

Pre-Admission Screenings can be submitted online at <https://mnhelpreferral.revation.com>. Click on your provider type and then click on reason for referral “Admitting to Nursing Facility.” Click on “Continue” to proceed.

Q: Who needs a Pre-Admission Screening?

A: State and federal law require anyone who is entering a Minnesota **Medicaid (MA)-certified** nursing facility, hospital “swing bed” or certified boarding care regardless of length of stay or payer source needs a Pre-Admission Screening (PAS) completed on his/her behalf.

Q: Who can submit a PAS?

A: Only a qualified health care professional can request a PAS. When submitting the PAS via the online referral site, the submitter can use the drop-down list and select the provider type and role of the submitter. Those who can use this form include:

- Hospital physicians, nurses, discharge planners/social workers and delegates;
- Hospice social workers, nurses and delegates;
- Clinic physicians, nurses and delegates;
- Nursing facility nurses, social workers and delegates.

Q: How long is a PAS valid?

A: A PAS is good for 60 days. However, if an individual’s needs have changed since the PAS was completed, it is recommended a new PAS be completed (i.e., primary diagnosis change, change in functioning, etc.).

** Please note: A new PAS is required after any psychiatric hospital stay.

Q: Are veterans exempt from a PAS?

A: No, veteran status does not constitute an exemption from a PAS.

Q: Are hospice stays exempt from PAS?

A: No, hospice stays are not exempt from PAS.

Q: Is anyone exempt from PAS?

A: The only exceptions to the PAS requirements are certain inter-facility transfers: 1) when an individual transfers from a Minnesota MA-certified nursing facility to a hospital for an *acute* hospital stay, then back to the same or new Minnesota MA-certified nursing facility, or 2) transfers directly from one Minnesota MA-certified nursing facility to another Minnesota MA-certified nursing facility.

Facilities are responsible to ensure that documentation of previous OBRA Level I screening results accompany other records forwarded when residents transfer to another facility, including those transfers that occur with an intervening acute hospital admission.

Q: Is there a way to look up if a PAS was completed?

A: There is not currently a website or database to look up if a PAS was requested or completed for an individual. There is a chat feature located on the [MinnesotaHelp Network™ Online Referral](#) site for providers to ask questions or request copies of a PAS. Providers can also call the Senior LinkAge Line® at 1-800-333-2433 and select option 3 to request this information.

Q: I'm having trouble submitting an online PAS referral, what should I do?

A: Please ensure you are using a current browser version (Internet Explorer 10 or newer, Google Chrome, Firefox or Safari). If you are still having trouble, try clearing your cache. Check with your IT department if you need assistance. If you have further issues, contact the Senior LinkAge Line® at 1-800-333-2433 or use the online chat feature located on the [MinnesotaHelp Network™ Online Referral](#) site.

Q: Can the PAS referral be saved and completed later?

A: Currently, there is not a **Save** option to allow for completion later.

Q: If it is an emergency admission, when should the online PAS referral be submitted?

A: A PAS referral can be submitted 24-hours a day, 7-days a week on the [online referral site](#). For purposes of MA payment, it is recommended that the PAS be submitted prior to the individual being admitted to the facility.

Q: What if an individual is seeking admission to the nursing facility from the community, but the facility does not feel the person will meet level of care?

A: For community admits who may not meet level of care, we recommend a face-to-face assessment (Long Term Care Consultation/MnCHOICES) be completed prior to admission. The nursing facility, clinic or individual can facilitate this referral to the county/tribe. The nursing facility or clinic can also complete the PAS request and the Senior LinkAge Line® will facilitate the referral for the face-to-face assessment (if needed) to determine level of care.

Q: What if a mistake was made on the PAS referral that was not noticed until after submission?

A: The submitter can call or chat with Senior LinkAge Line® to inform them of the error. If it was a significant error, such as incorrect responses to the level of care questions, a new PAS may be submitted, but the Senior LinkAge Line® should be informed of a new PAS being submitted. Corrections, such as updating a nursing facility name, spelling of the individuals name or date of birth can be completed by connecting with the Senior LinkAge Line® to make the corrections.

LEVEL OF CARE CANNOT BE DETERMINED

Q: What happens if the Medicaid level of care result cannot be determined and a face-to-face assessment must be conducted? Can the person be admitted into the nursing facility?

A: If the Medicaid level of care cannot be determined, the Senior LinkAge Line® may contact the PAS submitter to review the PAS and ensure all questions were answered appropriately. Senior LinkAge Line® will contact the lead agency to schedule a face-to-face assessment, if necessary, for final determination of Medicaid level of care. Per Minnesota statute 256B.0911, this face-to-face assessment should take place within 20 calendar days.

Regarding admission to a nursing facility, PAS is not a gatekeeping process. Individuals have options. Medicaid level of care determination is only for purpose of Medical Assistance payment for long-term care. If an individual has another pay source, such as Medicare private pay and wants to enter the nursing facility, the individual has a right to make that choice, even if the individual does not meet level of care. Many nursing facilities currently have protocols and guidelines regarding admitting individual into the nursing facility and should continue to follow their internal protocol.

Please note: A face-to-face assessment by the lead agency (county, tribe or managed care organization) is the only way to determine an individual does not meet LOC.

OUT OF STATE

Q: What is the process when a Minnesota resident is seeking admission to a nursing facility in another state?

