Nevada Medicaid
Nursing Facility and ICF/IID
Tracking Process Training
Objectives
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By the end of this session you will be able to:

- Describe the current process and understand the new process when submitting tracking forms
- Differentiate between PASRR and Level of Care
- Demonstrate how to enroll in EVS and access the PASRR Portal
- Identify and resolve potential validation errors
- Navigate and submit an online form
- Identify resources to help with the new process
Nursing Facility Tracking Form
Nursing Facility Tracking Form

Nursing facilities must submit the Nursing Facility Tracking Form to Nevada Medicaid in order to bill. This form is required for all of the following:

- Admissions
- Discharges
  - Note: Failure to immediately report discharge information may prevent the recipient from receiving other necessary services and/or prevent other providers from receiving payment.
- Deaths
- Hospice enrollments or dis-enrollments
- Level of Care changes
- Medicaid Managed Care dis-enrollments
- New or retro eligibility determinations
- Payment continuations
ICF/IID Tracking Form

The facility must submit an ICF/IID Tracking Form within 72 hours of an admission, readmission, discharge, Medicaid eligibility determination or annual continued stay review.

Note: Failure to submit the Tracking Form may result in a delay or denial of payment.
The New ICF/IID & Nursing Facility Tracking Form Process

Current Process

- Forms are currently being sent directly to DHCFP
- Forms will no longer be submitted to DHCFP effective July 1, 2016

New Process

- Beginning July 1, 2016, forms will now be submitted online and fields will be validated for accuracy
- Forms will be transmitted online directly to Nevada Medicaid via the Long Term Care/PASRR Portal
PASRR and Level of Care (LOC)
Nursing Facility Tracking Form

PASRR

Level of Care

Nursing Facility Tracking Form
What is PASRR?

PASRR stands for **Pre Admission Screening And Resident Review**:

- Federally mandated program
- Required prior to admission to a nursing home
- Required regardless of insurance
- Screening tool for evidence of mental illness, intellectual disability and/or related condition
Types of PASRRs

**Level I**

- No time limit
- No mental illness, intellectual disability or related condition that meets criteria for Level II PASRR

*Note:* Level IA cannot be admitted to a nursing facility until Level II is completed

**Level II**

- There is either a mental illness, intellectual disability or related condition that meets criteria for Level II PASRR
- Has Specialized Services to manage the mental illness, intellectual disability or related condition
- Within the Level II there are special categories that may be time limited

*Note:* Level IIA cannot be admitted to a nursing facility
What is a LOC?

LOC stands for Level of Care

- This is a determination that is required for Nevada Medicaid recipients who are admitted to a nursing facility
- If someone who is admitted to a nursing facility becomes approved for Medicaid after they are admitted, a LOC determination is required before the nursing home can bill Medicaid
- Must be completed prior to obtaining a billing authorization for reimbursement
- 4 LOC Categories and 4 Service Levels
LOC Screening Types & Service Levels

LOC Screening Types
• Initial Placement
• Retro-Eligibility
• Service Level Change
• Time Limited

LOC Service Levels
• NF Standard
• NF Ventilator Dependent
• Pediatric Specialty Care I & II
Getting Started on EVS
Nursing Tracking Form Submission

- Nursing Tracking Forms are submitted via the PASRR Portal
- To access the PASRR Portal, providers must be enrolled in the Electronic Verification System (EVS)
- EVS will provide you with benefit line updates

**Note** Effective July 1, 2016, providers will be required to submit Level of Care (LOC) and Pre Admission Screening and Resident Review (PASRR) screenings through the Long Term Care (LTC)/PASRR online system.
Enrolling for EVS

To register for EVS:

1. Go to www.medicaid.nv.gov
2. Click on the “EVS” tab
   a. Click on the “Provider Login (EVS)” tab
   b. Click on “Register Now”
Enrolling for EVS

For assistance with registering for the EVS:

1. Click on the “EVS” tab
2. Click on “User Manual”
3. Click on “Chapter 1: Getting Started”
Access to PASRR from EVS

Access the PASRR Portal from the home screen after logging into EVS
Navigating the Online Submission
Welcome Page

When you have successfully signed in to the PASRR Portal:

1. The Welcome Homepage is displayed
2. You will see a note that says: Welcome to the Nevada PASRR Portal, your name (user ID)
3. You will also be able to see your last login date and time
Always start with performing an applicant lookup as there may be an existing PASRR and/or LOC on file.

