

**Date:** October 1, 2024

**To:** Preadmission Screening and Resident Review (PASRR) Partners

**Subject:** Department of Developmental Services (DDS) PASRR Process Change

**Purpose:** The purpose of this information notice is to inform all PASRR Partners of a change in the PASRR process for DDS.

## Executive Summary

Effective September 11, 2024, the Department of Health Care Services (DHCS) updated the PASRR Online System to provide the Department of Developmental Services (DDS) the ability to upload PASRR resolution letters. This change eliminates the need for DDS and its Regional Centers to mail documents to the facility that completed the Level 1 Screening and streamlines the discharge process to Medicaid-certified skilled nursing facilities (SNFs).

## Background

DDS manages the Level 2 PASRR process for individuals with intellectual disability, developmental disability, or related condition (ID/DD/RC), while DHCS oversees the SMI Level 2 process. When a Level 1 Screening indicates a potential ID/DD/RC condition, the case is referred to DDS for further evaluation.

If DDS determines that a Level 2 Evaluation is not necessary, they issue a resolution letter, either a "DDS Letter of No Need" or a "DDS Duplicate Letter." If a Level 2 Evaluation is required, DDS' contracted Regional Center conducts the assessment and issues a "DDS Summary Report," which serves as the final determination.

## DDS PASRR Process Change

As of September 18, 2024, DDS began uploading the "DDS Letter of No Need" and "DDS Duplicate Letter" directly into the PASRR Online System. Effective October 1, 2024, DDS will upload the "DDS Summary Report" for all 21 Regional Centers, streamlining the process by eliminating the need to mail hard copies. This update ensures that facilities can discharge individuals to SNFs without waiting for mailed documentation.

It is the responsibility of each facility to regularly check the Level 1 Cases List to confirm that the PASRR case is closed, all necessary resolution letters have been uploaded,

and the case is ready for file exchange to the admitting SNF. Facilities must verify whether a DDS resolution letter is required by reviewing the ID/DD/RC column for 'Yes' on the Level 1 Cases List or review the "Result of Level 1 Screening" on the Level 1 Screening for "Positive for ID/DD/RC". Individuals cannot be admitted to a SNF until the facility has confirmed access to one of the following DDS' uploaded documents:

- DDS Letter of No Need
- DDS Duplicate Letter
- DDS Summary Report

Additionally, facilities must note that the "Case State", "Resolution", and "Closed Date" fields on the Level 1 Cases List only reflect the DHCS SMI PASRR process and do not confirm completion of the DDS PASRR process. Facilities must ensure that DDS has uploaded the appropriate resolution letter for ID/DD/RC cases before discharging individuals to the SNF.

For questions about ID/DD/RC Level 2 Evaluations and Determinations, contact DDS at:

- Phone: (833) 421-0061
- Fax: (916) 654-3256

## References

For further guidance, please visit the [PASRR website](#).

For PASRR Information Notices, please visit the [PASRR Information Notices](#) page.

For training material, please visit the [PASRR Training](#) page.

For questions regarding this PASRR IN, please contact DHCS' PASRR program staff at [ITServiceDesk@dhcs.ca.gov](mailto:ITServiceDesk@dhcs.ca.gov).

Sincerely,

## ORIGINAL SIGNED BY

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