

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: PASRR MONTHLY MEETINGS POLICY 16.03

Authority: 42 C.F.R §483.100 – §483.138
[Chapter 388-834 WAC](#)

Reference: [DDA PASRR Manual](#) (This site is accessible via the DSHS Intranet website only.)

PURPOSE

The Developmental Disabilities Administration (DDA) Preadmission Screening and Resident Review (PASRR) Program identifies people with an intellectual disability or related condition who have been referred for nursing facility care, determines whether a nursing facility is the most appropriate setting to meet the person’s needs, and assures that the person receives any necessary specialized services.

The purpose of this policy is to clarify the requirements for PASRR monthly meetings.

SCOPE

This policy applies to DDA PASRR staff.

DEFINITIONS

Client, for PASRR purposes, means a person who has been confirmed to have an intellectual disability or related condition under 42 CFR 483.102 by a DDA PASRR Assessor through the PASRR process, regardless of whether the person meets eligibility criteria to receive services from DDA.

DDA PASRR data system means the tool used by DDA PASRR staff for completing PASRR assessments and storing PASRR data.

PASRR Level I means the screening completed by a referring party when a person is being referred to a Medicaid-certified nursing facility or when the person’s condition has changed significantly.

PASRR Level II means the evaluation completed by a DDA PASRR Assessor for a current or potential nursing facility resident referred by the PASRR Level I.

POLICY

- A. The purpose of the monthly meetings is to review the status of each region's PASRR service plans. At the monthly meeting, the Regional PASRR Coordinator must ensure:
1. Specialized services, community transitions, and professional evaluations occur as recommended ; and
 2. PASRR Level II Follow-up meetings occur within timelines established under DDA [16.05](#), *Post-PASRR Level II Follow-Up*.
- B. The PASRR Assessor must identify status and next steps in the PASRR data system.

PROCEDURES

- A. PASRR Coordinators must schedule and oversee monthly meetings.
- B. PASRR Coordinators and Assessors must attend monthly meetings.
- C. PASRR Assessors may enter status updates in the PASRR data system at any time during the month.
- D. During monthly meetings, the Regional PASRR Team must review the following reports, available from the links on the DDA PASRR SharePoint site:
1. [Community Transition Tracking](#): This report includes all PASRR clients who wish to transition to a community setting and who, according to a PASRR Assessor, may be served in a community setting but are receiving nursing facility care. Action should be taken each month to help the client transition to a community setting. During the monthly meeting, the team will review each name on the list for their region.
 - a. If a change in status has occurred for a client since the monthly list was posted (for example, the person has discharged to a community setting), the PASRR Assessor must update the client's information in the PASRR data system.
 - b. Otherwise, determine next steps necessary to help the client move toward transition and note these in the PASRR data system, identifying who will act.

- c. If an appropriate community setting is not identified within six months of the Level II date, the PASRR Assessor must work with appropriate regional staff to help the client transition to the community.
 - d. If an appropriate community setting has not been located within nine months of the Level II date, the PASRR Coordinator must strategize with the PASRR Central Office team to develop a plan.
 2. [Specialized Services Tracking](#): This report includes all PASRR clients for whom a specialized service has been recommended, but for whom the service has not yet started. Action should be taken each month to help the client receive the identified service.
 - a. Until the service starts, the DDA PASRR Assessor must update the status of the client's specialized service provision in the PASRR data system each month.
 - b. The DDA PASRR Assessor must determine next steps needed to implement the service, note the steps in the PASRR data system, and identify who will complete the steps.
 - c. If the service hasn't started because of inaction or resistance on the part of the individual, guardian, or family member, the DDA PASRR Assessor must note this in the PASRR data system.
 - d. If a provider for the service is not found, the DDA PASRR Assessor must consider whether another service can meet the client's identified need. If the DDA Assessor identifies an appropriate alternative service, they must identify the alternative service in the PASRR data system.
 - e. If an appropriate service to meet the client's needs is not identified within 60 days of the recommended date, the PASRR Coordinator must work with appropriate regional staff to identify and initiate a service.
 - f. If an appropriate service is not identified within 90 days of the recommended date, the PASRR Coordinator must strategize with the PASRR Central Office team to identify and initiate a service.
 3. [Professional Evaluation Tracking](#): This report includes all PASRR clients for whom a professional evaluation has been recommended but for whom the evaluation has not yet occurred.
 - a. Until the evaluation report is received, the DDA PASRR Assessor must update the status of obtaining the professional evaluation each month in the PASRR data system.

- b. The DDA PASRR Assessor must determine next steps needed to obtain the evaluation, note the steps in the PASRR data system, and identify who will complete the steps.
 - c. If the evaluation is obtained within 30 days of the recommended date, the PASRR Coordinator must contact the nursing facility and request the report.
 - d. If the evaluation is not obtained within 60 days of the recommended date, the PASRR Coordinator must discuss the case with the PASRR Central Office team.
- E. PASRR staff must consult with DDA or Home and Community Services Case Managers, Regional Employment Specialists, Resource Managers, nursing facility staff, specialized service providers, Nursing Care Consultants, and others, if needed, to determine next steps in meeting PASRR goals.

EXCEPTION

Any exception to this policy must have the written prior approval of the Deputy Assistant Secretary.

SUPERSESSSION

DDA Policy 16.03
Issued June 1, 2017

Approved: /s/ Deborah Roberts
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: May 15, 2019