

QUESTIONS	ANSWERS
	Contact Information and Resources
How do I contact the Colorado PASRR – Maximus Help Desk?	Contact the Help Desk to support any PASRR related questions and support.  Help Desk – phone: 833.588.7787  Help Desk email: COPASRR@maximus.com
How does our facility get on the communication distribution list?	To be added to the Colorado Maximus Help Desk email distribution list, you can email a request to <a href="mailto:copastale.com">COPASRR@maximus.com</a> with the subject line: "Add my email to the Colorado PASRR Contact List." This communication should include your name, title, agency/facility, email address, and contact phone number.  Note - Once you become a registered AssessmentPro (Maximus system) user, you will automatically be added to the distribution list.
Who should I contact with any questions about the screening or assessment process?	To find answers to your program process questions, call the Colorado Maximus Help Desk: 833.588.7787 or contact via email: <a href="mailto:copassRe@maximus.com">copassRe@maximus.com</a> .
When I leave a voicemail for the Colorado PASRR Maximus Help Desk team, what turnaround time should I expect for a callback?	We thank you for your patience as we address calls in the order in which we receive them. Our standard practice is to return them as soon as the next Help Desk agent is available. Calls received after 4:00 p.m. MST will be returned within one business day (excluding weekends and holidays). To avoid delays, do not leave multiple voicemails regarding the same issue.
What hours is the Maximus – Colorado PASRR Help Desk team available?	Help Desk staff are available for phone inquiries from 8:00 a.m. to 5:00 p.m. MST Monday – Friday with the exception of State holidays.
Is the Help Desk service available for submitters on the weekends?	Help Desk staff are not available to return calls on the weekends or holidays. However, we offer robust web-based resources which are always available for review through AssessmentPro and the Colorado PASRR website.
Where can I find Colorado PASRR support materials online?	Explore the Maximus Colorado PASRR website, which has a growing list of materials and includes a broad range of support content, including contact information, recent announcements, helpful guides and training materials, and relevant state links.
	Additional resources can also be found on the Colorado Department of Health Care Policy and Financing site: <a href="https://hcpf.colorado.gov/pre-admission-screening-and-resident-review-program">https://hcpf.colorado.gov/pre-admission-screening-and-resident-review-program</a>
	<b>Note</b> – Any items with a closed padlock icon will only be available to registered AssessmentPro (Maximus system) users.
How do I become a registered user of AssessmentPro?	To register as a new user, go to <u>AssessmentPro.com</u> and click New User.
Does Maximus have introductory AssessmentPro training resources available, which can be viewed by new staff who will be completing PASRR screens?	Yes, the Colorado PASRR website has training materials accessible for review. Live questions will be fielded to the Colorado PASRR Help Desk team:  COPASRR@maximus.com.  Note: Anyone wanting to access training materials must be registered AssessmentPro users.
What if I forgot my AssessmentPro username and password?	If you forgot your username <b>and</b> password, contact the Colorado PASRR Help Desk by phone: 833.588.7787 or email to:



