

Level I Review

What should a nursing facility do if a Level I is received and it is discovered that information was missing from the screening?

Our system will eliminate many of these problems because it has required fields. However, if information is missing, such as a mental health diagnosis, then a new Level I would need to be completed. This can be completed by the hospital or by the nursing facility. Keep the original and the new Level I screening in the individual's file. It is important that any error be found very quickly, within days.

What should a nursing facility do if a Level I is received and it was correct upon admission but new information has been discovered?

If new information has been discovered, such as a history of a major mental illness, and this new information is significant, then the nursing facility should complete a Resident Review for significant change and request a PASRR Level II evaluation and determination.

Who is able to complete a Level I screening?

Anyone who works for a hospital or nursing facility and holds the following credentials: Master of Social Work, or licensed in the State of Florida as a Clinical Social Worker (LCSW), Mental Health Counselor (LMHC), Physician (MD/DO), Physician Assistant (PA), Registered Nurse (RN), or Psychologist.

Are nursing facility staff able to complete the PASRR Level I screening outside of the nursing facility setting?

Yes. PASRR should always be completed prior to admission. Appropriately credentialed nursing facility staff are able to complete the screening anywhere, including at a hospice home, an assisted living facility, or even a hospital setting.

Who would complete a PASRR Level I screening in the community if an individual does not have access to nursing facility or hospital services?

KEPRO licensed clinicians would complete the Level I screening in the community, such as in a jail or rural home setting. These screenings will be completed within two business days.

Who can complete a Level I screening for an individual under the age of 21 years?

Anyone who works for a hospital or nursing facility and holds the following credentials: Master of Social Work, or licensed in the State of Florida as a Clinical Social Worker, Mental Health Counselor, Physician, Physician Assistant, Registered Nurse, or Psychologist.

Do we have to enter old PASRR Level I forms into KEPRO's new provider portal?

No. The online version is replacing the paper form beginning January 1, 2019. You do not have to redo or replace previously completed paper forms.

Does the Level I screener need to physically sign the Level I form after printing the form from the PASRR Provider Portal?

No. If the Level I is completed in the PASRR provider portal, the electronic entry of the Level I Screener's name and credentials is sufficient. A handwritten signature is not required. If the hospital is completing a hospital exemption, the physician is required to physically sign the form on page 3 of the Level I.

Level II Review

Do hospitals and nursing facilities need to send the DOEA/CARES assessment as part of the complete referral packet for a PASRR Level II evaluation and determination request?

No. It is no longer required to send the CARES 701B assessment as part of the referral packet for a PASRR Level II evaluation and determination request. However, you may send the assessment if you have it available.

Will hospitals and nursing homes continue to send the DOH/CMAT assessment as part of the complete referral packet for a PASRR Level II evaluation and determination request for an individual under the age of 21 years?

No. It is no longer required to send the DOH/CMAT assessment as part of the referral packet for a PASRR Level II evaluation and determination request. However, you may send the assessment if you have it available. If the CMAT nurse has completed the assessment, CMAT may send to KEPRO as needed.

Who can request a PASRR Level II evaluation and determination?

Anyone who works for a hospital or nursing facility and has access to KEPRO's provider portal.

KEPRO Provider Portal

Do we need to re-register if we receive a new NPI?

Yes. If your registered NPI is termed and you receive a new NPI, your facility/hospital needs to have a delegated administrator register the new NPI by going to <https://floridapasrr.kepro.com/> and clicking on the link provided to *register as the Administrator of your facility, please click here* to send us an email. Complete all of the requested information before sending the email.

How do we request PASRR training?

Recorded PASRR training can be found at: [https://floridapasrr.kepro.com/resources/training-materials/Recorded Training Sessions](https://floridapasrr.kepro.com/resources/training-materials/Recorded-Training-Sessions). Additional educational and training materials can be found here as well.

How do we register if we are the delegated Administrator over a hospital group with more than one National Provider Identifier (NPI)?

Each NPI will require one Administrator so in this case, the Administrator would need a username and login for each NPI or facility.

What happens if the system goes down for some unexpected reason?

KEPRO will notify all users, in advance, of any scheduled maintenance. Typically, scheduled maintenance is performed during off hours, such as midnight on a Sunday. If the system goes down unexpectedly for some other reason, providers are encouraged to call KEPRO so that we can work together to enter the Level I screening or Level II request.

Level I and II Information

What is the process for nursing homes receiving an individual from out of state?

Per the federal regulations, unless states have an interstate agreement, the state in which the individual is located is responsible for PASRR. Florida does not have an interstate agreement with any other state regarding PASRR at this time. This means someone from the discharging state would need to complete their state's specific PASRR Level I (and Level II if required) prior to transferring to Florida. When the individual arrives in Florida, the receiving nursing facility should add a copy of the Level I (and Level II if applicable) to the individual's nursing home file. It is a good idea to also do a new Florida PASRR Level I screening (and Level II if required) since PASRR processes and services can differ from state to state.

What documents are required for a PASRR Level II evaluation and determination and/or Resident Review?

Required Level II packet documents include:

- Copy of the Level I or Resident Review form signed by the individual or legal representative showing consent for the evaluation and determination.
- 3008/Continuity of Care
- Relevant Treatment Notes (History and Physical Exam, Medication list, Current Nursing/Medical/Case notes, and Psychiatric/Psychological evaluation or notes if available)
- Minimum Data Set (MDS) if available
- Proof of guardianship if applicable

Resident Review

Who is able to complete a Resident Review for significant change?

Anyone who works for a nursing facility and holds the following credentials: Master of Social Work, or licensed in the State of Florida as a Clinical Social Worker (LCSW), Mental Health Counselor (LMHC), Physician (MD/DO), Physician Assistant (PA), Registered Nurse (RN), or Psychologist.