntarily by the individual, the individual's guardian, conservator or other responsible person, where varying levels of *non-medical care* and supervision are provided to adults over age 60 (under age 60 with compatible needs). Care and Supervision involves assistance as needed with activities of daily living and the assumption of varying degrees of responsibility for the safety and well-being of individuals.

Questions?

Slide 15

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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 recommendations in the PASRR determination letter, they can request a Reconsideration or a State Fair Hearing at any time. Either:

- Request a reconsideration of a Determination Letter through DHCS by completing the Request for Reconsideration:
http://www.dhcs.ca.gov/services/MH/Documents/PASRR_ReconReq.docx

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 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. Fair Hearings are available at any time.

Questions?

MODULE 2

Roles and Access to the Online PASRR Computer System

Two distinct roles:

- Administrator
- User

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Facility's PASRR Roles - Administrator

PASRR System Administrator

Each facility should have at least two Administrators- you always need a back up.

- Contact point with DHCS for the next several months
 - Requests initial login information from DHCS for all new users and administrators
- Administrators can:
 - View and print all cases for the facility (one physical location only)
 - Conduct a screen, and can complete other users' unfinished Level I
 - Track that all required paperwork has been provided to the resident, conservator, and physician
- Future Responsibilities: (Once fully automated)
 - 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 PASRR facility Administrator, and the other role is the user. 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 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.

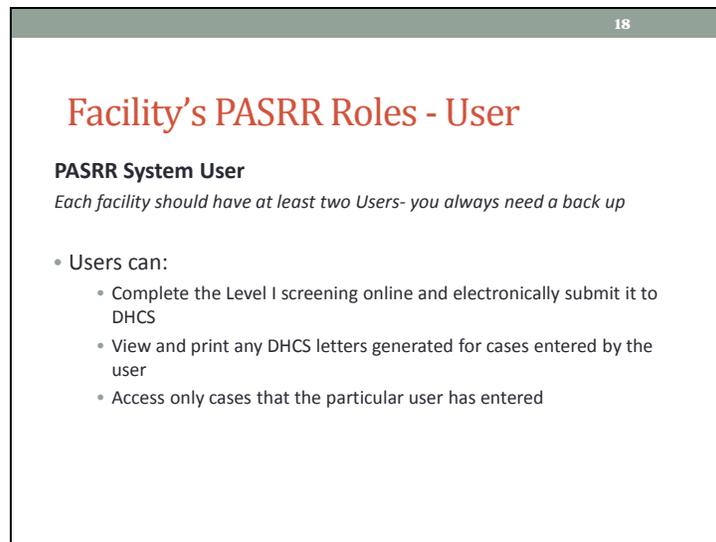
They also can go into all cases. For example, if someone starts a screen but then is unable to complete it, the facility Administrator can complete it.

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

The facility 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 facility Administrator will manage the Online PASRR System users for the IT system. The facility 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

Each facility should have at least two Users- you always need a back up

- Users can:
 - Complete the Level I screening online and electronically submit it to DHCS
 - View and print any DHCS letters generated for cases entered by the user
 - Access only cases that the particular user has entered

The other 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.

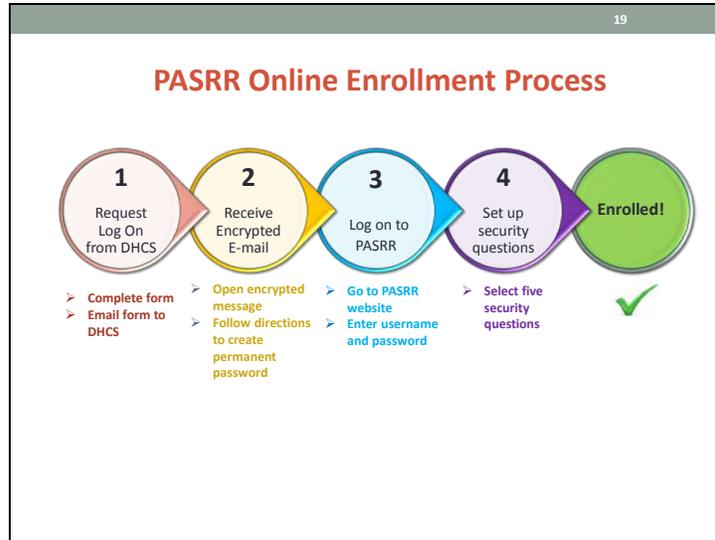
In your facility – you might choose for the User to put the letter of Need or No Need in the resident's file – it is available online as soon as the Level I is completed.