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	AssessmentPro login page.
Can my coworkers and I share a username and password on AssessmentPro?	For HIPAA and security purposes, each user <b>must</b> have his/her own unique username and password. <b>Use of another person's username/password can result in termination of system privileges.</b>
	PASRR Screen Submissions & the Level I Process
What is PASRR and when did it start?	Preadmission Screening and Resident Review (PASRR) is a federally mandated screening process dating back to 1987. PASRR was created as a part of the Omnibus Budget Reconciliation Act (OBRA), also known as the Nursing Home Reform Act. PASRR requirements were also added to the Social Security Act as sections 1919 (b) (3) (F) and 1919 (e) (7).
	Nationwide, PASRR programs are overseen by the Centers for Medicare and Medicaid Services (CMS). States are responsible for implementing and operating PASRR programs in accordance with federal requirements found primarily at: 42 CFR (Chapter IV, Subchapter G) Part 483.100-138 Subpart C.
	https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-G/part-483/subpart-C
What is the purpose of the PASRR program?	PASRR was established as part of the de-institutionalization process to ensure people with disabilities (i.e., Serious Mental Illness, Intellectual and/or Related Conditions):
	Are not inappropriately institutionalized in a NF
	Receive services in the least restrictive setting, and that
	Needed disability specific services/supports while in a NF are identified
	PASRR is an important tool for states to use in rebalancing services away from institutions and towards supporting people in their homes, and to comply with the Supreme Court decision, Olmstead vs L.C. (1999). Under the Americans with Disabilities Act, individuals with disabilities cannot be required to be institutionalized to receive public benefits that could be furnished in community-based settings
	The goal of PASRR is to optimize an individual's placement success, treatment success, and ultimately, an individual's quality of life.
What does PASRR require?	PASRR requires that all applicants to Medicaid-certified nursing facilities be given a preadmission screening to determine whether they might have a Serious Mental Illness (SMI), an Intellectual Disability (ID) or a Related Condition (RC). This is called a Level I Screen.
	Individuals whose Level I screen shows indicators of a SMI, ID, and/or RC will receive a clinical review to determine if an in-depth evaluation, called a Level II, is needed prior to nursing facility (NF) admission or if an assessment can be delayed until after admission. The applicability of the Exempted Hospital Discharge and PASRR categoricals are also considered.
	When a comprehensive Level II assessment is needed, it evaluates whether the person has a qualifying PASRR condition, and if so, the appropriateness of the NF setting and any specialized (disability-specific) services needed.

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The EHD and PASRR categoricals are federally approved options which allow a person to admit to a NF more quickly and without a comprehensive *preadmission* Level II assessment, even



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What is the Exempted Hospital Discharge (EHD) and PASRR

Categoricals?	though they have a known or suspected PASRR condition (i.e., Serious Mental Illness (SMI) or an Intellectual Disability (ID) and/or a Related Condition (RC)*.
	The potential use of the EHD or Categoricals must be approved and submitter requests are solicited as part of Level I completion and vetted by Maximus.
	An <b>Exempted Hospital Discharge (EHD</b> ) means, even though the person has or may have a PASRR condition (SMI/ID/RC), the person meets criteria which allows them to be exempted from a preadmission PASRR Level II assessment because they only need 30 days or less in a NF for treatment of the very same condition for which they received inpatient care. Potential use of this option requires written certification by the attending physician.
	Categoricals are determinations which mean even though the person has or may have a PASRR condition, they fall into a category of people for whom abbreviated PASRR activity is appropriate, and a comprehensive PASRR Level II assessment is either not needed before admission or not needed at all.
	Available categories in Colorado include those with a:     Serious medical condition (such as coma, or functioning at brain stem-only)     Terminal condition (and a life expectancy of 6 months or less)     Need for Convalescent Care in a NF (limited to 60 days or less)
	<ul> <li>Provisional admissions may also be granted to people who require:</li> <li>An emergency protective stay (up to 7 days)</li> <li>A respite stay to provide caregiver relief (up to 30 days per certification period for individuals receiving any of the HCBS waivers, except for the DD waiver)</li> <li>Time to recover from a delirium (up to 7 days)</li> </ul>
	The Level I Screening Process
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When do I need to submit a Level I PASRR Screen?	<ul> <li>In Colorado, a Level I should be submitted in AssessmentPro when:</li> <li>An individual is considering admission to a Medicaid Certified NF (i.e. for preadmission screening)</li> </ul>
	<u>or</u>
	<ul> <li>A Resident Review is needed due to a significant change (i.e., for a status change review) or a continued stay request.</li> </ul>
Who is required to have a preadmission Level I Screen?	Everyone seeking entry into a Medicaid certified NF, regardless of payer source, diagnoses, or current location must be screened prior to NF admission.
Who reviews the Level I PASRR screen?	The Colorado Department of Health Care Policy & Financing (HCPF) has partnered with Maximus to help carry out Level I (and Level II) PASRR screenings as part of this program. You can learn more about Maximus here: <a href="https://www.maximus.com">www.maximus.com</a> .
What is the purpose of the	The purpose of a Level I Screen is to look at an individual's clinical and behavioral health
Level I Screen and a Level II assessment?	characteristics to establish whether they may have a known or suspected PASRR condition. A PASRR condition includes a condition of a Serious Mental Illness (SMI) and/or an Intellectual Disability (ID) or a Related Condition (RC).



