



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

## MEMORANDUM

To: Local Health Departments (LHD)

From: Carrie E. Goodman, Acting Deputy Director *CEG*  
Office of Long Term Services and Supports

Subject: Pre-admission Screening and Resident Review (PASRR) Level II Evaluations

Date: April 9, 2021

**Note: Please ensure the appropriate staff members in your organization are informed of the contents of this memorandum.**

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In an effort to improve the overall efficiency and effectiveness of the PASRR process and ensure compliance with federal PASRR requirements, the Office of Long Term Services and Supports (OLTSS) is issuing this memorandum to 1) clarify existing requirements pertaining to PASRR Level II Evaluations and 2) describe additional requirements that are being implemented to improve communication and coordination of services.

In July 2018, the Maryland Medical Assistance Program issued a memorandum to the LHD noting that any Statewide Planning and Evaluation Services (STEPS) assessments completed on or after July 1, 2018, must be uploaded to the *LTSSMaryland* tracking system under Client Attachments. The STEPS assessment is the current tool used for the purpose of the PASRR Level II Evaluation; thus, all STEPS assessments completed for this purpose must be uploaded to the *LTSSMaryland* tracking system.

**For all PASRR Level II Evaluations completed on or after the effective date of this memorandum, in addition to the STEPS assessment, all related documentation must be uploaded to the *LTSSMaryland* tracking system.** This documentation includes, but may not be limited to: 1) supporting medical documentation (if available), 2) Level II Evaluation Report, 3) psychological and/or psychiatric evaluation and, when applicable, 4) signed certificate from an independent psychiatrist<sup>1</sup>. These documents are described in more detail in the table below and provided as attachments to this memorandum. All documentation must be uploaded to Client Attachments under the Category “Medical Documentation” with the comment “PASRR Level II.” Failure to fully complete and upload all required documentation to the *LTSSMaryland*

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<sup>1</sup> If unable to obtain independent consultation from a psychiatrist, the LHD must obtain consultation by another physician.

tracking system may result in a delay or denial of reimbursement by the Maryland Medical Assistance Program.

Once all required documentation has been uploaded to the LTSS*Maryland* tracking system, the LHD must notify the applicable contact(s) responsible for the PASRR determination that all documentation has been uploaded to the LTSS*Maryland* tracking system. PASRR determinations for individuals with a serious mental illness should be directed to Karen Gauvin, BSN, R.N., Optum Maryland, via email at [karen.gauvin@optum.com](mailto:karen.gauvin@optum.com). PASRR determinations for individuals with an intellectual disability or related condition should be directed to the applicable regional nurse at the Developmental Disabilities Administration (DDA). Until further notice, the LHD should continue to email all required documentation to the DDA regional nurse for the purpose of the PASRR determination.

The LHD must also provide a copy of the Level II Evaluation Report and the PASRR determination to the individual, or his/her legal representative, for whom the PASRR was completed, as well as the admitting or retaining nursing facility (NF), attending physician (if applicable) and discharging hospital (if applicable).

Questions regarding PASRR Level II Evaluations should be directed to Carrie Goodman, Acting Deputy Director, OLTSS, at [carrie.goodman@maryland.gov](mailto:carrie.goodman@maryland.gov) or (410) 767-6765.

<b>Required Documentation for PASRR Level II Evaluations</b>	
<b>Intellectual Disability or Related Condition</b>	<b>Serious Mental Illness</b>
<b>STEPS assessment (A-E)</b> A. Diagnoses (current and historical), Medications (current and historical), including compliancy B. Review of all body systems, including neurological system C. Functional status (i.e., ADL/IADL) D. Psychosocial status E. Mental health status	<b>STEPS assessment (A-E)</b> A. Diagnoses (current and historical), Medications (current and historical), including compliancy B. Review of all body systems, including neurological system C. Functional status (i.e., ADL/IADL) D. Psychosocial status E. Mental health status
<b>Supporting medical documentation</b> (if available)	<b>Supporting medical documentation</b> (if available)
<b>Level II Evaluation Report</b>	<b>Level II Evaluation Report</b>
<b>Psychological evaluation</b> An evaluation is required unless the individual is known to the DDA and the DDA has an assessment on record	<b>Psychiatric evaluation</b> An evaluation from the treating psychiatrist, Licensed Clinical Social Worker-Clinician (LCSW-C) or Advanced Practice Registered Nurse or Nurse Practitioner with Practice in Mental Health (APRN-PMH/CRNPPMH) is required
	<b>Signed certificate from an independent psychiatrist, or another physician if a psychiatrist is unavailable</b>