- Must use three identifiers:
  - Last name, first name (and)
  - DOB (and)
  - SSN
- Enter criteria and click on search
Applicant Lookup: Verify PASRR and LOC Information

After selecting the recipient’s last name, if a PASRR exists it will be displayed under “Screening History” and/or “PASRR History”
Screen Submission & Possible Outcomes
Tracking Screen Submission Process Overview

• Select “Submit New Screen” and enter information
• At submission if there is information missing or information does not match, you may receive validation error
• Once screen is successfully submitted, the system will automatically check eligibility and other criteria
• Possible outcomes of submission are:
  • Pended for additional information
  • Completed and approved
  • Completed and rejected
Submit New Screen

1. Click on the “Screening” tab
2. Click on the “Submit New Screen” tab
Submit New Screen: Verify Contact Information, Enter Applicant Information and Select Screening Type

1. Verify your contact information

2. Enter applicant information:
   - Last Name
   - First Name
   - SSN
   - DOB
     a. Click the box next to “Check box if recipient is Medicaid eligible”
     b. Enter 11-digit Medicaid ID

3. Select “Screening Type”
Select Screening Type

1. Select “NF Tracking” from the “Screening Type” drop-down box
2. Select the “Service Level”
   - Standard
   - Pediatric Specialty Care I
   - Pediatric Specialty Care II
   - Ventilator Dependent
3. Enter the request payment date
4. Select “Continue”

Note: If information does not match, validation errors will occur.
Example of Validation Error Prior to Submission

To resolve, please check the LOC Service Level and start date

Request a new LOC if needed or change tracking request to match
Select Screening Type: ICF/IID Tracking Form

1. Select “ICF/IID Tracking” from the “Screening Type” drop-down menu
2. Enter the payment date
3. Select “Continue”

Note: If information does not match, validation errors will occur:
- The information entered does not match our records
Select Type of Request: NF Tracking & ICF/IID Tracking Form

- Select the type of request from the drop-down box
- Additional fields will become required depending on the type of request selected
Enter Provider NV Medicaid ID & Date of Admission

Input the Provider NV Medicaid ID

Input the Date of Admission or Discharge Date
Enter Date of Discharge and Reason

Select discharge reason from drop-down options and input discharge date

Discharge Information

Discharge Reason
- Transfer to Another ICF

Other Discharge Reason

Discharge Date
10/25/2014

Additional Information?

Comments:
Validate and Submit

1. Validate responses and correct errors

2. Click on “Submit” to successfully transmit the tracking form
Eligibility Verification Error

If the recipient is not eligible, this message will display when recipient detail is accessed.

Tracking Form Review:

Manual Review:

Screening auto rejected by system.

Message:

The member is not eligible for Medicaid on the date(s) of service requested.
Pended for Additional Information/Physician’s Certificate

How to add attachments:

1. Access screening list
2. Select screening ID
3. Click on “Add Attachment” (Browse)
4. Browse for attachment
5. Click “Upload”
Pended for Additional Information

ICF/IID tracking requests for admits will be pended back for attachment of physician certification and resubmission.

**Required:** Complete a message in the text box and click submit
Successful Transmission

Screening has been submitted and your Screening ID for reference is 47026.

<table>
<thead>
<tr>
<th>Screening ID</th>
<th>Current status of your Screening</th>
<th>PASRR #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>47026</td>
<td>Completed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After successful transmission, refer to the PASRR Portal. Click on “Screening ID” from “Screening List” to view the screening outcome.

Reminder: “Completed” can mean approved or rejected
Verify Screening Outcome

Click on “Screening ID” to verify outcome in Screening Detail screen.
Example of a Screening Rejection Disposition Message

When validation errors occur, refer to the validation error guides for resolution.

1. Click on “Screening” tab
2. Review the screening list
PASRR/LOC Contact Information

State of Nevada Division of Health Care Financing and Policy Long Term Services and Supports Facilities Unit:
775-684-3619

Nevada Medicaid NV MMIS PASRR/LOC
Customer Service: 1-800-525-2395