NF Admissions and Continued Stay Requests

July 2019
Section 1:

Initial Admission
Admission requires 2 components:

- **LOCET**
  - Called in to LA Options in Long-Term Care Hotline
  - Called in by person familiar with applicant’s condition and needs (e.g., NF, hospital, other provider, family)
  - Valid for 30 days prior to admission

- **PASRR**
  - Level 1 Screen (document and process) completed by credentialed individual employed by NF, hospital, other provider
  - Required prior to admission to a Medicaid certified NF
  - Valid for 30 days prior to admission
LOCET and PASRR Level I Outcomes:

<table>
<thead>
<tr>
<th>Applicant Does Not Meet LOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>• OAAS will send denial notice with appeal rights</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Meets LOC/ No MI/ID/DD/RC</th>
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<tbody>
<tr>
<td>• OAAS will issue a 142 (May be time limited)</td>
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<table>
<thead>
<tr>
<th>Applicant Meets LOC/ MI/ID/DD/RC Known or Suspected</th>
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<tbody>
<tr>
<td>• OAAS will send a <em>Letter of Consideration</em> to referral source/applicant</td>
</tr>
<tr>
<td>• OAAS will refer application to the Level II authority</td>
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</table>

**Hospital Exemptions**

- OAAS will issue a 142 with a 40 day end date
- OAAS will notify the Level II Authority
Hospital Exemptions

Acceptable when:

• Applicant directly admitted to NF after receiving acute inpatient care for a physical health condition

• Applicant needs NF care for the same condition for which they were admitted to the hospital

• Attending physician certifies the applicant will need NF care for 30 days or less

Note: Consider a need for convalescent care if expectation is 100 days of NF care.
Section 2:

Continued Stay Requests
CSRs: Submission

• Form located on OAAS webpage, Facility-Based Programs tab

• Submit the form and supporting documents:
  
  • Via encrypted email to NFAdmissions@la.gov or
  • Via RightFax: 225-389-8198 or 225-389-8197

• If sending encrypted email is an issue, send an email to Linda.Sadden@la.gov or contact the NF Admissions Unit.
CSR: Need for Care

Why does the resident need to stay?

- ADL assistance
- Cognitive impairment
- PT, OT, ST
- Specialized treatment
- Other, specify
**CSRs: Supporting Documentation**

- Resident Face Sheet
- MAR -- last 7 calendar days prior to the request
- Most recent complete MDS 3.0 (Quick Print version if available); (Admission MDS for hospital exemption.)
- MD orders (active, telephonic and discontinued) -- last 14 calendar days prior to request or next 7 days if orders include PT, OT or ST
- ADL flow sheets -- last 7 calendar days prior to the request
- MD progress notes/visits -- last 14 calendar days prior to the request
- Department notes from nursing services -- last 14 calendar days prior to the request
- If applicable, Therapy Service Log Matrix for the last 7 calendar days prior to the request
If mental illness is known or suspected, send the following:

- most recent history and physical
- psychiatric evaluation if available
- notes regarding mental health from any source (e.g., social services, NP or outside provider)

NOTE: Refer to www.ldh.la.gov/oaas. Go to Facility Based Programs and scroll down to Continued Stay Requests.
CSRs: -“Notice of Receipt”

Within 2 working days:

• An email indicating that the CSR form or packet is incomplete

• A copy of an email indicating that the packet has been routed to either the OAAS Regional Office or OBH or OCDD

• If no email:
  1. Check junk/spam folders
  2. Contact NF Admissions Unit: 337-262-1664
CSRs: Reviews

• LOC Review by OAAS Regional Office staff
• OBH/ OCDD reviews
### CSRs: Review Outcomes

<table>
<thead>
<tr>
<th>Applicant Meets LOC and Does Not Have MI</th>
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<tr>
<td>- OAAS will issue a 142 (May be time limited)</td>
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<table>
<thead>
<tr>
<th>Applicant Does Not Have MI and Does Not Meet Level of Care</th>
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<tbody>
<tr>
<td>- OAAS will send a <em>Notice of Denial of Continued Medicaid Payment for Nursing Facility Services</em> with fair hearing and appeal rights</td>
</tr>
<tr>
<td>- OAAS will send a 30 day temporary 142</td>
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<tr>
<th>Applicant Has MI</th>
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<tr>
<td>- If MI known or suspected, OAAS will refer request to OBH</td>
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<tr>
<td>- OAAS will send a temporary 142 to allow for OBH review</td>
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</table>
**CSRs: Timelines**

- Timelines
  - 10 days prior to HE 142 expiration
  - 15 days prior to any other time limited 142
  - No earlier than 30 days in advance of expiration
**CSRs: Recommended Best Practices**

- Calendars tracked by more than one person
- An inventory of all 142s for current residents
CSR Common Errors

- Submitting partial or incomplete packets
- Question re court order blank
- Signatures missing
- Sending more information than needed
Section 3:
General Issues
Break in Institutional Care:

• Resident is discharged home/ non-institutional setting

• Prior to NF admission
  • New PASRR Level I no matter how recent
  • New LOCET if more than 30 days
Nursing Facility Transfers:

- Not Required
  - Level I PASRR
  - LOCET
  - New Form 142
Hospital Leave and Return:

- Not Required
  - Level I PASRR
  - LOCET

A new 142 may be required...
Expired 142s:

• If in hospital and never admitted to NF: Call in LOCET

• If in hospital post NF admission:
  • Call NFA when resident is ready to return
  • NFA will issue a temp 142 to allow time for continued stay request

• If in NF: Use Continued Stay Request Process
 Appeals:

• For denials of admission or continued stay
• Temporary 142s are not a denial
• Must be filed within 30 days of date on notice
• Handled by:
  Division of Administrative Law-LDH Section
  PO Box 4189
  Baton Rouge, LA  70821-4189
  Telephone: 225-342-5800
  Fax: 225-219-9823
National Voter Registration Act

• Intended to increase voter registration among the number of eligible citizens

• Requires that forms be sent with any notice
  • Voter Registration Declaration Form
  • Louisiana Voter Registration Application
Declared Emergency Approvals

Normal processes unless otherwise notified by LDH
Resources

OAAS webpage; Facility-Based Programs Tab
http://ldh.la.gov/index.cfm/page/127

- Guide to Nursing Facility Admissions and Continued Stay Requests
- Instructions for Completing a PASRR Level I Screen
- Continued Stay Request Form
Contacts

▶ Linda Sadden
  □ Telephone: 225-219-0214
  □ Email: Linda.Sadden@la.gov (e-mail contact is best)

Nursing Facility Admissions: 337-262-1664
QUESTIONS?