

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: POST-PASRR LEVEL II FOLLOW-UP POLICY 16.05

Authority: 42 C.F.R §483.100 - §483.138
[Chapter 388-834 WAC](#) *Preadmission Screening and Resident Review (PASRR)*

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

PURPOSE

The purpose of the Developmental Disabilities Administration (DDA) Preadmission Screening and Resident Review (PASRR) Program is to identify individuals with intellectual disabilities or related conditions (ID/RC) who have been referred for nursing facility (NF) care, to determine whether an NF is the most appropriate setting to meet the person's needs, and to assure that the person receives any specialized services needed for ID/RC while receiving NF care. This policy establishes guidelines and outlines process instructions for DDA staff who work with individuals referred to NFs.

SCOPE

This policy applies to DDA Field Services and State-Operated Nursing Facility (SONF) staff.

DEFINITIONS

Client, for PASRR purposes, means a person who has been confirmed to have an ID/RC by a DDA PASRR Assessor through the PASRR process, regardless of whether the person meets eligibility criteria to receive services from DDA.

DDA PASRR Management System (DPMS) is the tool used by DDA PASRR staff to complete PASRR assessments and store PASRR data.

PASRR Level I is the screening completed by a referring party when an individual is being referred to a Medicaid-certified nursing facility.

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

Person with an intellectual disability or related condition (ID/RC) or PASRR Client means a person who has an ID/RC as defined in [Code of Federal Regulations \(C.F.R.\) Sec. 483.102](#).

POLICY

DDA PASRR Assessors must:

- A. Conduct a Post-PASRR Level II meeting within 90 days of the completion of a Level II, including a Level II completed for a significant change in condition, for every DDA PASRR client who will remain in a nursing facility for at least 90 days, unless the DDA PASRR Assessor determines that the meeting is impossible or inappropriate in the individual's case; and
- B. Contact the individual and the individual's guardian (if applicable), or Necessary Supplemental Accommodation (NSA) representative at least every six months (unless the DDA PASRR Assessor determines that the contact would be impossible or inappropriate), or more frequently as necessary depending on the individual's specific circumstances.

PROCEDURES

- A. The DDA PASRR Assessor must:
 1. Contact the NF within 60 days after the date of the PASRR Level II to determine whether the client is expected to remain in the nursing facility for at least 90 days following the PASRR Level II.
 2. Schedule the Post-PASRR Level II meeting prior to the 90th day following the Level II date, unless the DDA PASRR Assessor determines that the meeting is impossible or inappropriate in the individual's case. Examples of circumstances that would make a meeting impossible or inappropriate include, but are not limited to:
 - a. The individual refuses to participate;
 - b. The individual's medical condition is so severe that he or she is unable to participate in such a meeting; or
 - c. The individual or guardian asks for postponement of the meeting until a future date.

3. Schedule the Post-PASRR Level II meeting sooner than within 90 days if:
 - a. The client's medical condition is expected to change significantly over a period of less than 90 days, in a way that might affect the client's ability to participate in specialized services or transition to a community setting; or
 - b. The client requests that the Post-PASRR Level II meeting be held sooner.
4. Complete the PASRR Follow-Up form if the Post-PASRR Level II meeting is not held within 90 days of the PASRR Level II date. This form is only available electronically, but is attached to this policy. The DDA PASRR Assessor must distribute the form to the client and any applicable legal guardian or NSA representative. The DDA PASRR Assessor must upload a copy of the Post-PASRR Notification to the client's Documents folder in DPMS.
5. Invite the following parties to the Post-PASRR Level II meeting:
 - a. The client;
 - b. The client's guardian, if one exists;
 - c. The client's family member(s), if desired by the client;
 - d. Nursing facility staff, if available;
 - e. Specialized service providers, if available;
 - f. A family mentor or peer mentor, if the client agrees to this service; and
 - g. The DDA or Home and Community Services (HCS) Division case manager, if one is assigned.

The client must attend the Post-PASRR Level II meeting in person. Other parties may participate by phone if unable to attend in person.

6. Review relevant documents during the meeting, including the PASRR Level II, any completed professional evaluations, the nursing facility care plan, and any service plans created by specialized service providers.
7. Complete and distribute the PASRR Follow-Up form, along with the documents reviewed during the meeting.
8. Schedule a follow-up contact with the client and any applicable guardian every six months, while the client remains in the NF, unless the DDA PASRR Assessor

determines that the contact would be impossible or inappropriate. Schedule follow-up more frequently if the client's circumstances warrant it.

- a. The DDA PASRR Assessor must attempt to complete a follow-up contact even if the client refused the Post-PASRR Level II meeting.
- b. The follow-up may occur in person or by phone, but must be conducted in person if requested by the client.
- c. The DDA PASRR Assessor will complete at least one face-to-face contact per year, unless the Assessor determines that it would be impossible or inappropriate. In that case, the DDA PASRR Assessor must complete and distribute the PASRR Follow-Up form to the client and any applicable guardian.
- d. The content of the follow-up contact must include, at a minimum, a discussion of specialized services and opportunities for community transition, regardless of whether the client has received specialized services or expressed interest in community transition.
- e. Additional parties may participate in the follow-up contacts at the client's request.
- f. The DDA PASRR Assessor must record follow-up contacts in a service episode record (SER).

EXCEPTION

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

SUPERSESSSION

None.

Approved: /s/ Donald Clintsman
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: June 16, 2017

Attachment:



Post-PASRR Level II
Follow-Up Form