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	specialized (i.e., disability specific) services they may need while in the NF.
What does Level I Preadmission screening involve?	Preadmission Level I PASRR screening is initiated by a provider on behalf of a person seeking admission to a Medicaid certified nursing facility, as soon as the need for a NF becomes evident and regardless of their payor source. Note: if a person has Medicaid, the hospital must notify the person's CMA of their admission and need for Level I submission.
	Planned and proactive Level I submission helps avoid potential NF admission delays in the event that a comprehensive Level II assessment is required.
	This process begins when the treating provider or designee submits the Level I Screen electronically via AssessmentPro (the state's primary PASRR system): <a href="https://www.assessmentpro.com">www.assessmentpro.com</a> .
	In most cases, the Level I screening results are available immediately. When the screen has disability indicators, Maximus will perform a clinical review to verify the potential presence of an SMI/ID/RC. Maximus will consider the applicability of the EHD and PASRR categoricals to determine if an in-depth Level II evaluation is needed <i>prior to nursing facility (NF) admission</i> .
	Review outcomes will be available to Level I submitters within 6 business hours from receipt of all supporting documentation/information. If the clinical review determines that a Level II PASRR assessment or related Level II activity is needed, Maximus will make a referral to an assessor and ultimately send it to the State for their review and approval of the final determination
Does Level I PASRR screening apply to swing beds?	No. According to the Final Rule for PASRR published in 1992 (55 FR 10951), PASRR does not apply to swing beds. A swing bed is a bed that changes (or "swings") between providing hospital services and providing Medicare or Medicaid nursing facility services
Is a Level I screening needed even if we know they do not have a PASRR condition (SMI/ID/DD)?	Yes. Everyone seeking a NF stay, regardless of known/unknown or suspected disability status, payor source or length of stay, must be screened. Submit all Level I preadmission screens via AssessmentPro ( <a href="https://www.assessmentpro.com">www.assessmentpro.com</a> ).
(Gillin 13723):	The Level I Screen is built to help directly identify those that may meet specific criteria for PASRR inclusion, removing any subjectivity or responsibility for this determination from the submitter. If the absence of a PASRR condition cannot be determined by Maximus, the individual will be referred for Level II activities/assessment.
How quickly can I receive a Level I determination?	Most Level I outcomes are available immediately. About 30% will require a clinical review due to possible disability indicators. For those requiring a clinical review, the expected turnaround time is within 6 business hours of receipt of all supporting documentation and/or information.
	Maximus encourages providers to begin discharge planning as soon as possible. If the provider thinks the person might need NF placement, they should submit the Level I. This prevents delays in discharge if the process determines the person also needs a Level II assessment.
	Note: If the person needs a Level II assessment, regulations require completion within an annual average of 7-9 business days or less from Level I submission/referral.
What happens if a NF admits someone without a Level I identification screen?	If a Medicaid certified nursing facility (NF) admits someone without a completed PASRR Level I Screen (or when needed, without a completed Level II assessment), the NF is out of compliance with state and federal law. A Level I should be submitted immediately.
	This puts the facility at risk of deficient/noncompliant findings during LTC surveys. Regulations also allow for CMS/state recoupment of money for services provided prior to PASRR completion.
The individual does not have or know their Social Security Number (SSN) and I need to submit a Level I screen.	Currently, submitters are required to provide the person's SSN.
What do I do?	