For those users who receive a Level II evaluation, the Determination Letter 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 Determination Letter. 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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1 Request Log On

- **Complete the Enrollment Form:**
http://www.dhcs.ca.gov/Services/MH/Documents/PASRRIT_UID.xls
 - ✓ Must have at least one Administrator (Two are recommended)
 - ✓ Identify a role for each staff (Administrator or User)
 - ✓ Include a valid and unique e-mail address for each staff
- **E-mail the Form:**
 - ✓ Email to: MHPASRR@DHCS.CA.GOV
 - ✓ Use the subject line: "Name of your facility"- REQUEST FOR PASRR ADMIN/USER ACCOUNTS
 - ✓ If your facility has more than one physical address, a separate form must be completed for Administrators and Users at each physical location.

Q&A **What if I need to access multiple facilities?**
The Administrator must send a separate enrollment form including a unique e-mail address for each facility you need access to. You will be assigned a different user-id per facility.

Our facility already submitted an enrollment form, but now we have additional staff we want to add.
The administrator should submit a revised enrollment form to MHPASRR@dhcs.ca.gov. Highlight the correction or addition in the form.

What if a staff is no longer employed at the facility?
Please notify DHCS immediately when a staff member is no longer employed at your facility. E-mail DHCS at MHPASRR@dhcs.ca.gov or call DHCS at 916-650-6945.

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.

Slide 21

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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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2 Receive Encrypted E-mail

- You will receive an encrypted e-mail from DHCS for initial log on requests and password resets.
- You must set up a permanent password within four days of receipt of the e-mail. This temporary password expires in four days.
- Click the link in the e-mail.

Q&A **I can't open the encrypted message.**
Please consult your facility's designated IT professional for assistance.

I forgot my password.
E-mail DHCS at MHPASRR@DHCS.CA.GOV to request a password reset or call DHCS at 916-650-6659. You will receive an encrypted message from DHCS. Please follow same steps outlined in slides 22-24 to create a new password.

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2 Receive Encrypted E-mail

Your encrypted e-mail message will look like:

Here is your User Name and new temporary password for your PASRR Extranet Account.

Your User name is: dhsextra\ example1

Your New Temporary Password is: H3-^!zhj!!

Please click the link below to update your account information and to create your permanent password.
<https://www.ext.dhs.ca.gov/iisadmpwd>

If the above link is not clickable then copy and paste it into your web browsers address bar.

Note: Please change your password within four (4) days from today's date or your account may become inactive and your password will need to be reset.

Click on this link to create a permanent password.

DHCS will send each Administrator or User an individual email with their login information. For security purposes, the email must be encrypted.

- Use the link provided in this e-mail to create a permanent password.
- Write down your user name and temporary password. You will need this information on the next screen.

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2 Receive Encrypted E-mail

After you click the link from the e-mail, this screen will appear:

DHCS Internet Service Manager

Passwords must be 9 characters or more and contain at least:

- 1 UPPERCASE
- 1 lowercase
- 1 numeric character

NOTE: Do not use a space or a number as the first character of your password.

