

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](#) *Preadmission Screening and Resident Review (PASRR)*

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

BACKGROUND

Guidelines are revised to clarify expectations for PASRR Regional Monthly Meetings and the updating of associated lists on the PASRR SharePoint.

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 a 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. DDA PASRR 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

Client, for PASRR purposes, means a person who has been confirmed to have 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 for completing PASRR assessments and storing PASRR data.

PASRR Level I means 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 potential, or current, nursing facility resident referred by the PASRR Level I.

Person with an intellectual disability or related condition (ID/RC) or PASRR Client means an individual who has an ID/RC as defined in [Code of Federal Regulations \(CFR\) §483.102](#).

POLICY

Regional PASRR Team monthly meeting schedules have been established to review the status of all PASRR clients in nursing facility care. The purpose of these meetings is to assess specialized services, community transition plans, professional evaluations, and PASRR Level II Follow-up plans. Status and next steps will be identified in DPMS or on the [PASRR Monthly Meeting SharePoint Site](#).

PROCEDURES

- A. PASRR Coordinators must schedule and oversee monthly meetings.
- B. PASRR Coordinators and Assessors must attend monthly meetings.
- C. At any time during the month, PASRR Assessors may enter status updates to DPMS or, for professional evaluation referrals, to the Monthly Meeting SharePoint lists. The PASRR Assessor must date and initial each entry.
- D. During monthly meetings, the Regional PASRR Team must review the following lists on the [PASRR Monthly Meeting SharePoint Site](#). These tracking lists are available on the DSHS Intranet website only:
 1. [Community Transition Tracking](#): This list includes all PASRR clients who have stated that they wish to transition to a community setting and have been identified by the PASRR Assessor as able to be served in a community setting but remain in NF care. 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), update the information in the DDA PASRR Management System (DPMS).

- b. Otherwise, determine what next steps are needed to help the individual move toward transition and note these in DPMS, identifying who will act.
 2. Specialized Services Tracking: This list includes all PASRR clients for whom a specialized service has been recommended, but for whom the service has not yet started.
 - a. If a change in status has occurred for a client since the monthly list was posted (for example, the service has started), update the information in DPMS.
 - b. Otherwise, determine what next steps are needed to implement the service and note these in DPMS, identifying who will act.
 3. Professional Evaluation Tracking: This list includes all PASRR clients for whom a professional evaluation has been recommended but for whom the evaluation has not yet occurred.
 - a. If a change in status has occurred for a client since the monthly list was posted (for example, the evaluation has been received), update the information in DPMS.
 - b. Otherwise, determine what next steps are needed to obtain the evaluation and note these in the SharePoint list, identifying who will act.
- E. PASRR staff must consult with DDA or HCS Case Managers, Regional Employment Specialists, Resource Managers, NF 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.

SUPERSESSION

None.

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

Date: June 16, 2017