# Preadmission and Resident Review (PASRR) Process

## Serious Mental Illness (SMI)

**October 2020**

### Level I - ID Screen (DHMH 4345)- Required for admissions or residents of a Medicaid certified Nursing Home

1. Prior to admission, form is completed by facility or provider referring individual to nursing home
   - Used to determine whether individual has or is suspected to have Serious Mental Illness, Intellectual Disability or both
2. After admission to nursing facility, form is completed by nursing facility
   - Used when new information is received that indicates Serious Mental Illness, Intellectual Disability or both, a significant change in mental or medical status has occurred, or when there is a new diagnosis of mental illness

### Level II Assessment within 3 working/business days of receipt of accurate, signed and dated DHMH 4345 (Level I)

1. Conduct STEPS Assessment (A-E)
   - Diagnosis(s) Medical & Psychiatric (current and historical), current and history of medications, including compliancy
   - Review of all body systems including neurological system
   - Functional assessment (ADL/IADL)
   - Psychosocial assessment
   - Mental health assessment
2. Obtain psychiatric evaluation from treating Psychiatrist, Licensed Clinical Social Worker-Clinician (LCSW-C), or Advanced Practice Registered Nurse or Nurse Practitioner with Practice in Mental Health (APRN-PMH/CRNP-PMH)
3. Obtain medical documentation to support necessity of nursing home care, if necessary
5. Complete Plan of Care
6. Send all documentation (above) to consulting Independent Psychiatrist
7. Receive signed certificate from Independent Psychiatrist
8. Forward all documentation and signed certificate to Optum Maryland

- **NOTE:** Termination of PASRR process may occur after the completion of Level II assessment if the AERS Assessor and/or Consulting Psychiatrist determine the individual: Does not have serious mental illness; or has a primary diagnosis of dementia (Alzheimer’s Disease or other neurocognitive disorder)

### Optum Maryland (Behavioral Health Administration’s contracted authority)

**Determination within 3 working/business days of receipt of ALL required documentation**

1. Documentation required for determination; documentation should be typed; handwritten is acceptable, if legible
   - Level II (STEPS forms A-E)
   - Psychiatric evaluation from treating mental health professional
   - Other medical documentation
   - Level II Evaluation Report
   - Plan of Care
   - Level I ID Screen
   - Certificate, signed by consulting Psychiatrist
2. Determination sent to AERS will be either:
   - APPROVED
     - Approval determination letter
     - Signed certificate
     - Older Adult BHA Specialist Information for resource(s)
   - DENIED
     - Denial letter
     - Appeal information

### AERS

Forwards applicable documents (Determination Letter, certificate, Level II Evaluation Report & BHA resource information - whichever is applicable) to: 1) Individual and/or legal representative; 2) NH; 3) Discharging hospital; and 4) Attending physician

---

**NOTE:** Annual average of PASRR process is 7 to 9 working/business days of receipt of completed, signed, and dated Level I ID Screen.