

# THE TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## Procedure

## Section 8.3

### PRE-ADMISSION SCREENING & RESIDENT REVIEW PROCEDURES

The County Board of DD Community Services Unit (SSA) is responsible for the gathering of information necessary for making the PAS/RR-DD determination. The individual and/or authorized representative will be included in the gathering of the following information. Once obtained, this information will be submitted to DODD (PASRR Unit) within 5 working days:

- OBRA PASRR Evaluation Summary
- PASRR ID Screen (#3622)
- LOC (#3697) or alternative from specified by ODJFS
- Social History & Personal Background
- FED Form
- Medical (Admit History & Physical)
- Current Physician's Orders
- Nursing Care Plan
- Psychological

The County Board will also send a representative to complete a face-to-face interview with the individual. If the necessary information cannot be obtained within set time lines, the County Board will document what efforts have been made to obtain such information. If information is not available, the County Board will arrange for appropriate evaluations necessary.

If there is no evidence of DD eligibility, the County Board will complete the "Rule Out Section" of the OBRA PASRR Evaluation Summary form and return it to DODD.

#### **The County Board's role in the Resident Review process.**

There are 5 situations in which a Resident Review is required. They are as follows:

1. When the convalescent exemption expires on the 30<sup>th</sup> day to determine the need for continued stay (PAS not required).
2. When the PAS emergency stay expires on the 7<sup>th</sup> day.
3. When the PAS respite stay expires on the 14<sup>th</sup> day.
4. When an individual is found to be residing in the nursing facility with no previous PASRR record and is suspected of having MRDD or SMI.
5. When the nursing facility identifies that a significant change in mental or physical condition has occurred.

The County Board may not always be aware of individuals in the above situations. However, once notification has been made, the Board will ensure that the Nursing Facility completes a PASRR Identification Screen and submits it to the State. Once the County Board has been notified by the State of the need for a Resident Review, an assessment including a face-to-face interview of the individual will be completed. The County Board will submit evaluations and recommendations to DODD within 9 working days. These evaluations include:

OBRA PASRR Evaluation Summary  
Social History  
FED Form  
Level of Care (ODHS 3697)  
Psychological  
MDS (if available)  
Admitting History and Physical  
Care Plan  
Current Physicians Orders  
Any therapy reports or special on-going nursing care needs

If for some reason the individual is discharged from the Nursing Facility, no further review will be completed and notification to DODD will be made.

Those individuals who are admitted to a Nursing Facility under a categorized exemption shall be monitored upon notification of admission at least one time a year. Refer to monitoring questionnaire for Specialized Services, which addresses specialized services as well as discharges, deaths and significant changes.

When making determinations as to whether an individual who is seeking admission into a Nursing Facility meets skilled criteria, Trumbull County Board will adhere to the skilled level of care criteria outlined in OAC 5101:3-3-05 (Skilled level of care (SLOC) and OAC 5123:2-14-01 paragraphs (C)(3) (c) of the rule. Pay close attention to the 30-month rule for long-term residency. If skilled level of care is not required an assessor will refer to ICFMR rule 5101:3-3-07. Copies of the most current letters of determination will be maintained in the individual's file for those who have been determined to need NF placement.

If person is discharged before completion of a further review, the county board may use the movement form to notify DODD that this move has occurred. The nursing facility should still fax a request to withdraw the further review request so their records and DODD's record accurately reflect the necessary notifications.

### **Change in Condition (Physical or Mental).**

This refers to individuals residing in Nursing Facilities who:

1. May no longer meet criteria for skilled level of care OR
2. Develops medical problems which supercede the individual's participation in specialized services.

Once a change in condition is noted, the County Board will advise the Nursing Facility to complete a PASARR Identification Screen and submit it to the State. Once the State notifies the County Board of the need for a Resident Review, an assessment of the individual will be completed as outlined above in the County Board's role in the Resident Review.

Individuals will be monitored for a change in condition one of two ways:

1. Individual receives specialized services.  
His/her service coordinator may attend plan of care meetings, make periodic checks on the individual at the Nursing Facility or day programming or review

documentation such as medical or nursing notes. This is an on-going process, which also requires the service coordinator to obtain a yearly physical update of the individual by his/her physician.