Domain

User name

Old/Temporary password

New password

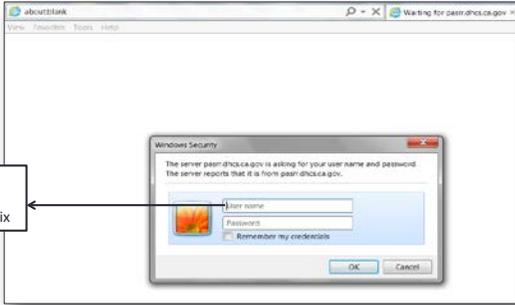
Confirm new password

Do NOT include "dhsextra\" as a part of your user name

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3 Log On

- Go to <https://pasrr.dhcs.ca.gov/>



Enter full user name with the "dhsextra\" prefix

Note: Do not check "Remember my credentials." This will result in an error message.

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4 Set Up Security Questions

- Next screen will ask you to select 5 security questions
- Please remember the answer to each question. Your answers are case sensitive.
- Select “Save” when done

Q&A **Failed to answer security questions correctly?**
The system will lock you out after three failed attempts to answer a security question. Please e-mail DHCS at MHPASRR@DHCS.CA.GOV or call DHCS at 916-650-6945 and we will unlock your account remotely.

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?

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4 Set Up Security Questions

Security Questions

Security Question #1: In what city does your nearest sibling live?

Security Question #2: What is the name of the company of your first job?

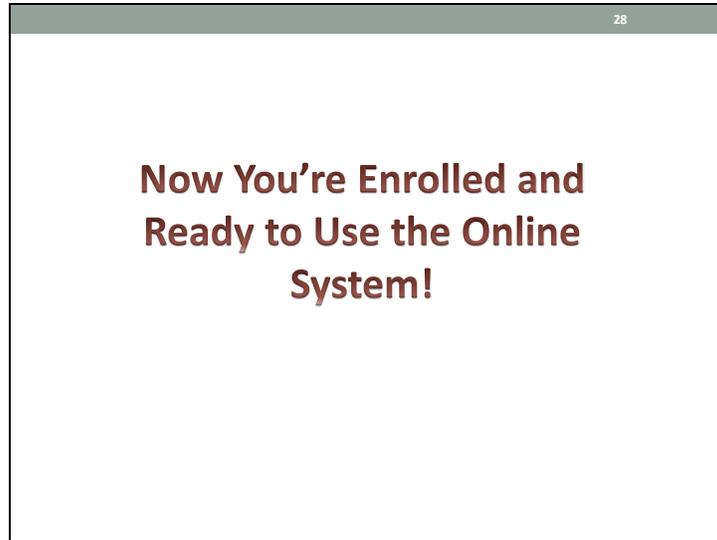
Security Question #3: What was the first concert you attended?

Security Question #4: What is your preferred musical genre?

Security Question #5: What was the make and model of your first car?

4.

The screenshot shows a web form titled 'Set Up Security Questions'. It contains five security questions, each with a dropdown menu for the question and two text input fields for the answer and confirmation. The questions are: 1. 'In what city does your nearest sibling live?', 2. 'What is the name of the company of your first job?', 3. 'What was the first concert you attended?', 4. 'What is your preferred musical genre?', and 5. 'What was the make and model of your first car?'. At the bottom, there is a 'Save' button and a 'Reveal Hidden Characters' button. Red annotations highlight the dropdown menu (1), the answer field (2), the confirm field (3), and the Save button (4).



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**Now You're Enrolled and
Ready to Use the Online
System!**

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Next Steps

Please refer to the PASRR website for regular updates:
<http://www.dhcs.ca.gov/services/MH/Pages/PASRR.aspx>

Dates for Monthly Technical Assistance Calls
Call: 1-866-730-8370
Participant access code: 1666159

Wednesdays from 9:30 – 10:30 a.m.
January 28
February - 25
March - 25
April - 22
May - 22

Q&A **Do I mail or fax the Level I 6170 once I submit it electronically?**
No, you do not send anything to DHCS PASRR once your facility has been enrolled.

Note: Early enrollment is highly encouraged to prevent delays. Effective June 2015, DHCS will no longer accept any fax or mailed PASRR forms. The 6170s will be returned to the submitting facility with instructions to enroll in the online system.