A: The Minnesota hospital, or other health care professional, should follow the PAS requirements of the state where the facility is located. However, if Minnesota MA is going to be the payer for the out-of-state nursing facility care, the health care professional must also complete the online PAS referral to allow for payment in Minnesota.

Q: Does a PAS need to be completed if an individual is transferring from an out-of-state nursing facility to a Minnesota nursing facility?

A: Yes, the out-of-state facility should complete an online PAS referral.

Q: Does a PAS need to be completed if an individual resides in another state and is seeking admission to a Minnesota MA-certified nursing facility?

A: The Senior LinkAge Line® must receive a PAS for all individuals seeking admission to a MA-certified facility in Minnesota, regardless of the individual's state of residence. The health care professional (i.e. North Dakota hospital discharge planner) should complete the online PAS referral.

OBRA LEVEL II SCREENINGS

Q: Must an OBRA Level II screening be completed prior to admission?

A: All OBRA Level II screenings must be complete PRIOR to admission.

The OBRA Level II MI referral is sent to the county of the individual's current location. The lead agency (or OBRA level II assessor) has up to nine working days to complete the OBRA level II screening.

However, in the event the screening cannot take place due to an emergency or other special circumstance, an OBRA Level II assessor can allow an individual to admit prior to the OBRA Level II screening being completed. See DHS Bulletin 18-25-01 for additional information.

When an OBRA Level II DD screening is needed, the lead agency (or OBRA level II assessor) has up to nine working days to complete the OBRA level II screening.

For individuals on MA or with a case manager, this referral is made to the county of financial responsibility (CFR). For individuals not on MA, the referral would be sent to the county of the individual's current location.

Q: What if a significant change is noticed in a resident with mental health concerns?

A: A new PAS does not need to be completed. The facility can request an OBRA Level II Resident Review through the county if they notice a significant change in a resident.

For additional information on PAS or OBRA Level II screening/Resident Reviews see:

- DHS Bulletin 17-25-06
- Federal information is available within 42 CFR 483.106(b)(4).
- Pre-Admission Screening OBRA Level I
 - Senior LinkAge Line®: 1-800-333-2433
 - Email: mba.dhs@state.mn.us
- Questions regarding OBRA Level II or Resident Reviews for Developmental Disabilities (DD)
 - Metro area only: 651-431-4300
 - Toll-free: 1-866-267-7655
 - Email: DSD.ResponseCenter@state.mn.us
- Questions regarding OBRA Level II or Resident Reviews for Mental Health (MI)
 - DHS Bulletin 18-25-01
 - [PASRR Level II-MI](#)
 - Phone: 651-431-2225
 - Email: dhs.mh.pasrr@state.mn.us

LEVEL OF CARE 90-DAY REDETERMINATION

Q: When does a Level of Care 90-day redetermination need to be submitted?

A: A referral needs to be submitted for Residents (age 21+) who meet the following criteria:

1. Has MA and admitted to a nursing facility/certified boarding care/swing bed on October 1, 2014 or later AND the first quarterly MDS resulted in a PA1 or PA2 RUG classification.

OR

2. Applied for MA after January 1, 2015 AND the most recent quarterly MDS resulted in a PA1 or PA2 RUG classification.

SCENARIOS

Scenario #1: John had hip replacement surgery, which included a four-day hospital inpatient stay. He needs to be discharged from the hospital to a nursing facility for three weeks of rehabilitation, which will be covered under Medicare. **The hospital should complete the online PAS referral prior to John's discharge from the hospital.**

Scenario #2: Anna's family feels she needs to move from her home to a nursing facility for additional care. They contact the nursing facility to find out if there is an opening available. The nursing facility is not sure whether Anna will meet level of care. **The nursing facility, clinic, or family can request the county/tribe complete a face-to-face assessment or the facility or clinic can submit a Pre-Admission Screening.**

Scenario #3: George is currently residing in an MA-certified nursing facility, but is being transferred to another MA-certified nursing facility. **The new nursing facility should request a copy of the PAS that was previously completed.**

Scenario #4: Agnes was admitted to a nursing facility from the hospital. The nursing facility received a phone call and written communication confirming the PAS was completed, along with the results from the Senior LinkAge Line®. However, two weeks later, the nursing facility cannot find paper documentation of the PAS. **The nursing facility can contact the Senior LinkAge Line® to request another copy of the PAS for the nursing facilities records.**

Scenario #5: Bob was admitted to the hospital and was discharged to an MA-certified hospital swing bed for what is anticipated to be five days. **The hospital should have completed the online PAS referral prior to swing bed admission.**

Scenario #6: Sherri is being admitted to a non-MA certified nursing facility. A PAS does not

need to be completed at this time. **The hospital, clinic or nursing facility can choose to complete a PAS, should the individual transfer to a MA-certified facility within 60-days.**

Scenario #7: Henry, a Wisconsin resident, is being discharged from a Wisconsin hospital to a Minnesota nursing facility. **The Wisconsin hospital should complete the online PAS referral via [MinnesotaHelp Network™ Online Referral](#) site. If the hospital does not have the URL for the site to complete the PAS referral, the nursing facility should provide them with the link or the hospital can call the Senior LinkAge Line® at 1-800-333-2433.**

For additional information, including updates please go to the [MN Board on Aging website \(www.mnaging.org\)](#).