

Hospital PASRR Check list

February 2008

PASRR Procedure Steps	Outcome	Action	Completed
1. Determine type of nursing facility admission			
New admission		Needs Level I	
Transfer		Does not require DDM review except when the original NF placement was for Convalescent Care or when going from a psych unit to a new NF	
Returning resident		Does not require DDM review	
2. Establish Pay Source			
Medicaid		Contact SEP to request Level I be completed	
Non- Medicaid		Hospital completes Level I	
3. Level I completed			
Trigger		Submit to DDM	
No Trigger		Complete a hard copy of the new Level I and send to receiving facility. No DDM review required	
4. DDM Reviews Level I within 2 days			
Level II required		DDM refers Level II to OBRA Contrator	
Level II not required		DDM contacts hospital with outcome determination	
5. Level II is completed			
		Mental Health Level II within 2 business days	
		Developmental Disability Level II within 8 state business days	
6. Level II Reviewed by DDM - determination regarding placement made			
		DDM reviews Level II with State MH/DD Authority	
7 State MH/DD Authority authorizes admission			
		DDM contacts referral source and gives authorization number. The Level I with authorization number is faxed to receiving nursing facility	