

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: PLANNED ACTION NOTICES FOR PASRR POLICY 16.07

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)
[DDA Policy 5.07](#) *Planned Action Notices*
[DDA Policy 16.05](#) *Post-PASRR Level II Follow-Up*

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 PASRR staff.

DEFINITIONS

Addendum means an electronic form in the DDA PASRR Management System that is completed following a PASRR Level II when additional information is received, but the client has not experienced a significant change of condition.

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 Follow-up means an electronic form in the DDA PASRR Management System that is completed within 90 days of the PASRR Level II and, again, every six months, as long as the individual resides in a nursing facility.

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

This policy establishes due process procedures regarding the requirement to inform a PASRR client and her or his legal representative or, for a DDA client, her or his Necessary Supplemental Accommodation (NSA) representative of PASRR determinations that the person does or does not have an intellectual disability or related condition (ID/RC), that the person does or does not qualify for nursing facility care, that the person does or does not need specialized services, or that a specialized service will be terminated.

PROCEDURES

The PASRR Assessor will provide the following documentation to PASRR clients and their legal representatives or, for DDA clients, their NSA, in the following situations:

- A. When a PASRR Level I is completed for a Categorical Determination, the following documentation is required:
 1. The completed Level I; and
 2. A Planned Action Notice (PAN).

- B. When a PASRR Determinations and Planned Action Notice is completed (D-PAN), the following documentation is required:
 1. The completed D-PAN (upon receipt of the Level I); and
 2. The full Level II report (within 30 days of D-PAN date). If additional information has changed any of the determinations made in the D-PAN, a new PAN is required with the Level II.

C. When a PASRR Level II is completed:

1. The full Level II and a PAN are required if a D-PAN was not used; or
2. The full Level II and a PAN are required if a D-PAN was used and additional information has changed any of the determinations made in the D-PAN.

D. When an Addendum to the Level II is completed:

1. The Level II, the Addendum, and a PAN are required if additional information has changed any of the determinations made in the Level II.
2. The Level II and the Addendum are required if the additional information has not changed any of the determinations made in the Level II.

E. When a PASRR Follow-up is completed:

1. The Level II, the PASRR Follow-up form, and a PAN are required; and
2. All documents reviewed during the follow-up meeting or contact are required, per [DDA Policy 16.05](#), *Post-PASRR Level II Follow-up*.

F. When a PASRR Specialized Service is terminated:

1. The document used to record the service termination (PASRR Level II, Addendum, or Follow-up form) is required; and
2. A PAN is required.

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