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Is consent required to submit clinical information to Maximus?	No. Consent is not required. Maximus is covered under the Business Associate Agreement with the State of Colorado so you may share clinical information. Maximus meets all security standards as required by our contract with the State.
	<b>Note</b> : Maximus uses automated encryption for all communications containing PHI/PII data. Only trusted keys and certificates are supported. Unsecure protocols are not approved for use in the AssessmentPro environment.
I received a Level I screening outcome, but what does it mean?	Level I Negative- No SMI/ID/RC No evidence of a PASRR condition (SMI, ID and/or RC) This outcome may be applied via AssessmentPro algorithm or following a clinical review
	Level I Negative- Situational Symptoms  Low level behavioral health symptoms are present. However, those appear to be situational and there is no known or suspected serious mental illness.
	If the individual's symptoms/behaviors do not improve or resolve within 30-60 days of this screen, then the nursing facility must submit an updated status change Level I screen to reevaluate the need for a PASRR Level II behavioral health evaluation.
	Level I Negative- Resolved Symptoms Submitted information supports/shows that the individual's symptoms are well controlled and there is no history of serious mental illness.
	If the individual's symptoms increase or other information suggests a potential serious mental illness, then the nursing facility must submit an updated screen to reevaluate the need for a PASRR Level II behavioral health evaluation.
	Level I Negative- No Status Change The individual does not have a known or suspected PASRR condition (SMI, ID, and/or RC) and does not require a Level II status change assessment based on submitted information.
	Level I Positive, No Status Change The individual has a PASRR condition (SMI, ID, and/or RC) and previously received a Level II evaluation. Following review of information submitted on the Level I screen, no significant change in status was identified and the prior PASRR outcome remains valid.  As applicable, the NF must continue to provide/deliver all PASRR services identified in the most recent PASRR Summary of Findings.
	Exempted Hospital Discharge/EHD (30 days)  The person has a known or suspected PASRR condition and requires care in a NF for 30 days or less, as verified by physician certification. They are admitting to a NF from a hospital for treatment of the same condition for which the person was in the hospital.
	Convalescent Care (60 days) The person has a known or suspected PASRR condition, requires NF care for 60 days or less, as verified by physician certification, and is admitting to a NF from a hospital for treatment of the same condition for which the person was in the hospital.
	Respite Care (up to 30 days per certification period identified in the 100.2) The person has a known or suspected PASRR condition and the caregiver is requesting short-term NF care for the purpose of respite. They intend for the person to return to their setting of origin after the short stay. The person can admit to the NF for a time-limited stay of up to 30 calendar days during the certification period indicated on the ULTC 100.2, as long as they are currently receiving any type of HCBS waiver, expect the DD Waiver.
	Severe Physical Illness The person has a known or suspected PASRR condition and a serious medical condition that prevents participation in services to address their behavioral health condition. (Ex: brain stem functioning only, ventilator dependence, or coma). A Resident Reviews need submitted if there is



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	a change in condition.
	Terminal Illness The person has a known or suspected PASRR condition and a documented life expectancy of less than six months.
	Delirium (7 days) The person has a known or suspected PASRR condition but is experiencing a delirium which is likely to impact the PASRR program's ability to accurately perform necessary assessments.
	Emergency (7 days) The person has a known or suspected PASRR condition and requires protective services with placement in a NF.
	Refer For Level II  The individual has a known or suspected PASRR condition (SMI, ID and/or RC) and requires a comprehensive Level II assessment. If a preadmission assessment is required, the person may not be admitted until the LII is completed, and the outcome is received and reviewed by the NF.
	Withdrawn The Level I PASRR screen, currently in draft status, is no longer needed. The individual chose to return to the community, passed away, or for some other reason the PASRR process is no longer needed.
	Cancelled, Information Not Received Required/requested information and/or documentation was not received within 10 calendar days and the case was automatically closed by AssessmentPro, or during a clinical review. *If the screen was closed and NF admission is still needed, a new screen must be submitted with all required/previously requested information.
	Cancelled, Level of Care was Not Met  Based on the ULTC 100/2 the person does not meet nursing facility level of care and therefore may not admit. The PASRR is no longer needed.
	Cancelled.  Maximus learned the screening was no longer necessary (example, person passed away, discharged to the community, duplicate screen submitted, etc.)
Who shares the Level I outcome?	The Level I submitter in AssessmentPro is responsible for notifying the individual, any legal guardian, the admitting NF (if known) and the person's primary care doctor of the Level I outcome. Notices are available in AssessmentPro upon Level I completion (sometimes the outcome is immediate and other times it may take up to 6 business hours).
	<b>Note:</b> The submitter must attest that they will provide the determination notices to the above individuals and place a copy in the person's chart.
How long does a Level I outcome remain valid?	The Level I outcome is valid for 30 days. If the individual does not admit during that time then another Level I is required.
What if the individual has a suspected PASRR condition but it is not confirmed?	Complete the Level I with the information known and gathered from medical records and from speaking with the individual and/or guardian. The screening and assessment process will determine whether the person has a qualifying PASRR condition.
What credentials are required to fill out and submit the PASRR screen (Level I)?	The State of Colorado does not set credentialing requirements for submitters. However they do require Case Management Agencies (CMAs) to submit for Medicaid Members. Hospitals should submit for those with non-Medicaid payor sources and nursing facilities will usually submit for those in the community with a non-Medicaid payor source. PACE and hospital providers are also potential LI submitters.
	In order to submit a Level I screen within AssessmentPro, the submitter must have been



