

# Nursing Facility PASRR Responsibility Checklist

## Referring Entities and PL1s

- Do not accept admissions into your facility without a completed PL1.
- Ensure the Referring Entity includes a completed PL1 with admission paperwork for individuals seeking NF admission into your facility.
- If your facility discharges a resident to another NF, you are the Referring Entity and must complete a PL1 to accompany the resident to the receiving facility. Do not send a copy of the PL1 that is in the portal. You must complete a new one based on the individual's current status.
- Ensure that all individuals in the facility have a PL1 on file and in the portal. Print and maintain in the individual's record/file.
- Communicate with the LA to make sure that all active positive PL1s have a completed PE and that a copy of the PE is in the individual's file.
- Data enter Expedited Admission, Exempted Hospital Discharge and Negative Preadmission PL1s to LTC Online Portal.
- Do not attempt to enter positive Pre-Admission PL1s from the community to the NF. This is the responsibility of the LA.
- Monitor the LTC Online Portal daily for alerts. The alerts will tell you what action your facility must take related to PASRR responsibilities. Examples include alert for NF to certify ability to serve the individual, alert indicating status of NFSS requests, etc.
- Review the recommended Specialized Services on the PE when the PE is submitted.
- Certify your NF has the ability to meet the individual's needs on the PL1 no later than 7 calendar days after the PE is entered into the LTC portal.
- If your facility cannot meet the individual's needs, contact the LA and request assistance in discharging the individual to a facility that can meet their needs or community placement.

## Interdisciplinary Team Meetings for PASRR Residents

- Hold the IDT no later than 14 calendar days after the admission date.
- Contact the LA and agree on a date/time when the IDT will be held. Give the LIDDA/LMHA adequate notice of the meeting time.
- Ensure mandatory participants are present at the IDT meeting. The mandatory participants are the registered nurse from the NF with responsibility for the resident, the individual or their Legally Authorized Representative (LAR), the LA. The IDT is not valid unless the mandatory participants are present. IDTs that are invalid must be reconvened.
- The PASRR specialized services listed on the PE must be discussed and a list of agreed upon services must result from the IDT meeting.

- Enter the results of the IDT into the TMHP LTC portal within 3 business days after the meeting.
- The LA will confirm the agreed upon set of specialized services or contact the NF to discuss any inaccuracies.
- The NF must correct any inaccuracies listed on the IDT or the IDT is invalid and must be repeated.
- Initiate nursing facility specialized services within 20 business days after the date that the services are agreed to in the IDT meeting.
- The NF is responsible for obtaining assessments by a credentialed therapist for NF specialized services (habilitative OT/PT/Speech, Customized Manual Wheelchairs, and PASRR DME).
- The NF is responsible for requesting NF specialized services by accessing the individual's PL1, clicking on the NFSS form button, and completing the required form information including required documentation.
- Providing all approved specialized services within 3 business days after receiving approval from HHSC in the LTC Online Portal.

### **Care Coordination for the PASRR Resident**

- Document PASRR NF Specialized Services and LA PASRR specialized services in the individual's comprehensive care plan.
- Provide a copy of the individual's comprehensive care plan to the LA.
- Assist the LA when in the facility during the PE process, monthly service coordination visits and monthly medical reviews.
- Actively participate in the PASRR individual's quarterly service planning team (SPT) meetings, including providing copies of therapist summaries.
- Assist the LA with transition planning meetings if the individual moves to the community and collaborate with the LA to assist in the individual transitioning to alternate placement as applicable.
- Allow representatives of the state and Disability Rights Texas to inform and counsel residents of PASRR rights and options.
- Solicit assistance from HHSC PASRR Unit/TMHP as needed.
- Know the PASRR rules pertaining to NFs:  
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=40&pt=1&ch=19&sch=BB&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=40&pt=1&ch=19&sch=BB&rl=Y)