

## Nursing Facility Admission Process

An application for admission to a nursing facility consists of two parts:

- (1) Level of Care Evaluation Tool (LOCET). Someone familiar with the resident's condition and functional needs calls the LDH contractor at 877-456-1146 and answers questions in a structured interview. The tool uses a computer algorithm to determine whether the individual meets criteria for nursing facility level of care.<sup>1</sup>
- (2) Pre-Admission Screening and Resident Review (PASRR). PASRR is a federally mandated process intended to ensure that individuals with serious mental illness or a developmental disability are not sent to a nursing facility without sufficient medical need. The PASRR process involves:
  - The Level I Screen. The Level I Screen can be completed by an RN or SW who can take a brief history with the applicant. (A doctor's signature is needed in certain situations that are described on the form). The form includes instruction to submitting the form to the Nursing Facility Admissions (NFA) Unit via fax to 225-389-8198 or 225-389-8197.<sup>2</sup>
  - Level II evaluation. Level II evaluations will be waived for 30 days from the date of admit.

Individuals being admitted from a NF in another state will not require a LOCET or PASRR as long as the PASRR process was completed in the other state. Individuals coming from a community setting will need to follow the regular admissions process, except for a Level II PASRR evaluation which is waived temporarily for 30 days.

Individuals will also need a doctor's order that specifies admission to a nursing facility. There is no particular form or format, but it should address medications, even if only by reference to an attachment, and on-going treatment. Transportation by ambulance also requires a doctor's order.

Questions or concerns should be brought to the attention of the Nursing Facilities Admissions Unit at 337-262-1664.

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<sup>1</sup> To accelerate the process, a hard copy of the LOCET can be provided to shelter staff to help them gather the information they will need to complete the interview. It should not be shared with family or other caregivers.

<sup>2</sup> The form can be down-loaded from the LDH/ OAAS website at <https://ldh.la.gov/assets/docs/OAAS/PASRR/NFA-Level1-PASRR.pdf>. Instructions for completion are at <https://ldh.la.gov/assets/docs/OAAS/PASRR/NFA-Level1-PASRR-Instructions.pdf>.

## **Louisiana Medicaid Income and Resource Guidelines for Nursing Facility Care**

- **If individual is a current Medicaid recipient, contact Medicaid to transition to Long-Term Care. Application process will occur.**
- **If the individual is not a current Medicaid recipient, contact Medicaid to apply for Long-Term Care.**

### **HOW DO I APPLY FOR MEDICAID?**

Medicaid sends the “Ways to Apply” letter when a person is admitted to a nursing home or offered a waiver opportunity. Be sure to apply for Medicaid using one of the following ways:

1. Apply [online](#) by visiting the Medicaid Self-Service Portal.
2. [Download](#) and print an application form. Then mail or fax it to Medicaid as directed on the form.
3. Or call 1-888-342-6207 to apply over the phone.
4. After hours or weekends, emergency situations only may contact Tara LeBlanc at 225-317-4484.

Below are the basics to qualify for Medicaid Long-Term Care. However, there are exceptions and requirements to be eligible.

- be a Louisiana resident;
- be a U.S. Citizen or Qualified alien;
- have, or have applied for, a Social Security number;
- meet the nursing facility level of care requirement;
- have the intent to remain in the facility for at least 30 consecutive days;
- have countable monthly income equal to or less than the special income limit (SIL). The SIL varies for an individual and a married couple. The SIL is subject to change January 1 of each year;
- have countable resources equal to or less than the applicable resource limit. Resource limits vary for an individual and a married couple; and meet the requirements of one of the following eligibility groups: pregnant; under age 19; age 65 or older; blind (vision 20/200 or less); or disabled (established by receipt of Social Security disability benefits or a BHSF Medical Eligibility Determination Team Decision).

### **2020 Special Income Limit (SIL) Marital Status**

- \$2,349 Single/Widowed/Divorced
- \$4,698 Married Both Members are NF Residents

You must answer all of the questions on the application form and give the needed proof so we can see if the person who needs long-term care services is eligible for Medicaid. If you do not apply, Medicaid cannot decide if the person is eligible for benefits.