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	assigned the role of a "clinician" or Access Coordinator. This does not meet they are clinicians, only that they have knowledge of or access to clinical information for completion of the screen.
	Those with the "non-clinician" role in APro can start the Level I and even complete it but are not able to submit it.
Can multiple staff work on the Level I screen submission?	Yes, multiple people can work on a PASRR draft to prepare it for submission. On the provider's landing page in AssessmentPro, there is a tab for Draft screens.
	Within that tab, there will be two sub-tabs: My Screens and Facility Screens. If the provider opens the Facility Screens sub tab, they will be able to access the draft screens within their facility. Once they open a draft screen, they can complete it and submit it to Maximus.
What happens if you made a mistake— or accidentally leave important information out of the Level I when it was	Nothing punitive will occur if mistakes are inadvertently made on the PASRR submission. If you realize error(s) have been made, you can contact the Colorado Help Desk via phone or email and Maximus support staff will assist you with resolving the issue.
submitted in AssessmentPro?	Help Desk – phone: 833.588.7787
	Help Desk email: COPASRR@maximus.com
	<b>Note:</b> Level I screen integrity reviews are conducted periodically to verify that information was completed with fidelity and accuracy.
If the hospital does not know which NF a patient is discharging to, is there another way to get the PASRR	The hospital should print the outcome from AssessmentPro and share it with the nursing facility that is chosen. The NF should always read and review the PASRR outcome before accepting the person to make sure they can provide any identified needs or services.
determination to the NF?	The admitting NFs will have access to any PASRR records within AssessmentPro once they admit the person using PathTracker. The admission notice should not be submitted until the person is physically in the NF.
For each new submission, will the system default to the current facility so that we do not have to update it each time?	Yes, AssessmentPro will default to your facility. If you are affiliated with more than one facility, you can add them to your profile and switch between them without logging in or out.
	Level II Assessments
Who performs Level II assessments?	Maximus assessors will conduct the Level II assessments. Once assigned an assessment, the assessor will contact the requisite parties to schedule and conduct the assessment within 24 hrs.
	All LI assessments will be reviewed by the appropriate state authority (HCPF or BHA) before the decision is finalized. Mental Health assessments will also be reviewed by a Maximus psychiatrist before they are sent to the State.
How do I get the Level II assessment determination (outcome)?	The Level II Notice of Determination (NOD) will be available to the submitter within 7 working days of the Level I screening decision within AssessmentPro. Maximus will mail the NOD to all requisite parties. However, receipt of the decision is most efficient when the submitter downloads, prints and shares the NOD or securely emails the packet.
NF Residents and Status Changes	
What is the process for reporting Status Changes (Resident Reviews)?	Status Changes should be reported in AssessmentPro using the Level I screening form submission process. The Reason for Screening section differentiates the reasons for submitting Resident Reviews from preadmission screening and the submitter will need to select the appropriate option.