Assistance Center is Available

PASRR users have multiple options to access help

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

For More Information

- Go to the DHCS Website routinely to review FAQs
- Refer to the training documents (routinely updated)
 - 2 Training Manuals: System Basics and Level I
 - This PowerPoint with Job Aid

Slide 31

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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) is located in the bottom right corner of the slide. It consists of the letters "DHCS" in a blue, serif font above a stylized heart shape. The heart is composed of several horizontal, curved lines in shades of purple and blue, creating a sense of depth and movement.

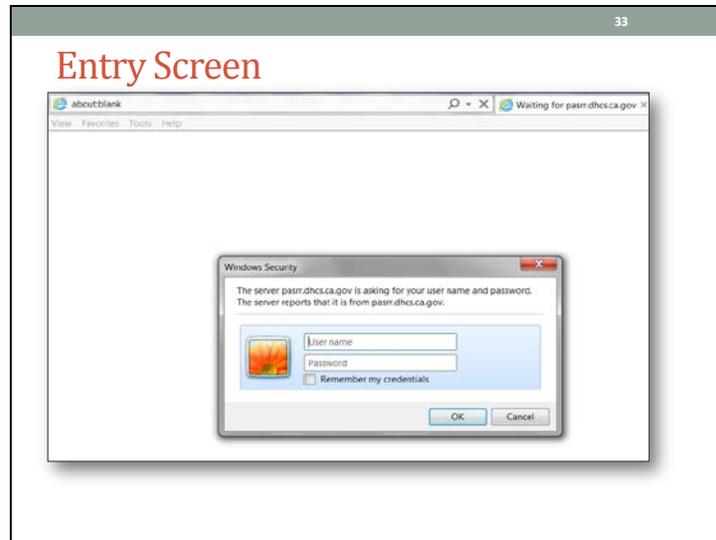
This part of the PowerPoint is a job aid. It looks at each section of a Level I screen and provides information to help you complete the screen. For additional information see the Level I Training Manual.

JOB AID 1

Level I Screen - Sections I – V

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

Slide 33



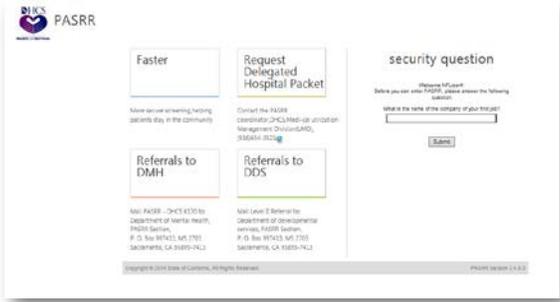
Once you are enrolled in online PASRR, this is the process to use the system to enter the Level I DHCS 6170.

When you first log in to PASRR you see this screen. Please type in your username with the “dhsextra\” prefix.

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Entry Screen

Helpful contact information:



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

- Faster:** Allow services including waiting, parents stay in the community.
- Request Delegated Hospital Packet:** Contact the PASRR coordinator (213) 340-4400, Management Division (ARD), 9160441-0228.
- Referrals to DMH:** Mail: PASRR - DHCS 4150 to Department of Mental Health, PASRR Section, P. O. Box 917421, MS 1701, Sacramento, CA 95831-4152.
- Referrals to DDS:** Mail: Level II Referral to Department of Developmental Services, PASRR Section, P. O. Box 917421, MS 1701, Sacramento, CA 95831-4152.
- 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

The next screen 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.

