

PASRR Level 1 Desk Aid

Telligen

May 2023

PASRR Level I



Contacts & Resources

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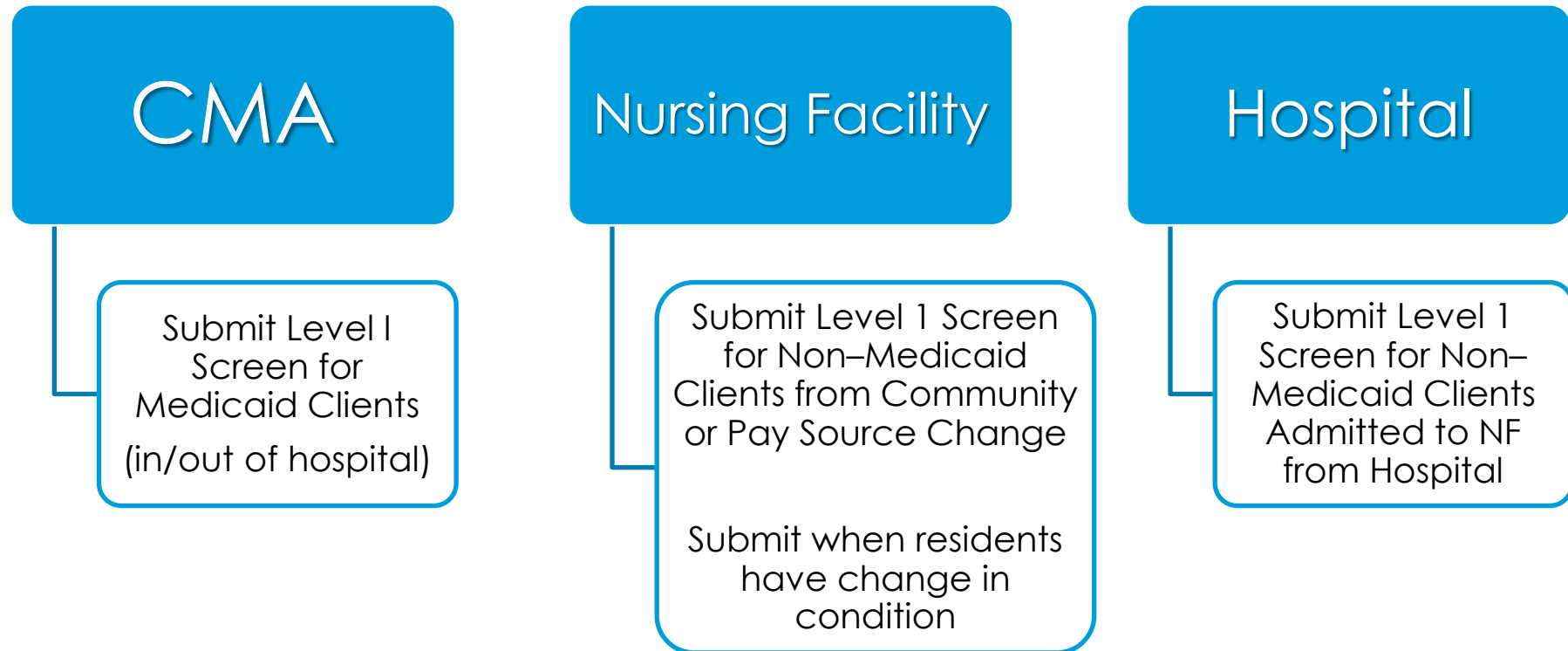
Hours of Operation: 6 AM – 6 PM MST, Email 24 hours (do not include PHI)



PASRR Roles & Responsibilities

Responsibilities for Level I Screen Submission

Level I Screen



PASRR Overview



Qualitrac Access Overview



The Telligen Provider Portal is a web application that allows healthcare providers to submit review requests.

The Registration Process starts with the identification of the key individuals in your organization:

The **Provider Executive**, i.e., the duly authorized representative permitted to bind your organization, agrees to the terms and conditions of the Provider Portal Agreement.

The Provider Executive designates one or more Authorized Officials(AO) for your organization.

The AO is who will set up accounts. This role **DOES NOT** set up accounts.

The **Authorized Official(s) (AO)**. This user is given the authority to grant access to others within your organization.

This user can add and deactivate users, reset passwords.

If more than one AO is designated, a separate online registration must be completed for each one. Organizations are limited to the number of AO's they can have.

The **Provider Portal User (PPU)**. This person has access to the provider portal to submit requests.



PASRR Overview



Qualitrac-Provider Portal Security



The Provider Portal is a web application that allows health care providers to submit requests for authorization of services

The Provider Portal utilizes a delegated security model.

A delegated security model requires an organizational executive (Provider Executive) to “delegate” administrative rights to one or more individuals within their organization (Authorized Official).

There should be at least one Authorized Official (AO) per facility. The Authorized Official (AO) will:

- Be the point of contact for the organization

- Add, remove or edit Provider Users accounts

- Reset Passwords, obtain forgotten user-names, and provide log in assistance

PLEASE NOTE - HIPAA compliance requires all staff entering reviews or accessing the portal MUST have their own log-in and password. Do not create generic log-ins.



PASRR Overview



PLEASE NOTE: USE ONLY If you need to obtain access to Qualitrac and do not yet have an identified Authorized Official (or if you need to update the AO identified for your facility), there is a link on the main CO PASRR web page pictured here...

<https://hcpf.colorado.gov/pre-admission-screening-and-resident-review-program>

The screenshot shows the website for the Colorado Department of Health Care Policy & Financing. The main heading is "Pre-Admission Screening and Resident Review Program". Below this, there is a sidebar with links: PASRR Event Calendar, Purpose, Training Materials, Forms & Templates, Memos & Guidance, Regulations, and Contacts. The main content area includes a description of the PASRR program and a "What's New" section with a dropdown menu showing "PASRR Training Scheduled for March 29, 2022". At the bottom, there are three buttons: "Event Calendar", "Qualitrac Login", and "Provider Portal". The "Provider Portal" button is highlighted with a red box.

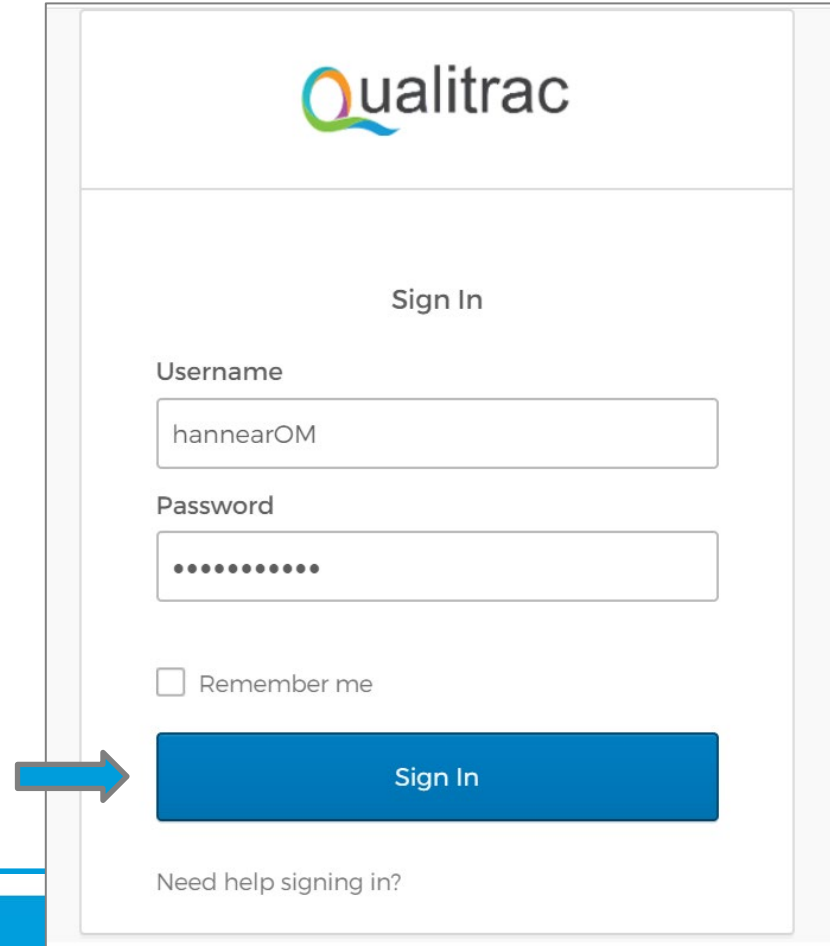
*Please note it takes 5-7 Business days to set up an account

PASRR Level 1 Qualitrac

Log-in (1 of 3)

On the sign-in page:

1. Enter the username you were assigned.
2. Use the password you established.
3. Click **SIGN IN** to access the system.



The image shows a screenshot of the Qualitrac sign-in page. At the top is the Qualitrac logo. Below it is the text "Sign In". There are two input fields: "Username" with the text "hannearOM" and "Password" with masked characters. Below the password field is a checkbox labeled "Remember me". At the bottom is a blue "Sign In" button. A blue arrow points to the button from the left. Below the button is the text "Need help signing in?".

