

Senior Linkage Line (SLL) responsibility:

SLL is not responsible to perform PAS process for those individuals enrolled in a pre-paid Medical Assistance program. All PAS referrals are made online and forwarded to the individual's MCO.

Nursing Facility Admissions and Face to Face Assessments:

Individuals who have received a face to face assessment within 60 days prior to admission to a facility are not required to receive a PAS through the online referral system.

- DHS-3427T has been entered into MMIS and verifies NF level of care is met
- Forward OBRA Level 1 to skilled nursing facility. If Level II triggered, refer to COFR
- You do not need to complete a PAS referral online for NF admissions that result from a face to face (F2F) assessment

**SNBC members open to CAC, CADI or BI waiver and admitted to NF:**

- SLL forwards PAS to HealthPartners
- HealthPartners will forward PAS to assigned delegate/CC
- Delegate/CC provides transition of care support
- County is responsible for waiver activities, OBRA, and referrals
  - COFR to send a referral to county of nursing facility location for face to face assessment to be completed within 40 days of admission.
  - COFR provides relocation assistance and HCBSs

**SNBC members open to the DD waiver and admitted to NF:**

- SLL forwards PAS to HealthPartners
- HealthPartners will forward PAS to assigned delegate/CC
- Delegate/CC to update, sign and fax DHS-3426 OBRA Level I and DHS-3427T and enters in MMIS
  - Send all docs to NF
- County is responsible for waiver activities and making OBRA Level II referrals to county

**SNBC members not open to the waiver**

- SLL forwards PAS to HealthPartners
- HealthPartners will forward PAS to assigned delegate/CC
- CC/Delegate to update, sign and fax DHS-3426 OBRA I to NF. If Level 1 triggers a Level II, refer to COFR
- CC/Delegate to complete DHS-3427T and enter into MMIS within 3 days of notification
- CC/Delegate to forward PAS and DHS-5181 to COFR within 5 working days
  - COFR is responsible to refer to the county of nursing facility location for face to face assessment to be completed within 80 days of admission
  - COFR provides relocation assistance and HCBSs

Purpose of MMIS Entry

- Ensure NF LOC is met
- Allows NF to bill for room and board



- Any lag times between NF admission and MMIS entry can result in non-payment of long term care services
- Complete MMIS entry within 14 days of NF admit date
  - Activity type = 01 Telephone Screen

NF admissions:

- Follow the above defined PAS process depending on if your member is open to the waiver
- Send DHS-5181 to member's county financial worker notifying them of living setting change and anticipated length of stay
- Call the NF and introduce yourself as the members SNBC care coordinator and provide them with your contact information
- Ask to be notified of member's upcoming care conference
- Evaluate member's ability and desire to return to the community; document in case notes
- If annual HRA is due during the first 100 days of admission, complete using DHS-3428H
- If delegate/CC confirms permanent placement at time of admission, may transfer to HealthPartners Inspire internal care coordination system prior to 100<sup>th</sup> day
- Transfer member to HealthPartners internal team for care coordination at day 100