



State of Louisiana

Department of Health and Hospitals
Office for Citizens with Developmental Disabilities

February 25, 2016

OCDD-A-16-001

Memorandum

TO: Hospital and Nursing Facilities in Louisiana

FROM: Julie Foster, OCDD Deputy Assistant Secretary

A handwritten signature in cursive script, appearing to read "Julie Foster".

RE: OCDD Preadmission Screening & Resident Review (PASRR) Referral Contact Information and Procedure Reminders

This communication is to highlight for hospitals and nursing homes the PASRR Level II evaluation process for persons suspected of having an intellectual disability (ID)/developmental disability (DD)/related condition (RC) and to remind hospitals and nursing homes of existing PASRR processes for those suspected of ID/DD/RC.

Single Point of Entry (SPOE) for PASRR level II evaluations for persons suspected of having an Intellectual Disability/Developmental Disability/Related Condition

The Local Human Services District or Authority (HSD/A) serve as the single point of entry for individuals suspected of having an ID/DD/RC. All PASRR level II referrals will be routed to the respective HSD/A as noted below:

Metropolitan Human Services District

(Parishes served: Orleans, Plaquemines, St. Bernard)

Phone: (504) 599-0245 Fax: (504) 568-4660

Capital Area Human Services District

(Parishes served: Ascension, East Baton Rouge, East Feliciana, Iberville, Pointe Coupe, West Baton Rouge, West Feliciana)

Phone: (225) 925-1910 Fax: (225) 925-1966

South Central LA Human Services Authority

(Parishes served: Assumption, Lafourche, St. Charles, St. James, St. John, St. Mary, Terrebonne):

Phone: (985) 876-8805 Fax: (985) 876-8905

Acadiana Area Human Services District

(Parishes served: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, Vermillion)

Phone: (337) 262-5610 Fax: (337) 262-5233

Imperial Calcasieu Human Services Authority

(Parishes served: Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis)

Phone: (337) 475-8045 Fax: (337) 475-8055

Central Louisiana Human Services District

(Parishes served: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn)

Phone: (318) 484-2347 Fax: (318) 484-2458

Northwest Louisiana Human Services District

(Parishes served: Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, Webster)

Phone: (318) 741-7455 Fax: (318) 741-7445

Northeast Delta Human Services Authority

(Parishes served: Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll)

Phone: (318) 362-3396 Fax: (318) 362-5306

Florida Parishes Human Services Authority

(Parishes served: Livingston, St. Helena, St. Tammany, Washington, Tangipahoa)

Phone: (985) 543-4730 Fax: (985) 543-4752

Jefferson Parish Human Services Authority

(Parishes served: Jefferson)

Phone: (504) 838-5357 Fax: (504) 838-3373

Referral Process

Nursing Facility admission:

All persons seeking admission to a Medicaid-certified nursing facility are required to complete a Preadmission Screening (PAS) prior to admission. Those suspected of having an intellectual disability/developmental disability/related condition (ID/DD/RC) are referred to the local Human Services District/Authorities for a level II determination in conjunction with a determination for eligibility for DD services if the applicant does not have a current Statement of Approval (SOA).

The HSD/A will receive the level II referral from the Office of Aging and Adult Services (OAAS). The HSD/A will complete the evaluation and determination within an average of 7 -9 working days.

In order to facilitate the evaluation and determination the following documents are needed to substantiate the suspected ID/DD/RC and should be submitted with the level I or made available to the HSD/A:

- Medical history (including documentation and evaluations that support basis for NF placement)
- Current psychological and psychiatric evaluations
- Current plan of care/individual support plan
- Social history
- Medication history
- Specialty reports (e.g., occupational/physical/speech therapy, nutrition, vocational/employment, education, medical specialty consults)
- Any other evaluations/assessments that support the ID/DD/RC, inclusive of documentation that substantiates the onset of the ID/DD/RC prior to 22 years of age (Note: The alleged ID/DD/RC needs to have manifested prior to age 22 as outlined in RS 28:451.1)
- Corroborative testing or other information that verifies the presence and progression of Dementia will be required for applicants with a diagnosis of dementia (e.g., Dementia work up, comprehensive mental status exam, summary of progression of the disorder)

Resident Review (RR)

It is the responsibility of the nursing facility to contact the local Human Services District/Authority when an individual with ID/DD/RC has a “significant change” in status. Significant change is a decline or improvement in a resident’s status that would not normally resolve itself without intervention by staff or by implementing standard disease-related clinical interventions. It impacts more than one area of the resident’s health status and requires interdisciplinary review and/or revision of the health care plan (MDS 3.0 User’s Manual Section 2.6).

Referral for a level II should be made to the local HSD/A as soon as the significant change is evident and the NF should not wait until the MDS significant change in status assessment is complete (the MDS 3.0 should be used as guidance). Referral documents should be the same as those outlined for admission to the NF. The NF should alert the HSD/A that this is a “resident review.”

Hospital Exemptions

The nursing facility should submit the required level II information and rationale for extension to the local Human Services District/Authority 7-10 working days prior to expiration so that the evaluation can be completed within the exemption timeframe.

Specialized Services

Specialized services for persons with ID/DD/RC may include the development of skills necessary for activities of daily living, skills necessary for independent living, skills necessary to gain and keep employment, the development of psycho-social skills, and crisis intervention and support services. Staff from the local Human Services District/Authority are required to monitor individuals with ID/DD/RC and for whom specialized services were recommended on a quarterly basis for adults and on a monthly basis for youth. Monitoring may include and may not be limited to review of records, interview/observation of the individual, interview with family/authorized representative, and/or interview with staff.

cc: LGE Executive Directors
LGE DD Directors and Assistant Directors