PASRR Level I Qualitrac



Log-in (2 of 3)

There is a blue “Need help signing in?” link below the sign-in button. This can be used to change/reset your password whenever needed.

Do not bookmark this page.

The security around the log-in page will cause issues the next time you log in.

A screenshot of the Qualitrac Sign In page. The page has a white background with the Qualitrac logo at the top. Below the logo is the text 'Sign In'. There are two input fields: 'Username' with the text 'hannearOM' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Remember me'. A blue 'Sign In' button is at the bottom. A blue arrow points to a link labeled 'Need help signing in?' located below the button.

Qualitrac

Sign In

Username

hannearOM

Password

.....

☐ Remember me

Sign In

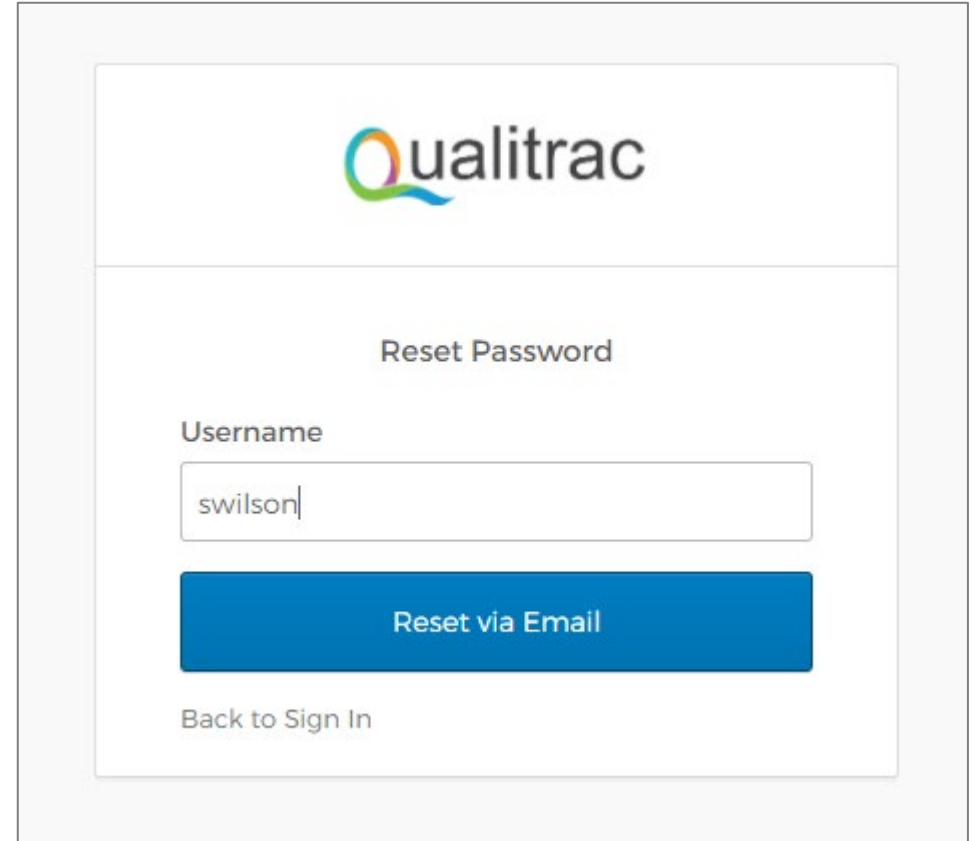
Need help signing in?

PASRR Level I Qualitrac

Log-In (3 of 3)

The Reset Password screen will open and ask you to enter your username you utilize to log in to the system. Do not enter your email address.

The system will recognize your user id, find the email associated to your account and send you an email with a link to reset your password.

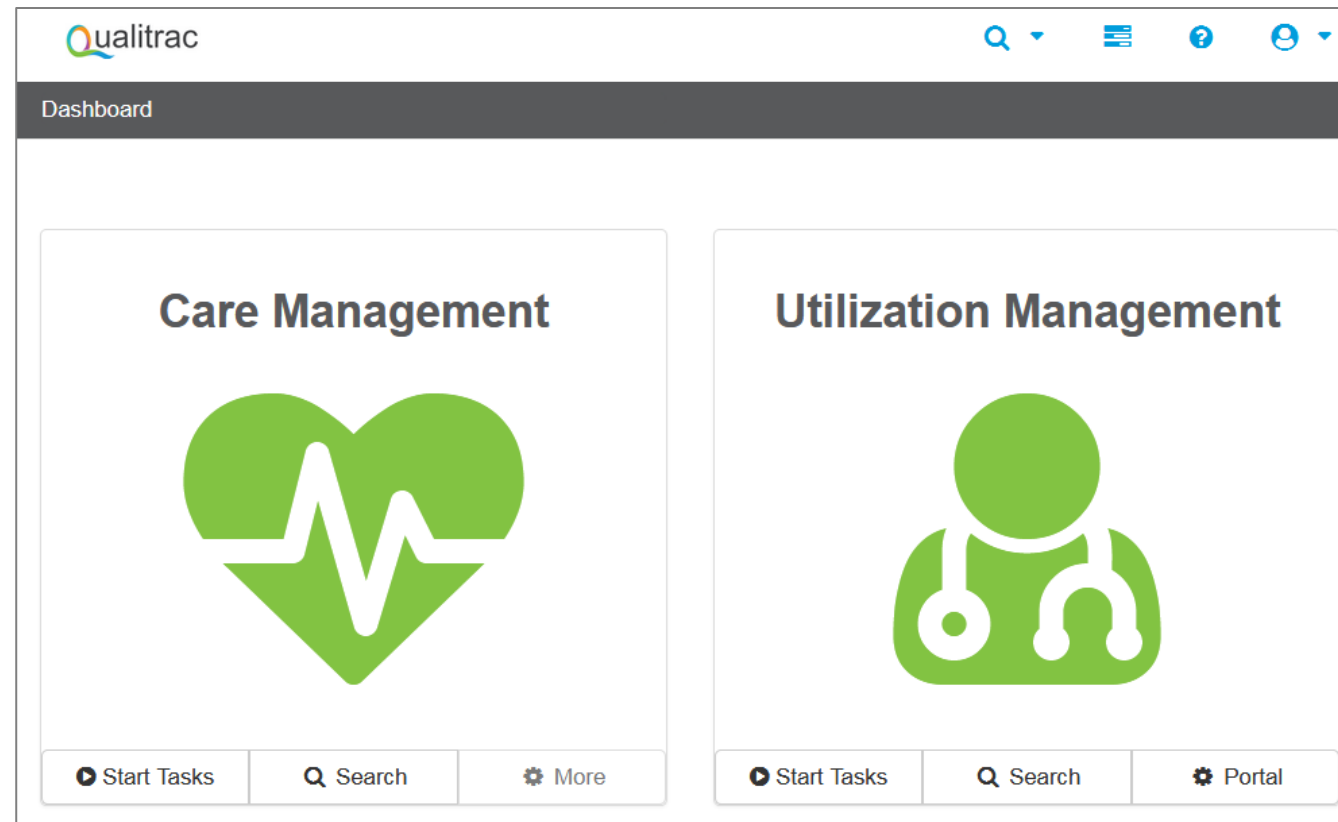


The image shows a screenshot of the Qualitrac 'Reset Password' screen. At the top is the Qualitrac logo. Below it, the title 'Reset Password' is centered. There is a 'Username' label above a text input field containing the text 'swilson'. Below the input field is a large blue button labeled 'Reset via Email'. At the bottom left of the form area is a link that says 'Back to Sign In'.

