

# PROVIDER INFORMATION SHEETS FOR LTCUR TRANSITION

## PASRR PROVIDER INFORMATION

### **OMNIBUS BUDGET RECONCILIATION ACT (OBRA) COORDINATORS and LEVEL II EVALUATORS**

#### **Instructions for Pre Admission Screening and Resident Review (PASRR) activities during MASSPRO transition period.**

The change in the Long Term Care Utilization Review (LTCUR) contractor from Ascend Management to MASSPRO will occur on July 1, 2012. There will be a transition period during which computer access for the PASRR functions will not be available. We anticipate a minimum transition period of three months. There will be no access to historical PASRR data on-line during the transition period.

All PASRR requirements remain in effect. There will be a temporary change in procedures and appearance of forms. All pre-admission Level I Screens with triggers still need to be processed. **NO ADMISSIONS CAN OCCUR WITHOUT APPROVAL.** Below are the procedures that will be used during the transition period.

#### **I. Pre -Admission Process (OBRA/LEVEL II evaluators)**

MASSPRO will call the Level II referral to the appropriate OBRA coordinator which is determined by the zip code of the individual's home address.

- OBRA coordinator will assign a Level II evaluator.
- OBRA coordinator will inform MASSPRO which evaluator was assigned.
- MASSPRO will send a secure email to the assigned Level II evaluator.
- Level II evaluator will return completed form within 2 working days as an attachment to the secure email.
- Expectations for time frame, content and turn-around time remain the same.
- MASSPRO reviews for completeness.
- MASSPRO reviews by phone with State Mental Health Authority (SMHA).
- After SMHA approval, MASSPRO sends Level II Determination Letter to the receiving facility and mental health and/or developmental disability service provider.
- Level II evaluator sends copies of the completed Level II packet to MASSPRO and receiving nursing facility within nine (9) working days of referral.

#### **II. Status Change Process (OBRA/LEVEL II evaluators)**

The process for status changes remains the same, except Depression Diversion and Status Change Review forms will be completed by hand and faxed to MASSPRO 1-855-222-5257. Content and turn-around time will be the same.

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### **OBRA COORDINATORS**

**Because of the significant change in procedure during the transition period it is very important that OBRA coordinators ensure that all staff involved with PASRR are aware and adequately trained of these changes before being assigned any PASRR activity.**

OBRA Coordinators will receive copies of the Pre-Admission Screen (PAS) Level II Initial Submission Form, the Depression Diversion and Status Change Review forms to be used during the transition period.

OBRA coordinators are still responsible to ensure all PASRR requirements, which continue to be the same, are met.

### **NURSING FACILITIES**

**Instructions for Nursing Facility PASRR activities during MASSPRO transition period.**

The change in the LTCUR contractor from Ascend Management to MASSPRO will occur on July 1, 2012. There will be a transition period during which computer access for the PASRR functions will not be available. We anticipate a minimum transition period of three months. There will be no access to historical PASRR data on-line during the transition period.

All PASRR requirements remain in effect. There will be a temporary change in procedures and appearance of forms. All pre-admission Level I Screens with triggers still need to be processed. **NO ADMISSIONS CAN OCCUR WITHOUT APPROVAL.**

#### **I. Procedure for Level I completed and submitted by a nursing facility**

- Starting 12:01 AM Monday, July 2 all Level I Screens with triggers will be faxed to MASSPRO at (1-855-222-5257) with any other appropriate documents. The posted Level I screen will be used and all required content remains the same.
- Level I screen will be available after July 1, 2012 on the department's website <http://www.colorado.gov/cs/Satellite/HCPF/HCPF/1214560415034>) and MASSPRO's website <http://www.masspro.org/REPS/COLT/index.php>.
- Procedures for Level I Screens with no triggers remain the same and should not be submitted to MASSPRO.
- Admission procedure for receiving facility will remain the same. The outcome Level I form, resulting from a review of a Level I with triggers, will have a different appearance but is still required.
- MASSPRO will fax notice of Level I outcome screen to the referring agency.
- If a Level II was completed you will receive a PASRR Level II Admission Determination letter from MASSPRO via fax.
- There will be no change in the PASRR Resident Review process.

