



**ADMINISTRATIVE MEMORANDUM - #2014-02**

**TO:** Intermediate Care Facility (ICF), MSC and PCSS Vendors  
OPWDD Regional Preadmission & Screening Resident Review (PASRR) Coordinators  
OPWDD DDRO Medicaid Service Coordinator (MSC) Coordinators

**FROM:** Helene DeSanto, OPWDD Deputy Commissioner *Helene DeSanto*  
Division of Service Delivery

Gerald Huber, OPWDD Deputy Commissioner *Gerald R. Huber*  
Division of Person Centered Supports

**SUBJECT:** Communication of Information for Individuals Admitted to a Nursing Facility from an OPWDD-certified residence (State and voluntary-operated residences, including Family Care homes)

**DATE:** June 20, 2014

**EFFECTIVE DATE: July 07, 2014**

**SUGGESTED DISTRIBUTION:**

Medicaid Service Coordinators (MSCs) and Supervisors  
Regional Office Front Door Staff  
Regional Office PASRR Coordinator Supervisors  
Regional Office Willowbrook Liaisons  
Family Care Liaisons  
QIDPs (Qualified Intellectual Disabilities Professionals) and Supervisors

In an effort to communicate information about all people who are entering a Nursing Facility<sup>1</sup> from an OPWDD-certified residence, information contained on the person's Individualized Service Plan (ISP) or Comprehensive Functional Assessment (CFA) will be incorporated into the Level II Assessment. The Level II is completed by the Preadmission Screening Resident Review Coordinator (PASRR) at the time of the admission, and will be provided to the Nursing Facility as part of the Level II Assessment document by the PASRR Coordinator with the Preadmission Screening and Resident Review Determination and Recommendation Form.

<sup>1</sup> All individuals who enter a nursing facility including those who are there short-term (unless return home/to another residence is imminent), and includes Willowbrook class members.

**Executive Office**

Just prior to each Nursing Facility admission, and prior to the completion of a Level II Assessment, the local Preadmission Screening and Resident Review Coordinator must connect with the individual's Service Coordinator/QIDP to request the ISP/CFA. Information contained in the ISP/CFA will be helpful to Preadmission Screening and Resident Review Coordinators in making decisions regarding Services of a Lesser Intensity (i.e., services that can be provided to the individual by the Nursing Facility while they are there). After completion of the Preadmission Screening and Resident Review Level II Assessment, the PASRR Coordinator will connect with the Service Coordinator/QIDP to arrange a joint initial conversation with the nursing facility about the person. The intent is to share significant information that will enable the Nursing Facility to provide more person-centered care to the individual inclusive of information that is more current than the most recent ISP/CFA. Through this mechanism, we hope to provide the Nursing Facility with a "picture" of the individual pre-admission to help prevent deterioration in condition, enhance quality of life, and possibly to help prepare the person to return home or to another community-based residential opportunity. To ensure the best possible outcome for the person served, all Service Coordinators/QIDP must offer information and cooperation as needed and requested.

Below is a brief \*description of OPWDD Preadmission Screening and Resident Review Coordination, including a link on the OPWDD website to the PASRR Coordinator listing.

Please direct any questions on this process to Martha Schunk, the OPWDD Statewide PASRR Coordinator at [Martha.Schunk@opwdd.ny.gov](mailto:Martha.Schunk@opwdd.ny.gov) or via phone at (518) 473-5436.

\*Description of OPWDD PASRR Coordination:

The Preadmission Screening and Resident Review (PASRR) process is intended to prevent the inappropriate admissions of persons with mental illness, intellectual disabilities or developmental disabilities into nursing facilities. Federal law requires hospitals to conduct a Level I (Screen) on all persons, with limited exceptions, who are seeking admission to nursing facilities for individuals with a known or suspected intellectual/developmental disability.

Hospitals must ensure that OPWDD (the local PASRR Coordinator) is contacted prior to admission to a specifically-identified nursing facility. Nursing facilities are prohibited to admit persons with a known or suspected ID/DD unless the appropriate state PASRR agency determines whether the person requires the level of services provided in a nursing facility and whether the person requires "specialized services" or "services of a lesser intensity" to address the disability.

Local OPWDD PASRR Coordinators complete a Level II assessment based on information received from the entity requesting the nursing facility admission (typically a hospital) in consultation with the person's service coordinator, the local vacancy management/Front Door liaisons and others as indicated. This assessment process helps to determine whether the person can return to the pre-hospitalization/nursing home residential setting taking into consideration waiver services, whether an alternative residential setting is indicated, or whether the person's medical condition necessitates a long term stay at the nursing facility.

For more information on the OPWDD PASRR process, contact the local PASRR Coordinator or the Statewide PASRR Coordinator.

[http://www.opwdd.ny.gov/opwdd\\_resources/pasrr\\_coordination/dddso\\_pasrr](http://www.opwdd.ny.gov/opwdd_resources/pasrr_coordination/dddso_pasrr)

cc: Eric Pasternak, OPWDD Statewide MSC Coordinator  
Martha Schunk, OPWDD Statewide PASRR Coordinator  
Lori Lehmkuhl, OPWDD Statewide Willowbrook Liaison  
OPWDD Leadership Team