PASRR Level I Qualitrac

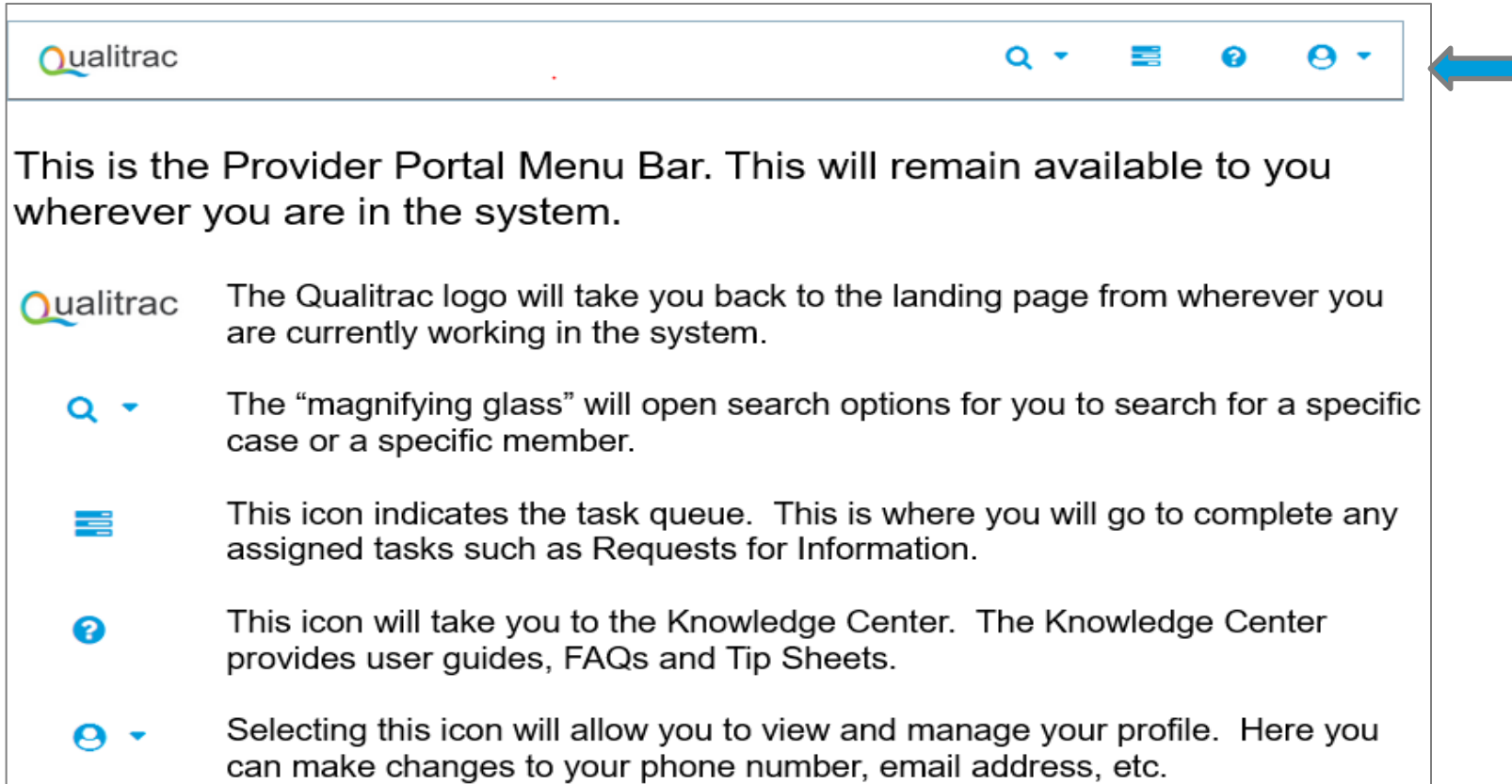


Qualitrac Landing Page








PASRR Level I Qualitrac

Navigation Tools



Qualitrac

This is the Provider Portal Menu Bar. This will remain available to you wherever you are in the system.

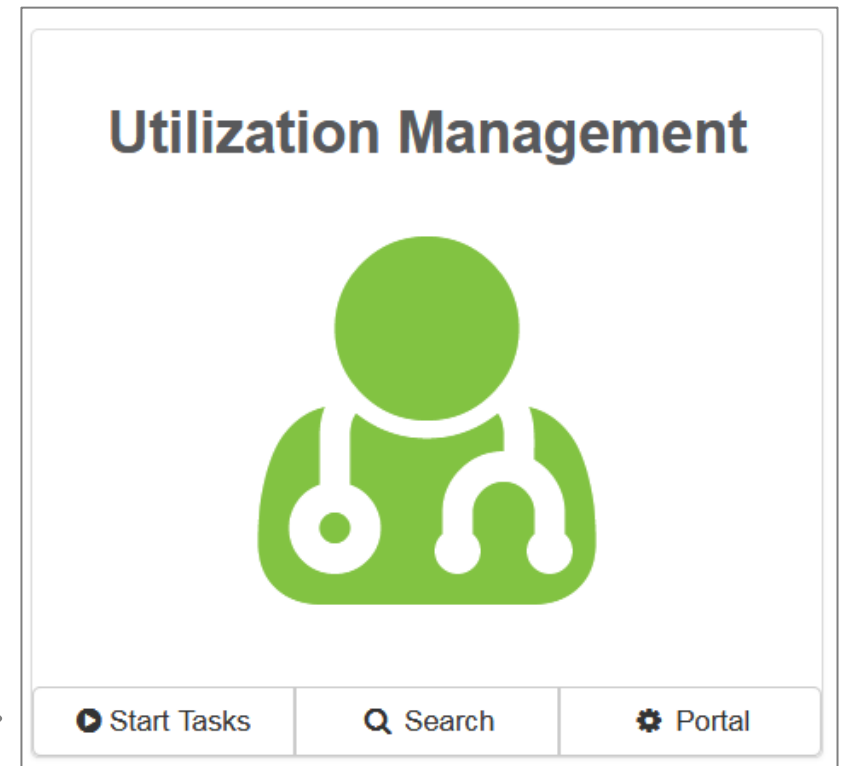
	The Qualitrac logo will take you back to the landing page from wherever you are currently working in the system.
	The “magnifying glass” will open search options for you to search for a specific case or a specific member.
	This icon indicates the task queue. This is where you will go to complete any assigned tasks such as Requests for Information.
	This icon will take you to the Knowledge Center. The Knowledge Center provides user guides, FAQs and Tip Sheets.
	Selecting this icon will allow you to view and manage your profile. Here you can make changes to your phone number, email address, etc.

PASRR Level I Qualitrac



Utilization Management Module

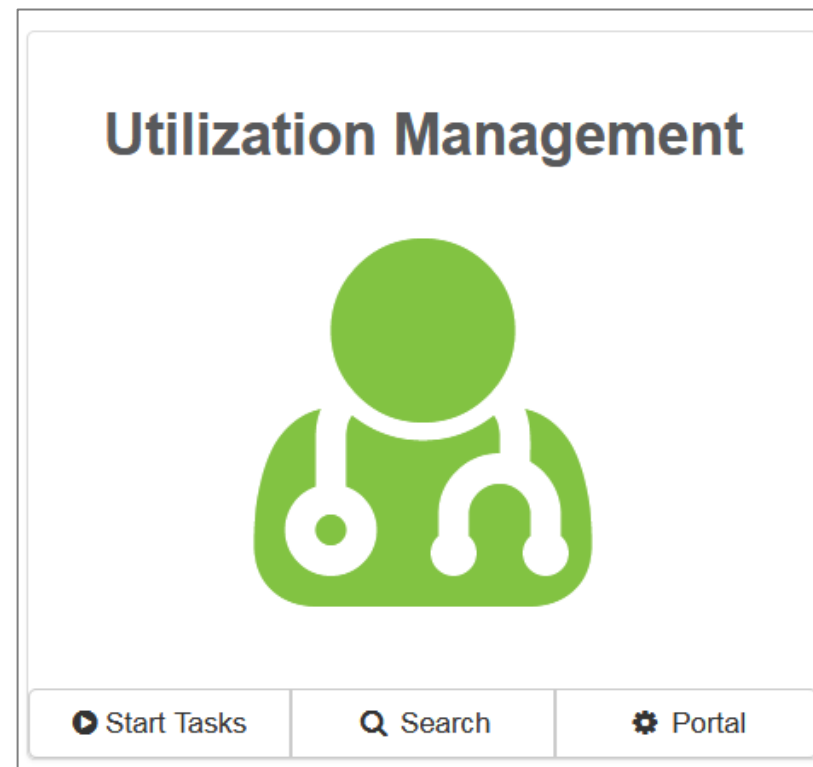
Start Tasks will take you to the task queue to view tasks that have been assigned to you, such as requests for additional information.