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### **HOSPITALS**

#### **Instructions for PASRR activities during MASSPRO transition period.**

The change in the LTCUR contractor from Ascend Management to MASSPRO will occur on July 1, 2012. There will be a transition period during which computer access for the PASRR functions will not be available. We anticipate a minimum transition period of three months. There will be no access to historical PASRR data on-line during the transition period.

All PASRR requirements remain in effect. There will be a temporary change in procedures and appearance of forms. All pre-admission Level I Screens with triggers still need to be processed. **NO ADMISSIONS CAN OCCUR WITHOUT APPROVAL.**

#### **I. Procedure for Level I completed and submitted by hospital discharge planners:**

- Starting 12:01 AM Monday, July 2 all Level I Screens with triggers will be faxed to MASSPRO at (1-855-222-5257) with any other appropriate documents. The posted Level I screen will be used and all required content remains the same.
- Level I screen will be available after July 1, 2012 on the department's website <http://www.colorado.gov/cs/Satellite/HCPF/HCPF/1214560415034>) and MASSPRO's website <http://www.masspro.org/REPS/COLT/index.php>.
- Procedures for Level I Screens with no triggers remain the same.
- MASSPRO will fax notice of Level I outcome screen to the referring agency.

### **SINGLE ENTRY POINT AGENCIES**

#### **Instructions for PASRR activities during MASSPRO transition period.**

The change in the LTCUR contractor from Ascend Management to MASSPRO will occur on July 1, 2012. There will be a transition period during which computer access for the PASRR functions will not be available. We anticipate a minimum transition period of three months. There will be no access to historical PASRR data on-line during the transition period.

All PASRR requirements remain in effect. All pre-admission Level I Screens with triggers still need to be processed. **NO ADMISSIONS CAN OCCUR WITHOUT APPROVAL**

#### **I. Below are the procedures that will be used during the transition period:**

- **SEP PASRR procedures will not change.** Level I Screens with the Uniform Long Term Care ULTC 100.2 will be faxed to MASSPRO at (1-855-222-5257) MASSPRO will review Benefits Utilization System (BUS) based client records as needed. Confirmation numbers needed to complete processing of the ULTC 100.2 will be faxed back to the agency by MASSPRO or communicated through Benefits Utilization System BUS notifications.

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### **COMMUNITY CENTERED BOARD (CCB)**

#### **Instructions for PASRR activities during MASSPRO transition period.**

The change in the LTCUR contractor from Ascend Management to MASSPRO will occur on July 1, 2012. There will be a transition period during which computer access for the PASRR functions will not be available. We anticipate a minimum transition period of three months. There will be no access to historical PASRR data on-line during the transition period.

All PASRR requirements remain in effect. All pre-admission Level I Screens with triggers still need to be processed. **NO ADMISSIONS CAN OCCUR WITHOUT APPROVAL.**

#### **I. Below are the procedures that will be used during the transition period:**

- **CCB PASRR procedures related to convalescent care and Level II assessments will not change during the transition period.** Changes in the process are forthcoming and will be communicated at a later date.

### **HOSPICE PROVIDERS**

#### **Instructions to Hospice Providers for PASRR activities during MASSPRO transition period.**

The change in the LTCUR contractor from Ascend Management to MASSPRO will occur on July 1, 2012. There will be a transition period during which computer access for the PASRR functions will not be available. We anticipate a minimum transition period of three months. There will be no access of historical PASRR data on-line during the transition period.

All PASRR requirements remain in effect. There will be a temporary change in procedures and appearance of forms. All pre-admission Level I Screens with triggers still need to be processed. **NO ADMISSIONS CAN OCCUR WITHOUT APPROVAL.**

The Department is committed in maintaining expedited hospice admissions procedures. Unfortunately there will not be evening and week-end availability during the transition period. The Department is committed to resuming this capacity as soon as possible.

#### **I. Below are the procedures that will be used during the transition period:**

- Starting 12:01 AM Monday, July 2 all Level I Screens with triggers will be faxed to MASSPRO at (1-855-222-5257) along with any other appropriate documents. The posted Level I screen will be used, and all required content remains the same.
- Level I screen will be available after July 1, 2012 on the department's website <http://www.colorado.gov/cs/Satellite/HCPF/HCPF/1214560415034>) and MASSPRO's website <http://www.masspro.org/REPS/COLT/index.php>..
- Procedures for Level I Screens with no triggers remain the same.
- MASSPRO will fax notice of Level I outcome screen to the hospital.
- MASSPRO will send PASRR Level II Admission Determination letter to the receiving nursing facility.