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Dashboard

Access to multiple functions:

The screenshot shows a dashboard with a blue header bar containing 'Dashboard', 'My Dashboard', and 'Level I'. Below the header, there are two main sections: 'Level I Screenings in Progress' and 'Recently Completed Level I Screenings'. The 'Level I Screenings in Progress' section contains a table with columns for PASRR CID, Resident Name, DOB, and Start Date. The 'Recently Completed Level I Screenings' section contains a similar table. Numbered callouts (1-7) point to various UI elements: 1 points to the 'Dashboard' link, 2 to the 'New Screening' button, 3 to the 'Submitted Level I's' button, 4 to the 'Profile' dropdown menu, 5 to the 'Level I Screenings in Progress' section header, 6 to the 'Recently Completed Level I Screenings' section header, and 7 to the 'Log Out' button.

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

After answering the security question, 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.

- a) **Level 1** – Takes you to a new form for screening or to your list of all cases
- b) **New Screening** - Opens the form for a new resident screening
- c) **Submitted Level I s** - Open the list of your cases on Case List Page
- d) **Down Arrow** - Opens your Profile so you can change your Security Questions and shows the Log Out command
- e) **Level I Screening in Progress** - Displays 4- 5 of your Level I screenings in progress
- f) **Recently Completed Level I Screenings** - Displays 4-5 of your completed Level I screenings
- g) **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 enables the Administrator to start a new screening, view the Level I screens in progress, and view the submitted Level Is.

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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, Dianna	10/21/2014	
200-000-009	Denham, 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 Wizard

Getting Started

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

The screenshot shows the 'Level I Screening Wizard' software interface. The window title is 'PACSR - PACSR Wizard'. At the top, there is a progress bar with six steps: 1. Resident Identification, 2. Facility Compliance Level, 3. All Screen, 4. Screening Screen, 5. Warning/Alert Resident Contact, and 6. Provisional Admission. Step 2 is currently active. The main form area is divided into sections: '1. Date Screened' with a date field '11/09/2014'; '2. Screening Type' with radio buttons for 'Initial Preadmission Screening (PAS)' and 'Resident Review (RR) (Status Change)'; '3. Section 1: Resident Identification' with a dropdown for 'Screening Type' showing 'Initial Preadmission Screening (PAS)' and 'Resident Review (RR) (Status Change)'; '4. Date of Birth' with a date field; '5. What type of bed is the resident currently in?' with radio buttons for 'General Adult Care (GAC)', 'Skilled Nursing Facility', 'Other - specify', 'Psychiatric (PACR/PTA)', 'Adult Psychiatric Hospital Unit', 'Mental Health / SPM', and 'STR/MD'; and '6. Group Home/ Assisted Living' with radio buttons for 'Group Home/ Assisted Living' and 'OTH'. A red box highlights the 'Screening Type' dropdown and the 'Initial Preadmission Screening (PAS)' radio button. A green 'OK' button is visible at the bottom right of the dropdown menu.

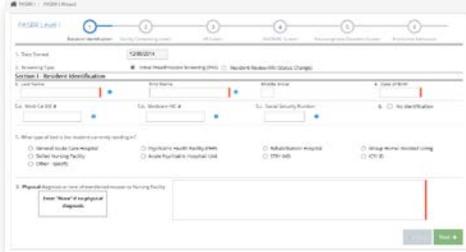
Select the screening type. You have 2 choices, Initial preadmission Screening or a Resident Review – if there has been a status change.

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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 physical medical 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 the Level I Wizard.
- **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 of the Level I Wizard.

Item 11 – This information should be supported by a historical diagnosis or a suspicion of an existing mental illness. 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. However, these sections request information to support an existing diagnosis or suspicion of a mental illness. These sections do not pertain to functional limitations related to a physical condition or categorical diagnosis including dementia.

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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



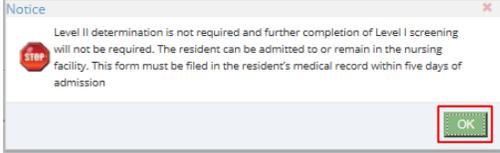
Questions 23 and 24 appear dynamically if you have selected YES to 20, 21 or 22.

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. This section is intended to identify those with a primary diagnosis of a neurocognitive disorder including dementia and Alzheimer's. (NOTE: Questions 23 and 24 appear dynamically if you have selected YES to 20, 21 or 22.)