PASRR Level I Qualitrac

Individual Search (1 of 4)

Search will allow you to search for a member or a case, just like the magnifying glass at the top of the page.



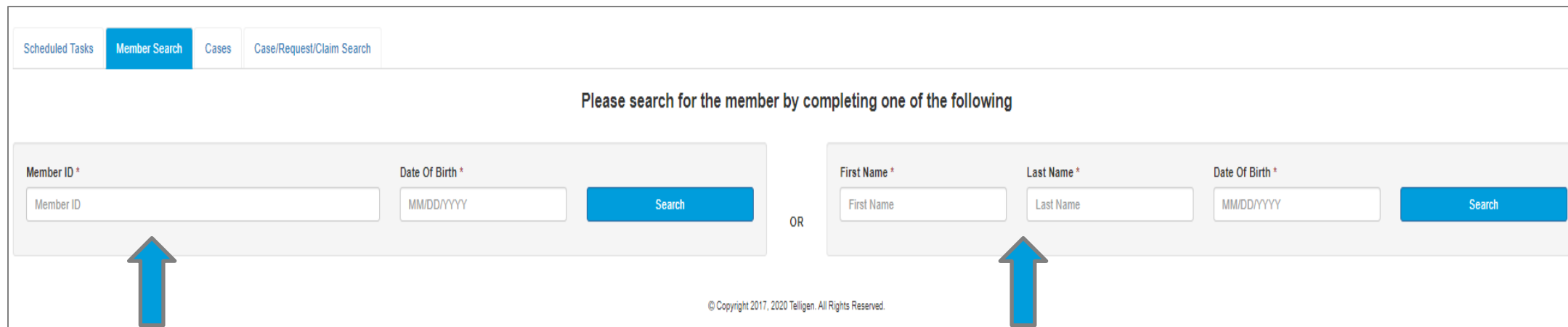
PASRR Level I Qualitrac

Individual Search (2 of 4)

There are two ways to find an individual in Qualitrac:

Enter the **Member ID** and **Date Of Birth**

Enter the **Member First Name, Last Name** and **Date of Birth**



The screenshot shows the Qualitrac Member Search interface. At the top, there are four tabs: "Scheduled Tasks", "Member Search" (which is highlighted in blue), "Cases", and "Case/Request/Claim Search". Below the tabs, a message reads: "Please search for the member by completing one of the following". There are two search options presented side-by-side, separated by the word "OR". The first option is for searching by Member ID and Date of Birth. It has a label "Member ID *" above a text input field containing the placeholder "Member ID". To its right is a label "Date Of Birth *" above a text input field containing the placeholder "MM/DD/YYYY". A blue "Search" button is to the right of the date field. A large blue arrow points up to the Member ID input field. The second option is for searching by First Name, Last Name, and Date of Birth. It has labels "First Name *" above a text input field containing the placeholder "First Name", "Last Name *" above a text input field containing the placeholder "Last Name", and "Date Of Birth *" above a text input field containing the placeholder "MM/DD/YYYY". A blue "Search" button is to the right of the date field. A large blue arrow points up to the Last Name input field. At the bottom center, there is a small copyright notice: "© Copyright 2017, 2020 Telligen. All Rights Reserved."

PASRR Level I Qualitrac



Individual Search (3 of 4)


Enter the **Member ID** and **Date Of Birth** and then click **Search**.

The Member ID and the Date of Birth must match the member data in the system. If it does not match, please confirm the member information and try again.

Member ID *

Date Of Birth *

Search



PASRR Level I Qualitrac



Individual Search (4 of 4)

Enter the member's **First Name**, **Last Name** and **Date of Birth** and then click **Search**.


The information must match the member data in our system. **Many first names have various versions i.e., James, Jim, Jimmy.** If it does not match, please confirm and try again.

First Name *

Last Name *

Date Of Birth *

Search



PASRR Level I Qualitrac



Individual Selection

If the individual exists in the system, click on any of the data fields in blue to access the information or to start a new review.

Dashboard / Task Queue

Scheduled Tasks

Member Search

Cases

Case/Request/Claim Search

Member ID *	Last Name	First Name	Middle Name	Date Of Birth *	Gender
423076646	Smith	Alex		07/17/1991	Female

Show 10 entries

Showing 1 to 2 of 2 entries

Previous1Next

PASRR Level I Qualitrac

Adding an Individual (1 of 2)

If the individual does NOT exist in the system, the **Member Not Found** alert will appear and you will have the option to **Add Member**.

First Name	Middle Name
<p>Member Not Found.</p> <p>Try searching again or</p> <p>Add Member</p>	



PASRR Level I Qualitrac

Adding an Individual (2 of 2)

Fields without the red asterisk are optional.

When all required fields are complete, click **Submit**.

Add Member

Demographics

First Name *

Jane

Middle Name

Last Name *

Doe

Client *

Birth Date *

MM/DD/YYYY

Gender *

Identifiers

Social Security Number *

999-99-9999

☐ N/A *

Member Id *

☐ N/A *

Relationship To Subscriber *

Self

Contact Information

Address Line 1 *

Address Line 2

City *

State *

Zip *

Close

Submit



PASRR Level I Qualitrac



Member Hub

When the member has been found or created, you will be directed to the Member Hub. The Member Hub organizes the request workflow and the member information into several panels.

[Dashboard](#) / [Task Queue](#) / [Member Hub](#)Alex Smith - 423076646 - 07/17/1991

Alex Smith

[View Member Details](#)

Member ID: 423076646

Date of Birth: 07/17/1991

Phone Number:

Client: Montana - Mountain Pacific

Utilization Management

[View Cases](#) [+ Add](#)

Hiding original requests for adjustments. [Show](#)

Show entries

Search:

Status	Case ID	Request ID	Review Type	Timing	Treating Prov./Phys.	Treating Facility	Req. Start	Req. End	Outcome	Action
Not Submitted	3543	3555	Physician Administrative Drug	Retrospective						...