## PROVIDER INFORMATION SHEETS FOR LTCUR TRANSITION

### Technologically Dependent and Medically Complex TDMC (HBU) Program Provider Information

#### Single Entry Point Agencies

##### **Instruction for TDMC (HBU) activities during MASSPRO transition period.**

The change in the LTCUR contractor from Ascend Management to MASSPRO will occur on July 1, 2012. All SEP requirements remain in effect.

**I. Below are the procedures that will be used during the transition period:**

- SEPs will continue to fax (1-855-222-5257) and notify MASSPRO, through BUS agency request the completed ULTC 100.2 for HBU referrals and CSR where applicable.
- MASSPRO will review BUS-based client records as necessary, and will fax or respond to SEPs through BUS notifications a completed TDMC (HBU) confirmation number.

#### HOSPITAL AND NURSING FACILITY PROVIDERS

##### **Instruction for TDMC (HBU) activities during MASSPRO transition period for Hospital and Nursing Facility Providers.**

The change in the LTCUR contractor from Ascend Management to MASSPRO will occur on July 1, 2012.

##### **All INTERIM HBU ADMISSION PROCESS requirements remain in effect.**

**I. Below are the procedures that will be used during the transition period:**

- SEPs will continue to complete the ULTC 100.2 for all HBU referral and Continued Stay Reviews (CSR) assessments as required. MASSPRO will review BUS-based client records as necessary and will fax or respond to SEPs through BUS notifications a completed TDMC (HBU) confirmation number.
- HBU referrals submitted to Ascend after June 15, 2012 will be date stamped and held for review by MASSPRO. Hospitals should continue to refer appropriate persons for TCDM (HBU) during the transition process to ensure client information is not lost or missing. Ascend will transfer all Intake, Referral and outstanding CSR reviews to MASSPRO after July 1, 2012. Ascend will continue to assess referral appropriateness to ensure that applicants have been offered all options in terms of placement in accordance with the 2011 Interim HBU Admission Process.
- After July 1, 2012 all TDMC (HBU) referrals should be made directly to MASSPRO. Providers should fax referral documents to MASSPRO at (1-855-222-5257)

Please contact Kathy Snow if you have specific questions or concerns related to the review process for TDMC (HBU) during the LTCUR contractor transition.

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## PROVIDER INFORMATION SHEETS FOR LTCUR TRANSITION

### Children's Extensive Supports Waiver CES; Provider Information

#### Community Centered Boards

**Instructions for Children's Extensive Support Waiver CES, targeting review activities during MASSPRO transition period.**

- The change in the Long Term Care Utilization Management contractor from Ascend Management to MASSPRO will occur on July 1, 2012. The change in the Utilization Review contractor from Ascend Management Innovations to MASSPRO does not change the required steps to placing a client on the CES waiting list, initial enrollment, or continued stay review requirements. The CCB will continue to complete CES applications and submit to the UR contractor according to the following information.
- CES waiting list applications submitted to Ascend after June 15, 2012 will be date stamped and held for review by MASSPRO. Ascend will transfer all CES waitlist applications to MASSPRO for medical review after July 1, 2012. The wait list date for eligible applicants will be the date stamp on the CES wait list application. Initial and CSs will continue to be reviewed by Ascend until July 1, 2012 per agreement.

Please Contact Sheila Peil if you have specific questions or concerns related to the review process for CES during the LTCUR transition.

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#### **ESTATE RECOVERY PROVIDER INFORMATION**

**Instruction for Estate Recovery (ER) program activities during MASSPRO transition.**

The change in the LTCUR contractor from Ascend Management to MASSPRO will occur on July 1, 2012. **There will be NO CHANGES to the Estate Recovery program processes prior to or during transition.** After July 1, 2012 MASSPRO will be responsible for the conduct and processing of resident reviews for the Medicaid Estate Recovery program.