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Residents with no Mental Illness

- If the resident has no diagnosis or indication of a 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



Again, PASRR is smart. If the individual has no mental illness or suspicion of a 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.

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Residents with no Mental Illness

- Click Submit



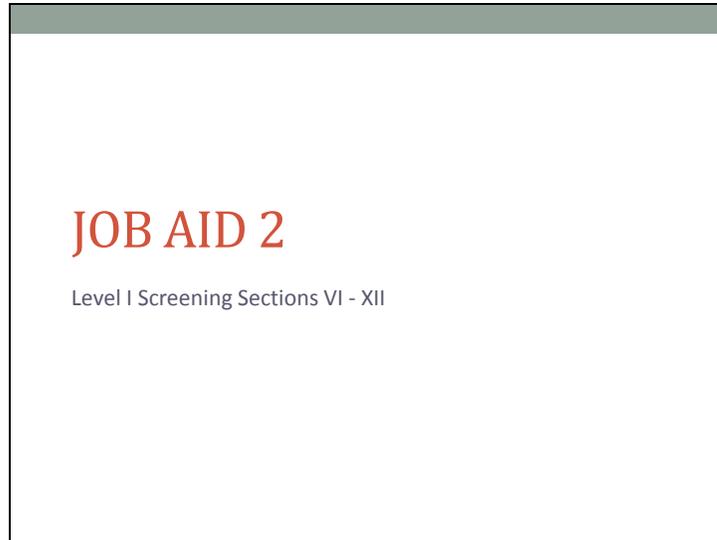
- Online PASRR generates a letter stating there is no need for further evaluation.



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

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

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Section VI. Provisional Admission

Purpose: Identify 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.



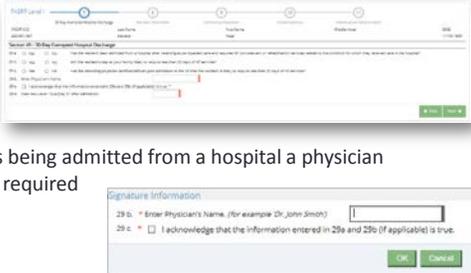
The screenshot shows a software interface for 'PASRI Level I'. At the top, there is a progress bar with six steps: 'Resident Identification', 'Family Contacting/Level II', 'Admission', 'Admission', 'Admission', and 'Resident Admission'. Below the progress bar, the title 'Section VI - Provisional Admission (Admission of Emergency Cases)' is displayed. There are three questions listed, each with a 'Yes' or 'No' radio button and a 'Help' link. The questions are: 25.a. 'Does the resident have a short-term condition?', 26.a. 'Does the resident require professional care?', and 27.a. 'Is the resident being admitted to the facility because of an emergency?'.

Items 25 – 27 – Answer YES only if the documentation clearly indicates one of these areas. If the answer is unknown or the documentation or report from the resident, conservator, family members, treatment providers or caregivers does not clearly support it, enter NO/UNKNOWN.

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Section VII. Section 30-day Exempted Hospital Discharge

Purpose: Identify 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

Signature Information

28a: * Enter Physician's Name. (For example: Dr. John Smith)

29a: * I acknowledge that the information entered in 28a and 29a (if applicable) is true.

Purpose: Identify and screen out those individuals who are being admitted from an acute care hospital or acute care setting and are expected to require less than 30 days of convalescent care or rehabilitative services at the nursing facility. A Level II evaluation will not be required for such individuals.

- (1) If the stay is likely to be less than 30 days and the attending Physician has endorsed it, type in the name of the Physician (Example: Dr. John Smith (full name is a must) and acknowledge that the information entered is true.
- (2) If the stay is likely to be less than 30 days and the attending physician has not endorsed it, acknowledge that the information entered is true.

The built-in Level I rules will inform that further Level I screening would not be required and the individual may be admitted to the nursing facility.