Showing 1 to 1 of 1 entries

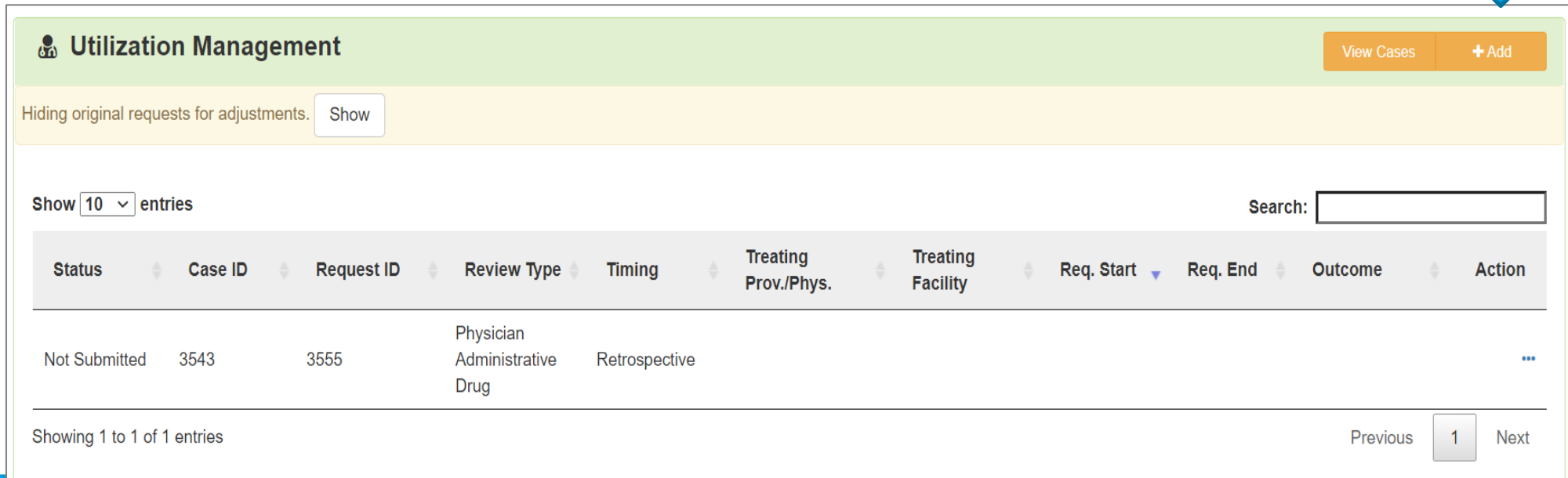
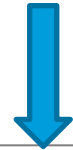
[Previous](#) [1](#) [Next](#)

PASRR Level I Request

Creating a Request – Utilization Management Panel

The Utilization Management Panel will display information related to any UM review requests previously submitted for the member, including PASRR.

Use the **Add** button to start a new request.



Utilization Management [View Cases](#) [+ Add](#)

Hiding original requests for adjustments. [Show](#)

Show entries Search:

Status	Case ID	Request ID	Review Type	Timing	Treating Prov./Phys.	Treating Facility	Req. Start	Req. End	Outcome	Action
Not Submitted	3543	3555	Physician Administrative Drug	Retrospective						...

Showing 1 to 1 of 1 entries Previous Next

PASRR Level I Request



Request Details

The Authorization Request panel will be the first screen to be completed and results in an automatic time and date stamp from the system.

Alex Smith

Member ID: 423076646

DOB: 07/17/1991

Phone Number:

Client: Montana - Mountain Pacific

Authorization Request

Date Request Received *
06/12/2020 03:01 pm

Review Type *
▼

Place of Service *
▼

Type of Service *
▼

Timing *
▼

Cancel

Add New Request

PASRR Level I Request

Review Type

Review Type: Select PASRR Level I.

Review Type *

Acute Medical Surgical

Ambulance Air

Ambulance Ground

Behavioral Health Inpatient

Behavioral Health Outpatient

Behavioral Health Residential

DME

Genetic Testing

Home Health Care


Medical Surgical (Outpatient)

Out of State (Inpatient)

PASRR Level 1

Physician Administered Drugs

Private Duty



PASRR Level I Screen Shots



Place and Type of Service

Place of Service is where the care is provided. The Place of Service will default to Nursing Facility. Do not change the system defaults.

Type of Service is what type of care is being provided. The Type of Service will default to Long Term Care. Do not change the system defaults.

A screenshot of a web application form titled "Authorization Request" in a green header bar. The form contains several input fields: "Date Request Received *" with a date/time value of "08/19/2020 04:38 pm" and a calendar icon; "Review Type *" with a dropdown menu showing "PASRR Level 1"; "Place of Service *" with a dropdown menu showing "Nursing Facility"; and "Type of Service *" with a dropdown menu showing "Long Term Care". Below these are a "Timing *" dropdown menu and a checkbox labeled "Is this Request Urgent?". At the bottom right are "Cancel" and "Add New Request" buttons. Two large blue arrows point upwards to the "Place of Service" and "Type of Service" dropdown menus, highlighting them as the focus of the slide.

PASRR Level I Request

Timing

Timing indicates when you are notifying us of the request.

Concurrent – The member is already admitted to the nursing facility.

Prospective – The member has yet to admit to the nursing facility.

Authorization Request

Date Request Received * 08/19/2020 04:38 pm	Review Type * PASRR Level 1	Place of Service * Nursing Facility	Type of Service * Long Term Care
Timing * <small>Timing is a required field</small> Concurrent Prospective	<input type="checkbox"/> Is this Request Urgent?		

Cancel Add New Request



PASRR Level I Request



Completing Authorization Request Panel

When all the selections are complete, click **Add New Request**.

You can select **Cancel** if the request has been made in error.

Authorization Request

Date Request Received * 08/19/2020 04:38 pm	Review Type * PASRR Level 1	Place of Service * Nursing Facility	Type of Service * Long Term Care
Timing * Concurrent	<input type="checkbox"/> Is this Request Urgent?		

CancelAdd New Request



PASRR Level I Request

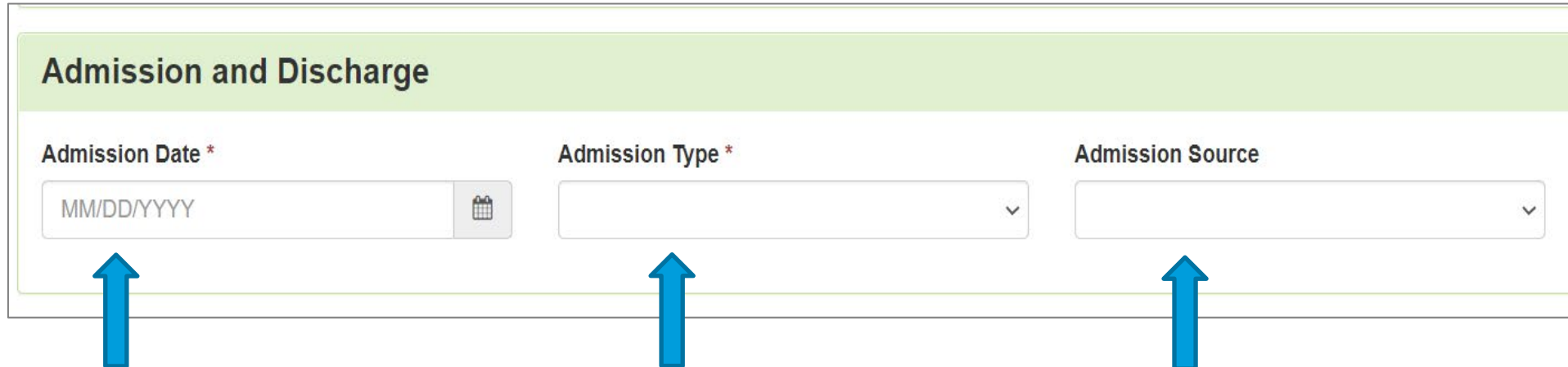
Admission and Discharge Panel

Next, you will provide admission information. Indicate the:

Admission Date – for prospective timings, this will be the projected admission date.

Admission Type–

Admission Source (not required)



The screenshot shows a web form titled "Admission and Discharge" with a light green header. Below the header, there are three input fields: "Admission Date *" with a date picker icon, "Admission Type *" with a dropdown arrow, and "Admission Source" with a dropdown arrow. Three blue arrows point upwards from the bottom of the slide to each of these three input fields.

PASRR Level I Request



Coverage Panel – Individual without Medicaid
Telligen does not check insurance eligibility for PASRR.

There are two required fields on this screen. Leave the provided wording and add “NA” in the required **Eligibility Comments** field.

Coverage

⚠ Member Not Eligible

This member appears to either not meet eligibility requirements or has multiple coverage plans. We cannot confirm eligibility for the entire span of care. Please provide rationale for continuing with this request.

Group	Section	Plan	Start Date	End Date
No Coverage Found				

Medicare Indicator *

Not Supplied ▼

Third Party Liability *

No ▼

Eligibility Comment *

NA

PASRR Level I Request



Providers Panel (1 of 2)

Click the **Add** button on each line to provide the necessary information.

The **Treating Provider** is the entity that will be providing the nursing home care.

The **Ordering Provider** is the provider that is referring the member (may be the same as Treating Facility).