2. Individual receives no specialized services.

Will be monitored at least one time a year. This is completed through the monitoring questionnaire for Specialized Services, which requires the individual's and/or guardian's signature. The County Board may choose to conduct further monitoring through face-to-face visit(s), review of nursing and/or medical notes and contact with facility staff as well as the guardian. Nursing Facilities are also encouraged to notify the County Board of any changes.

When an individual has been determined that Nursing Facility services are not appropriate, the County Board will review with the individual and/or the guardian other residential options available such as: Supported Living, ICF/MR, HCBS Waivers or other possible placements within the County. If any of these options are requested, the individual will be placed on appropriate wait lists and referred to any current openings. This will be accomplished with the assistance of the SSA Unit. Documentation verifying the individual's choice of residential options will be kept in the TCM note and through Trumbull County Board of DD's Application for Services, which requires the individual's or guardian's signature.

Trumbull County Board will maintain a list of all individuals residing in Nursing Facilities who have been determined to be in an adverse Level of Care and are considered a "must move" wait list will be kept with the data entry clerk for wait lists. The service request form should be "flagged" or highlighted explaining that the individual is considered a "must move". Based on what the individual's needs are as well as requests the County Board may pursue placement in other counties too. The County Board will explore options and openings as they become available. This list will be reviewed by department directors on a quarterly basis.

The County Board will notify Nursing Facilities of individuals falling within the must move category. The County Board will request Nursing Facilities to make notification to the County Board when such individuals have been discharged. Monitoring of these individuals will be done via the monitoring questionnaire for Specialized Services.

When the County Board recommends Nursing Facility placement for an individual specialized services will be explored and if appropriate they will be recommended. The County Board will follow Administrative Rule 5101:3-3-151(B)(19) and 1523:2-14-01(B)(13) in determining what are specialized services. If there is a specialized service need, the County Board shall identify in the individual's service plan how that need is to be met and to subsequently ensure that the appropriate services are delivered. Specialized Services are to be developed, initiated, monitored, adjusted and discontinued through coordinated effort with other paraprofessionals and non-professionals as dictated by the individual's IP.

**Refusal to Receive Specialized Services.**

An individual has the right to refuse any attempt at service delivery. When and if this occurs, the County Board of DD will ensure the following:

1. Refusal must be persistent from the individual (individual should be asked at least on two separate occasions under different circumstances).
2. Refusal must be consistently documented in the case notes.
3. County Board must document and discuss with the individual possible consequences of refusal of services; and
4. County Board should offer alternatives if applicable.
5. County Board follows administrative resolution process. This should include having the individual or guardian, whichever is appropriate, sign off a statement verifying the understanding that services are being discontinued.
6. SSA's and Hab Coordinators are to notify County Board PASRR contact of all refusals or discontinuances.

**Due Process.**

Those individuals who have gone through a PAS or RR have the right to a state hearing if they do not agree with the outcome of the review (DODD's determination). The County Board will assist the individual and/or guardian with their rights as requested during this process. The County Board Representative will attend the hearing as requested and provide information necessary in resolving any disagreement. See Trumbull County Board Administrative Resolution Process for other specifics and appeal rights for those individuals who have been determined a "rule out".

**Transfers, Discharges, Deaths and Terminations of Specialized Services.**

Trumbull County Board had adopted DODD's PASRR Movement Form. This form shall be utilized to notify the DODD PASRR Unit of any transfers, discharges, terminations of specialized services and dates of deaths of any individuals residing in Nursing Facilities with a DD diagnosis. This form will be faxed to DODD by the County Board within 7 working days of notification of one of the above mentioned scenarios.

**Letter of Determination.**

All individuals residing in a NF shall have a current letter of determination maintained in his/her file. At least one time a year the county board contact for PASRR shall review all DD eligible individuals placed in a NF to ensure these letters are on file.

**Reference:**

OAC 5123:2-14-01