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Section VIII. Resident Information

Purpose: Capture resident demographic data
Questions: 30 - 38

The screenshot shows a web-based form with a progress bar at the top. The progress bar has 11 steps, with step 8 highlighted. Below the progress bar, there are several sections of the form:

- NAME (Last, First, Middle)**: Three text input fields.
- SEX**: A dropdown menu with options for Male and Female.
- DATE OF BIRTH**: A date picker field.
- PRIMARY LANGUAGE SPOKEN**: A dropdown menu.
- LANGUAGE UNDERSTOOD**: Radio buttons for Yes and No.
- TYPE OF INSURANCE (Check all that apply)**: A grid of checkboxes for Medicare, Medicaid, Private Insurance, Medicare Part C, and Medicaid Managed Care.

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

PACSR Level 1

PROB ID: 202401-007

Section IX - Community Placement

Yes No Is Community Placement an option?

Community resources unavailable

Language/Inaccessible

Other

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

Incident commander or family check

Yes Next

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 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.

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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.

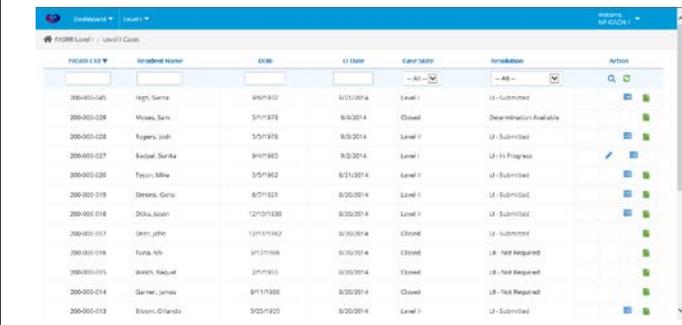
You can then print the form for your records.

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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 Number	Hospital Name	SSN	GI Date	Case State	Resolution	Action
200-000-045	High, Sara	8/8/1922	8/21/2014	Level I	U-Submitted	
200-000-028	Wheeler, Sara	5/1/1923	8/3/2014	Closed	Determination Available	
200-000-028	Rogers, Josh	5/2/1923	8/3/2014	Level II	U-Submitted	
200-000-027	Kayser, Sandra	3/07/1923	8/3/2014	Level I	U- In Progress	
200-000-020	Taylor, Mike	3/5/1922	8/21/2014	Level II	U-Submitted	
200-000-019	Strom, Gene	6/27/1921	8/20/2014	Level II	U-Submitted	
200-000-018	Dika, Susan	12/10/1920	8/20/2014	Level II	U-Submitted	
200-000-017	Shen, John	12/14/1917	8/20/2014	Closed	U-Submitted	
200-000-016	Tunka, Amy	3/13/1906	8/20/2014	Closed	U- Not Required	
200-000-015	Wachs, Rachel	2/17/1911	8/20/2014	Closed	U- Not Required	
200-000-014	Garner, James	8/11/1906	8/20/2014	Closed	U- Not Required	
200-000-013	Bloom, Orlando	3/25/1925	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.
- Level Is will be in one of the following resolutions listed below:

Closed	LII - Not Required
	LII - Unavailable
	LII - Attempted
	LII - Categorical
	Determination Available
Level I	Reconsideration Completed
	LI - In Progress
Level II	LI - Submitted
In Reconsideration	LI - Submitted
	In Reconsideration

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

L I 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	9/12/2014	Closed	Determination Available	Print
205-000-017	Dean, John	12/11/1962	8/29/2014	Closed	UI Submitted	Print
205-000-018	Tunk, Ari	5/11/1986	8/29/2014	Closed	UI - Not Required	Print
205-000-019	Wright, Russell	2/17/1964	8/29/2014	Closed	UI - Not Required	Print

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

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

Send document to printer as usual

Getting Help

PASRR users have multiple options to access help

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

For More Information.....

- Go to the DHCS Website routinely to review 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