Providers *

Type	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason	Comments	Action
Treating Provider *						Not Supplied		+ Add
Ordering Provider *						Not Supplied		+ Add



PASRR Level I Request



Providers Panel (2 of 2)

Up to 5 additional providers can be added to the PASRR request.

SEP or CMA NPIs can be added here so they can be allowed visibility.

If there are multiple SNFs being targeted for placement from a hospital or community setting when submitting the Level I, they may all be entered (per authorized PHI releases).

Edit/remove/add providers at anytime during the review, even after closure.

Additional Provider	Not Supplied	+ Add
Additional Provider	Not Supplied	+ Add
Additional Provider	Not Supplied	+ Add
Additional Provider	Not Supplied	+ Add
Additional Provider	Not Supplied	+ Add



PASRR Level I Request



Provider Search (1 of 4)

Clicking **Add** will open a search box. You can search for providers by entering an NPI or by filling in any of the information boxes provided.

Other ID Number field can be used to search by Medicaid ID as opposed to NPI.

HELPFUL TIP: entering just the NPI or Other ID renders the quickest results.

When you have entered the necessary information, click **Search** to locate the physician or facility.

NPI Number ? <input type="text"/>	Other ID Number ? <input type="text"/>	Organization Name <input type="text" value="billings"/>	
City <input type="text"/>	State Montana ▼	Zip Code <input type="text"/>	Taxonomy Nursing Facility/Intermediate Care Facility ▼
Search using NPES ? <input checked="" type="checkbox"/>		<input type="button" value="Search"/>	



PASRR Level I Request



Provider Search (2 of 4)

Clicking **Search** will return any results that meet the criteria you entered.

Use the green plus box to the left of the name to select the provider/facility you need for the review.

Be sure to select the correct listing, as some NPIs may have multiple listings

Show entries

Search:

	Name	Network	NPI	Primary Number	Other ID	Type	Primary Practice Address	Phone	Primary Taxonomy	Source
	BILLINGS CLINIC		1023222494				2800 10th Ave N Billings, MT, 591010703	(406) 657-4000	Nursing Facility/Intermediate Care Facility	NPPES

Showing 1 to 1 of 1 entries

Previous

1

Next



PASRR Level I Request



Provider Search (3 of 4)

If the Ordering Provider and the Treating Provider are the same, you can select **Copy Treating Provider to Ordering Provider** and the system will prepopulate the information for you. This is helpful for PASRRs with Concurrent timing.

Providers *

Type	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason	Comments	Action
Treating Facility	BILLINGS CLINIC TCU, BILLINGS CLINIC TCU	1023222494	2800 10th Ave North Billings, MT, 59101	(406) 247-6920		Member Declined		Remove
Ordering Provider *				Not Supplied				+ Add

Provider Organization Visibility ?

+ Add New

[Copy Treating Facility to Ordering Provider](#)



PASRR Level I Request



Provider Search (4 of 4)

Treating Provider and the Ordering Provider information is populated in the Providers panel.

Using the **Remove** button will delete the provider if chosen in error.

Providers								
Type	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason	Comments	Action
Treating Facility	ⓘ BILLINGS CLINIC TCU, BILLINGS CLINIC TCU	1023222494	2800 10th Ave North Billings, MT, 59101	(406) 247-6920		Member Declined		Remove
Ordering Provider	ⓘ BILLINGS CLINIC TCU, BILLINGS CLINIC TCU	1023222494	2800 10th Ave North Billings, MT, 59101	(406) 247-6920				Remove



PASRR Level I Request



Provider Organization Visibility

Select the organization or facility in this panel which will need access to this individual's case. This can be repeated for all providers needing access.

Provider Organization Visibility ?

Wilson, Stephanie, User

ST LUKE'S REGIONAL MEDICAL CENTER

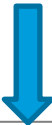


PASRR Level I Request



Diagnosis Panel (1 of 5)

Use the **Add** button to add a new diagnosis to the panel.



Diagnosis

+ Add

Seq.	Code	Description	Final Dx	POA	NOS	Action
No Diagnoses Supplied						



PASRR Level I Request



Diagnosis Panel (2 of 5)

You can search by Code or by Term. Searching by code will let you enter a code directly and search for it as shown in the example below.

Add Diagnosis

Method

- ☒ Search By Code
☐ Search By Term

Search By Code

F32.9

 Search



PASRR Level I Request

Diagnosis Panel (3 of 5)

The system will then provide a list of results to select from. Select the one you want added to the review by clicking on the radio button to the left of the code.

Add Diagnosis

Method
☒ Search By Code
☐ Search By Term

Search By Code

Show entries

Code	Description
<input checked="" type="radio"/> F32.9	MAJOR DEPRESSIVE DISORDER SINGLE EPISODE UNS

Showing 1 to 1 of 1 entries

Previous Next



PASRR Level I Request

Diagnosis Panel (4 of 5)

After selecting the diagnosis, choose:

Submit will add the diagnosis to the review.

Submit and Add Another will allow you to submit the diagnosis to the review and re-open the window where you can repeat the process and search for another diagnosis.

Add Diagnosis

Method
☒ Search By Code
☐ Search By Term

Search By Code

Show entries

Search:

Code	Description
<input checked="" type="radio"/> F32.9	MAJOR DEPRESSIVE DISORDER SINGLE EPISODE UNS

Showing 1 to 1 of 1 entries

Previous Next




PASRR Level I Request



Diagnosis Panel (5 of 5)

If more than one diagnosis is entered, there is ability to drag and drop to reorder them.

You can use the **trash can** icon to the right of the diagnosis to delete anything entered incorrectly in this panel.



Diagnosis							
Seq.	Code	Description	Final Dx	POA	NOS	Action	
1	F06.4	ANXIETY DISORDER DUE TO KNOWN PHYSIOLOGICAL COND	<input type="radio"/>	<input type="checkbox"/>			
2	F32.9	MAJOR DEPRESSIVE DISORDER SINGLE EPISODE UNS	<input type="radio"/>	<input type="checkbox"/>			



PASRR Level I Request

Procedure Panel

The Procedures panel will default to PASRR Level I Screen which requires no further action.

Procedures										+ Add
Seq.	Code	Description	NOS	Mod. 1	Mod. 2	Qty.	Frequency	Cost	Action	
1	T2010	PASRR LEVEL I IDENTIFICATION SCREEN PER SCREEN				1 unit(s)			 	

PASRR Level I Screen



Reason for PASRR 1 Submission

Each of the reasons may have additional specific boxes where further details can be added.

Reason For PASRR 1 Submission

Reporting status change/ Other reason for submitting level I *

- ☒ Pre-admission
- ☐ Admitted without PASRR
- ☐ Missing documentation
- ☐ Existing Level 2 no longer represents individual's current condition or new diagnosis/diagnoses found after admission
- ☐ MH diagnosis clarification – (EXAMPLE: Conflicting diagnosis)
- ☐ Recent in-patient psychiatric hospitalization, or emergency department evaluation (without admission) including suicidal/homicidal ideation or increase in psychotic behavior – within the last 3 months
- ☐ Discovery of possible I/DD condition not previously known
- ☐ Transfer from NF to NF
- ☐ Other reason for submitting Level 1

PASRR Level I Screen



BIMS & PHQ-9 Scores

These are considered optional but are helpful when reviewing cases which depression or dementia symptoms are being gauged. The **Add** button allows for additional scores.

Enter Assessment Scores

BIMS Scores (provide last 3 scores if available)

BIMS Assessment Date	BIMS Summary Score
<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
<div>+ Add</div>	

PHQ-9 Scores (provide last 3 scores if available)

PHQ-9 Assessment Date	PHQ-9 Total Score
<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>

****If the medical record indicates a neurocognitive disorder or depression, we will RFI for more information. Providing scores when submitting may save time and avoid RFIs.**



PASRR Level I Screen



Section A Questions

Indicating “No” to any questions in this section will result in no further details being requested.

If selecting “Yes”, additional information will be requested.

If ICD-10 Code is unknown, please indicate “unknown” in the text space.

Add information about signs and symptoms in the box.

Add medications and related diagnoses. Use the “Add” button to include additional medications.

