



# 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:

## **Applicant Does Not Meet LOC**

- OAAS will send denial notice with appeal rights

## **Applicant Meets LOC/ No MI/ID/DD/RC**

- OAAS will issue a 142 (May be time limited)

## **Applicant Meets LOC/ MI/ID/DD/RC Known or Suspected**

- OAAS will send a *Letter of Consideration* to referral source/ applicant
- OAAS will refer application to the Level II authority

## **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](mailto: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](mailto:Linda.Sadden@la.gov) or contact the NF Admissions Unit.

# CSRs: 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

# CSRs: Supporting Documentation (cont'd)

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](http://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

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## **Applicant Meets LOC and Does Not Have MI**

- OAAS will issue a 142 (May be time limited)

## **Applicant Does Not Have MI and Does Not Meet Level of Care**

- OAAS will send a *Notice of Denial of Continued Medicaid Payment for Nursing Facility Services* with fair hearing and appeal rights
- OAAS will send a 30 day temporary 142

## **Applicant Has MI**

- If MI known or suspected, OAAS will refer request to OBH
- OAAS will send a temporary 142 to allow for OBH review

# 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

# CSRs: 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](mailto:Linda.Sadden@la.gov) (e-mail contact is best)

Nursing Facility Admissions: 337-262-1664

# QUESTIONS?