

North Dakota Web Based System

Do I need to Complete a Screen?

Instructions: Click on the question or use the scrollbar to "see all questions."

1. **When** should I complete a Level I screen?
2. **When** should I complete a Level of Care screen?
3. **When** should I complete both a Level I and a Level of Care screen?
4. **When** should I complete a Tracking Form?

1. **When should I complete a Level I screen?**

- The PASRR Level I screen is federally required for all applicants to a Medicaid certified nursing home and for residents of a Medicaid certified nursing home when a significant mental status change occurs.
- If the patient was previously in a Medicaid certified nursing facility and discharged to a lower level of care for more than 6 months, a new level I screen will need to be completed.
- If the patient has a level I screen completed but it is more than 1 year old and the patient is transferring to a different Medicaid certified nursing facility, a new Level I screen will need to be completed.

2. **When should I complete a Level of Care screen?**

- The Level of Care screen is needed for every patient that has Medicaid, or has applied for Medicaid, applying for admission to a Medicaid certified nursing home or to a Swingbed.
- All patients, regardless of payment source, referred for the Level II process are required to have a Level of Care screen completed.
- All patients in the HCBS or Personal Care programs are required to have a Level of Care screen completed. These programs work with a certification period and the Level of Care will need to be updated prior to the end date given.
- If a patient is admitted for a 30 day convalescent stay, after meeting for MI, MR/RC, regardless of payment source, a Level of Care screen will need to be completed.

3. **When** should I complete both a Level I and a Level of Care screen?

- Both screens need to be completed for all patients that have Medicaid as their payment source or if they have applied for Medicaid funding when applying for admission to a Medicaid certified nursing home.
- Both screens need to be completed for all patients, regardless of pay source, that have been referred for a Level II evaluation.
- All patients meeting convalescent stay criteria, as outlined in the level I screen, will need to have both screens completed.

4. **When** should I complete a Tracking Form?

Tracking forms should be submitted to DDM for the following reasons:

- If you would like a copy of any completed screen. The screens should be sent with the patient's chart upon transfer.
- To notify DDM of the patient's discharge from a nursing home or swingbed.
- To notify DDM of the patient's death.
- To notify DDM of the patient's transfer to a different facility.
- To alert DDM to a new admission or to confirm the admission date.
- To inform DDM of the Receiving facility for an approved screen.