Section A: PASRR Condition indicators – Mental Illness

Does the individual have a known or suspected diagnosis of a major mental illness? *

- ☐ Yes
☒ No

Does the individual have any signs and/or symptoms of a major mental illness? *

- ☐ Yes
☒ No

Is the individual on antipsychotic, mood stabilizing, or antidepressant medication? *

- ☐ Yes
☒ No

PASRR Level I Screen



Section A Questions Tips



If the individual is on a 27-65 mental health hold, short term/long term certification or court order medication, this can be noted here.

List all medications in these categories along with the corresponding diagnosis

Does the individual have any signs and/or symptoms of a major mental illness? *

☒ Yes

☐ No

Describe other symptoms *

Is the individual on antipsychotic, mood stabilizing, or antidepressant medication? *

☐ Yes

☒ No

PASRR Level I Screen



Section B Questions

Indicating “Yes” in Section B may cause boxes to appear for additional information.

NOTE: New questions have been added to this section. Please read carefully

Section B: PASRR Condition Indicators – Intellectual or Developmental Disabilities, or Related Conditions

Does the individual have a documented or suspected Diagnosis of Intellectual or Developmental Disability? *

- ☐ Yes
- ☐ No

Does the individual have a diagnosis of a neurological condition such as Cerebral Palsy, Autism, etc.? *

- ☐ Yes
- ☐ No

Has the individual ever received services from, or been referred to, an agency serving persons with an intellectual or development disability? *

- ☐ Yes
- ☐ No

Did the individual sustain a brain injury or receive a Seizure Disorder and/or Epilepsy Diagnosis prior to the age of 22? *

- ☐ Yes
- ☐ No

PASRR Level I Screen



Section B Tips

A seizure and/or epilepsy diagnoses prior to age 22 indicates a suspected IDD condition. If the seizure disorder or epilepsy diagnosis is after the age of 22, an IDD condition would not exist.

Did the individual sustain a brain injury or receive a Seizure Disorder and/or Epilepsy Diagnosis prior to the age of 22? *

☒ Yes

☐ No

Describe brain injury, Seizure Disorder and/or Epilepsy Diagnosis prior to age 22 *



PASRR Level I Screen



Section C Questions

Select the most appropriate response in Section C when there is a “Yes” answer in A or B.

Section C: Provisional Admissions

Is the need for NH service regarding convalescent care due to discharge from an acute care hospital and likely will require fewer than 30 days of nursing services? *

- ☐ Yes
- ☐ No

Emergency stays due to emergency evacuations or protective services placements not to exceed 14 days? *

- ☐ Yes
- ☐ No

Individuals with delirium where the delirium prevents an accurate diagnosis at the time of entry into the nursing home but is expected to clear within 14 days? *

- ☐ Yes
- ☐ No

Respite stays of up to 30 consecutive days to provide respite to in-home caregivers? *

- ☐ Yes
- ☐ No

PASRR Level I Screen



Submission Tips – Respite

Section C – “Respite stays of up to 30 days to provide respite to in-home caregivers”

Answer yes if:

Hospice - Up to a 5-day nursing facility admission as respite for in-home caregiver relief
Medicare Hospice benefit

Qualifies under PASRR Categorical Determination/Provisional Admission for terminal illness

HCBS Respite – Up to 30 calendar days per Medicaid certification period as respite for in-home caregiver

Home and Community Based Services (HCBS) – CMA case manager will need to coordinate & verify respite benefit under the individual's specific waiver

Qualifies under PASRR Categorical Determination/Provisional Admission for HCBS respite and plan must be for individual to return to community/home following brief stay



PASRR Level I Screen



Documents & Attestation

Acknowledge that submission of required documents by inserting your name.

Other useful documents that can be included: 27-65 paperwork, certification paperwork, court ordered medication paperwork, and/or pre-Telligen Level 2 evaluation and NOD.

Please submit all of the following:

1. The most recent History & Physical, or any medical documentation with a review of systems and vitals (actual vital data/ vital #'s are required), from within the last 6 months;
2. List of current medications
3. Comprehensive list of diagnosis (ex: SNF face sheet or hospital list)

As the PASRR Level 1 screener, I certify that I have attached the required documents. *



PASRR Level I Screen



Contact for Level 2

This information will be used to contact the facility if a Level 2 Evaluation is needed.

**This may not be the person submitting the Level 1. Be sure to include all contact information to expediting scheduling a Level 2 when needed.

Please list the name and contact information for the person who will schedule the Level 2 with Telligen

Name

Email

Phone Number

(999) 999-9999



PASRR Level 1 Screen

Document Upload

Access the document section by clicking Add.

The screen (shown right) will pop up and you can add the documents, one at a time to the case.


Drag a document to the box or click the blue button to browse for your document.

Repeat this process to upload multiple documents.

File Upload Restrictions

- Extensions: pdf, gif, jpg, jpeg, png, bmp, rtf, doc, docx, xls, xlsx, txt, xps, csv
- Size: Less than or equal to 300 Mb

Drop a file here or [Click here](#) to Upload

File Name	Size	Remove
DUMMY DOCUMENT 4.2023.docx	12 KB	

Name *

DUMMY DOCUMENT 4.2023

Category *

Clinical

Topic *

Medical & Treatment History

For Internal Use Only

No

Close

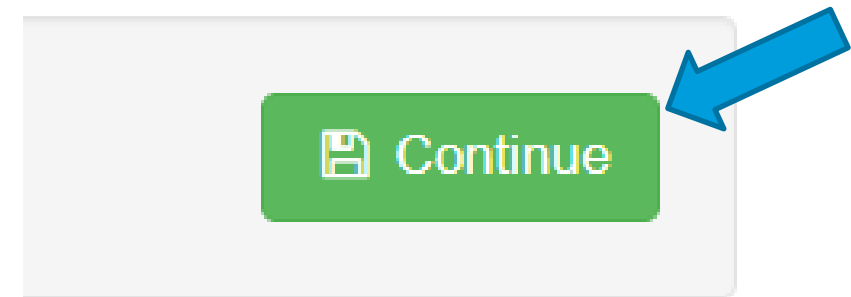
Upload

PASRR Level 1 Screen

Completing the Request (1 of 2)



Once documents have been uploaded, choosing **Continue** will then take you to the attestation.



PASRR Level 1 Screen



Completing the Request (2 of 2)

Completing the attestation with your username, clicking **Submit** as noted by the arrow and then choosing submit again when the notes pop up box will complete the Level 1 screen.

The screenshot displays the 'User Attestation' section of the PASRR Level 1 screen. It includes a list of certification statements, a username input field, and a 'Submit' button at the bottom right. A 'Submit Review' modal box is open, showing a 'Comments' text area and 'Cancel'/'Submit' buttons. Two blue arrows point to the 'Submit' buttons in both the main form and the modal box.

User Attestation

⚠ I certify...

- that the submitted information is true, accurate and complete to the best of my knowledge.
- that the submitted information is supported within the patient's medical record.
- that I understand that any deliberate misrepresentation of any information in this medical review may subject me to liability under civil and criminal laws.
- that I understand an approval of a medical authorization request by Telligen does not guarantee payment for services.
- I agree to notify all involved parties of the outcome of this authorization request.

Acknowledging User *

Enter username

Submit Review

Comments

Comments

Cancel Submit

Submit

PASRR Level II Evaluation



MI, IDD/RC or “Dual”

Once a Level 1 has been determined to be referred for a Level II assessment, individuals will be assessed for MI and/or IDD PASRR conditions.

Some people will be assessed for MI and IDD/Related Conditions, referred to as “Dual” when there is information indicating that both conditions may exist.

Level II referrals confirmed as Duals are completed with an independently licensed MH clinician, along with a deep dive consult with one of Telligen’s IDD assessors before the write-up and recommendations are finalized.

Completed evaluations should indicate the names of both professionals.