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What is the role of Maximus	Upon receipt of a Resident Review in AssessmentPro, Maximus typically makes a Level II referral to an assessor. However, it depends on whether a status change has occurred or whether the request is for a continued stay request due to a time limited approval nearing expiration.
	<ul> <li>If Maximus determines that no status change has occurred, an outcome will be available within AssessmentPro within 6 hours or less and no Level II will be conducted.</li> </ul>
	If a Level II assessment is needed, Maximus will assign an assessor.
I work at a NF and need to initiate a Resident Review due	Yes. NFs will initiate a Resident Review for a Status change using the Level I screening process via AssessmentPro.
to a Status Change	1. Select the Reason for Screening as Status Change and
Is there a place for me to indicate the type of change the resident has experienced?	indicate the type of status change identified.
	Status change options on the Level I form include:
	Increased behavioral, psychiatric, or mood related symptoms
	<ul> <li>Improved medical condition such that the resident's plan of care or the service identified may require modification</li> </ul>
	Resident expressed a preference for community placement
	Resident's condition is significantly different than that described in the most recent PASRR Level I or II
	<ul> <li>Resident was not previously identified to require a Level II, though current symptoms/behaviors suggest that her/his condition may have been overlooked</li> </ul>
	<ul> <li>Resident was not previously identified to require a Level II, and it appears that the referral source may not have appropriately completed screening information</li> </ul>
	Resident recently required inpatient psychiatric treatment
	Other; specify:
What is a Status Change?	A Status Change must be submitted when a nursing facility resident experiences a significant change in condition. By significant change, consider if the person's plan of care needs to be modified to incorporate services/supports for any identified behavioral health changes. In addition, if a submitter didn't report a diagnosis or symptoms on the initial Level I screening.
	Status Changes apply to current residents who have been identified as having a PASRR condition as well as persons who you believe may have a PASRR condition but who were not previously identified.
When should I submit a Status Change?	Status changes should be submitted upon identification of the change in condition but no more than 14 days from identification of the significant change in status.
	The Centers for Medicare & Medicaid Services (CMS) Long-Term Care Facility Resident Assessment Instrument User's Manual, provides guidance on when a significant change requires referral for a PASRR Resident Review evaluation if a mental illness, intellectual disability, or related condition is present or is suspected to be present.
How long does it take to receive an outcome for NF-	Maximus will evaluate Status Changes and provide an outcome within AssessmentPro within 6 business hours from the receipt of all necessary information.
initiated Status Change changes?	When a Level II assessment is needed, Maximus will make a referral to LDH to complete the assessment and provide an outcome. *Per Federal Code of Regulation [483.112 (c)(1)], Level II assessments should be completed within an annual average of 7 to 9 working days of referral.

NF Residents and Continued Stay Reviews



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What is a Continued Stay Review (CSR)?	If an individual is admitted to a NF on a short-term approval, categorical or the Exempted Hospital Discharge and they need to stay longer than the time granted by the original approval, a Continued Stay review is needed, prior to the approval expiration, to evaluate the continued appropriateness of the NF setting and the person's need for specialized services.
PathTracker	
What is PathTracker and how do I access it?	PathTracker is a location tracking module within Maximus's web-based system AssessmentPro. It is used by NFs to report admissions, discharges, and transfers of individuals identified by PASRR.
	It can be accessed by authorized users here: <a href="https://www.assessmentpro.com">www.assessmentpro.com</a> .
When do I have to use PathTracker?	The NF census in PathTracker should be updated by the NF whenever an admission, discharge, or transfer of a resident
Do I need to report temporary transfers in PathTracker?	Temporary transfers to a hospital or other treating facility do not need to be reported within PathTracker provided the individual is expected to return to the facility within 10 days.
How do I check a PASRR outcome prior to the person admitting to my NF without it	You cannot use the PASRR database to electronically review a person's PASRR for any individual who has not yet been admitted to your facility. This would be a serious HIPAA breach.
being in my queue?	You must review the PASRR outcome by asking the referring entity to send it to you by mail, fax, email, or other means, so that you can review it. It will not be available to you electronically until you have accepted the person and submitted an admission notice.