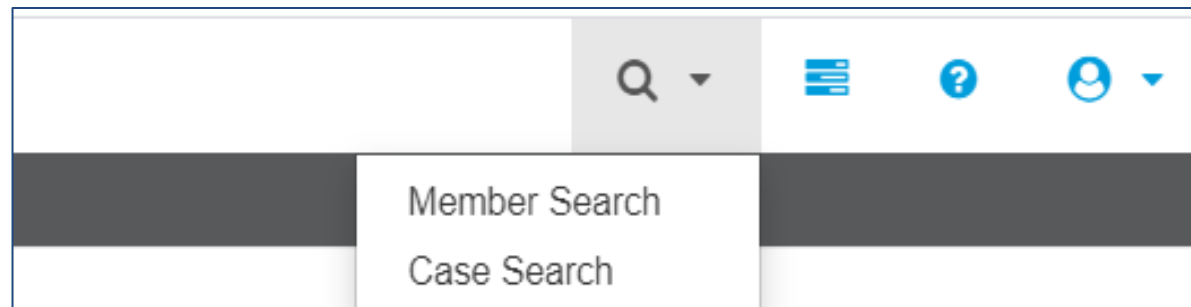
Recommendations may include both MI and IDD services warranted.



PASRR Level I Navigation

View Status and Outcomes (1 of 3)

After a review has been submitted, you can find the review by clicking on the magnifying glass and completing either a Member Search or a Case Search.



PASRR Level I Navigation

View Status and Outcomes (2 of 3)

Case Search

If you are searching by Case ID, simply enter the Case ID in the box and click [Search](#). Click on any blue link to be directed to that specific review.

▼ Client:

▼

Method

☒ Search By Case ID
☐ Search By Authorization ID
☐ Search By Claim Number
☐ Search By Request ID

Case ID

24443

Q Search

Show

10 ▼

 entries

Search:

Case ID	Request ID	Review Type	Timing	Case Status	Date Request Received
24443	24455	PASRR Level 1	Prospective	Not Submitted	03/21/2023 09:57 am



PASRR Level I Navigation



View Status and Outcomes (3 of 3)

Member Search

- If searching by using the Member Search function, you will be directed to the Member Hub.
- Go to the Utilization Management Panel and find the case
- Click on the ellipsis (...) to the right of the request you are searching for.
- Click on **View Request** to see the status and details of that review.
- If the request has not yet been reviewed by our clinical team, users also have the option to delete the request.

Status	Case ID	Request ID	Review Type	Timing	Treating Prov./Phys.	Treating Facility	Req. Start	Req. End	Outcome	Action
Request Is Complete	24445	24457	PASRR Level 1	Prospective	AZAR, COLLEEN	ORCHARD PARK HEALTH CARE CENTE	03/31/2023		Approved	...
										View Request



PASRR Level I Navigation

Viewing & Printing Documents

To view the assessments find the assessment panel and click on the **blue letter link** to open and print or view the assessment.

Assessment

Show entries

Name
PASRR II Evaluation
PASRR I Screen



PASRR Level I Navigation

Viewing & Printing Documents

Scroll to the Correspondence Panel to view the outcome letter.

Click on the **blue letter link** to open it.

Clicking on the **box and arrow** icon will allow you to download and print the letter as well.

SNFs should have a complete PASRR packet BEFORE the individual is admitted to the facility.

A completed PASRR includes: PASRR Level 1 screen, PASRR Level 1 outcome letter and, if applicable, PASRR Level 2 NOD and PASRR Level 2 Assessment.

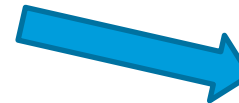
Correspondence

Letter

Level 2 NOD MI   

Level 1 Outcome   

RFI   



PASRR Level I Navigation



Confirming Treating Facility

NOD will be issued to the Treating Facility – this should be the SNF accepting the individual.

Follow-up will go to the Treating Facility – need the accepting SNF (Treating Facility) to complete the follow-up to track services implemented.

When changing the Treating Facility, use the NPI number the facility used to register for Qualitrac.

If/when the SNF changes during or after the PASRR process:

Access the case in Qualitrac.

Use “Action” button and select “Edit” the case.

Authorization Request						Actions ▾
Case Id 24715	Request ID 24727	Date Request Received 04/28/2023 03:46 pm	Review Type PASRR Level 1	Place of Service Nursing Facility	Type	<div>Delete Edit</div>
Timing Prospective						

PASRR Level I Navigation



Confirming Treating Facility

Remove the facility listed in the Treating Facility.

Add the new Treating Facility (accepting SNF).

**Use the NPI the SNF used when registering for Qualitrac when searching for the facility to add to Treating Facility

Type	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason	Comments	Action
Treating Physician	 HUNTER, HEATHER	1992325872	4141 E Dickenson Pl Denver, CO, 80222	(303) 504-6500	Case Manager/Care Coordinator			...
Treating Facility	 SUNNY ACRES HEALTHCARE LLC	1164945010	2501 E 104th Ave Thornton, CO, 80233	(303) 255-4100	Respite Care			...
Ordering Provider	 SKY RIDGE MEDICAL CENTER	1427250976	10101 Ridgeway Pkwy Lone Tree, CO, 80124	(720) 225-1981	General Acute Care Hospital			<div>🗑️ Delete</div> ...

Confirmation Needed

Are you sure you want to delete this provider?

No

Yes

PASRR Level I Navigation



Confirming Treating Facility

Attest and add comments, then Submit

User Attestation

⚠ I certify...

- that the submitted information is true, accurate and complete to the best of my knowledge.
- that the submitted information is supported within the patient's medical record.
- that I understand that any deliberate misrepresentation of any information in this medical review may subject me to liability under civil and criminal laws.
- that I understand an approval of a medical authorization request by Telligen does not guarantee payment for services.
- I agree to notify all involved parties of the outcome of this authorization request.

Acknowledging User *

pvalvanoppu

Submit

Submit Review

Comments

Comments

Cancel

Submit

PASRR Overview



Connecting with HCPF



Please make sure you are on the distribution list for Tuesday Stakeholder Calls!

- <https://visitor.r20.constantcontact.com/manage/optin?v=001HfxrbpGNWZ0IZnPp6t3PG2s9XPNI8ZvgFdjsKvSnhly8z9JmHyp6DeoLJ3saT6x0SeqRR1ub149uoXxe1ok4jTzfMSQ0BN7S5vcLiRO7gdY%3D&id=preview>



COLORADO
Department of Health Care
Policy & Financing

Sign Up For HCPF's Email Lists

☐

Pre-Admission Screening and Resident Review (PASRR) Program Stakeholders



PASRR Overview



Additional Resources

Previous training and resources available on HCPF web site, PASRR page

<https://hcpf.colorado.gov/pre-admission-screening-and-resident-review-program>

Forms & Templates

- [PASRR Level II Serious Mental Illness - Missing Document](#)

- [PASRR Quarterly Psych Census Template](#) - Updated September 2021

Note: Ensure emails containing PHI or PII are sent encrypted

- The PASRR quarterly psych census report is a requirement for facilities with more than 16 beds that is primarily engaged in providing medical attention, nursing care, and related services, ensuring that they meet the assurance that their facilities meet the minimum are at serious risk of losing Medicaid dollars

- Send reports by the 15th of each quarter. Reports are due:

- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

Memos & Guidance

- [Operational Memo - OM 23-015 - PASRR COVID-19 Update](#) - March 7, 2023
- [Operational Memo - OM 21-016 - New PASRR Vendor](#) - February 2, 2021
- [Operational Memo - OM 20-043 - PASRR COVID-19 Update 2.5](#) - April 22, 2020
- [Operational Memo - OM 19-44 PASRR Updates](#) - September 26, 2019
- [PASRR Contact Guide](#) - September 2019

Training Materials

[PASRR Introduction Presentation](#) - February 9, 2021

- [PASRR Introduction - Q&A](#) - February 9, 2021
- [PASRR Training Video Playlist](#)

[PASRR Level 1 - Part 1 Presentation](#) - February 16, 2021

- [PASRR Level 1 - Part 1 - Q&A](#) - February 16, 2021
- [PASRR Training Video Playlist](#)

[PASRR Level 1 - Part 2 Presentation](#) - February 23, 2021

- [PASRR Level 1 - Part 2 - Q&A](#) - February 23, 2021
- [PASRR Level 1 Screenshots](#) - February 23, 2021
- [PASRR Training Video Playlist](#)