

## ***Pre-Admission Screening (PAS) Questions and Answers***

---

### **Questions and Answers from PAS WebEx Sessions**

**March 13 & 20, 2015**

1. *Question:* Will we be able to access and print the slide presentations?

Response: Yes. The slide presentation has been posted on the DMAS, DARS and VDH websites. At DARS the presentation is on the Adult Services/Adult Protective Services pages on the VDSS intranet (SPARK). VDH will e-mail the presentation to all health Districts. At DMAS the presentation is on the “Learning Network” located as a selection on the left when on the DMAS Home Page.

2. *Question:* On the first page of the UAI form, it lists a box entitled "screen." What is the definition of this?

Response: From the UAI User’s Manual (2005), page 9 –

*In the upper right-hand corner of the UAI is space to record the date of the screen, date of the assessment, and date of the reassessment. The screen date refers to the date when the short (or screen) component of the instrument is completed. The assessment date is when the complete assessment (short and full) is done. These dates may be the same, or the assessment date may be later than the screen date.*

*Also, a data element, the “initial request date,” has been added to the UAI in ePAS. The initial request date is the date that an individual (or someone acting on the individual’s behalf) makes contact by phone or in person with a local department of health or social services to request assistance to secure long-term services and supports (LTSS).*

3. *Question:* Is this the date the initial request was made or is this something different?

Response: The date of the” initial request” is a new line that will be added to the electronic UAI; the date that the initial request is the date that the individual, or someone acting on the individual’s behalf, makes contract by phone or in person with a local department of health or social services to request assistance to secure long-term services and supports.

4. *Question:* What is the name of the NWD system?

Response: NWD stands for No Wrong Door. The database system currently used for NWD is PeerPlace.

## ***Pre-Admission Screening (PAS) Questions and Answers***

5. *Question:* Will LDSS be able to upload screening packets into Peer Place; or will there be dual data entry?

Response: Yes, PeerPlace has the capacity to upload documents into VAMMIS; however, for purposes of PAS, DMAS has designated ePAS as the system for tracking and reimbursement.

6. *Question:* Since child screening will be outsourced in July, do we still need to report on those monthly?

Response: Monthly reporting on PAS of children will need to continue until formal notification is sent by DMAS of a change.

7. *Question:* When completing the ePAS form, does one need to be actively connected to the internet?

Response: No, the forms can be completed off-line and then uploaded into ePAS.

8. *Question:* Could you please clarify the initial date for the PAS, we have heard 3 different scenarios; 1) initial contact to dss intake worker, 2) when it is determined to be a valid request, and 3) when the phn supervisor makes contact with client.

Response: There are several dates already addressed in the Users Guide for the UAI, those definitions will not change. However, to support business processes, a review of these definitions is in process to ensure clarity. Page 1 of the electronic UAI will include space for the reporting of an “initial request” – which is the date that the individual, or someone acting on the individual’s behalf, makes contact by phone or in person with a local department of health or social services to request assistance to secure long-term services and supports (LTSS).

9. *Question:* What happened to PeerPlace?

Response: PeerPlace still exists and is currently being used by Area Agencies on Aging throughout Virginia. Due to funding constraints, DARS was unable to rollout PeerPlace statewide to all PAS teams.

10. *Question:* How will ePAS interface with ASAPS for entry of the UAI?

Response: ASAPS is a ten year old case management system used by LDSS. DARS intends to migrate the ASAPS system to PeerPlace and there are no current plans to

## ***Pre-Admission Screening (PAS) Questions and Answers***

interface ePAS and ASAPS. In the short term, in order to avoid duplicate data entry of the UAI into both systems, for PAS cases, LDSS may enter the UAI into ePAS only and reference in the narrative section of the client's ASAPS file that the UAI is located in ePAS. It is recommended that ASAPS references to the electronic UAI in ePAS include the Assessment Tracking Number (ATN) that ePAS assigns each UAI. LDSS may also print a copy of the electronic UAI for a hard copy record as needed.

*11. Question:* What do you mean about the children PAS will be contracted out?

Response: The 2015 Appropriations Act directed the Department of Medical Assistance Services (DMAS) to modify the delivery system for pre-admission screening activities for children in need of long term care services. Directives to implement and operate the contract are cited in Item 301 #11c OOOO of the 2015-2016 Appropriations Act. Activities are underway at DMAS to address this requirement. When a contact is awarded, PAS teams will be notified and provided instruction for the transition.

*12. Will ePAS interface with ASPAS for entry of the UAI?*

Response: See response to question 10.

*13. Question:* If child screenings are contracted out who would be the screener?

Response: A contract has not yet been signed. This information will be provided as a later time.

*14. Question:* If I take a referral and the client makes multiple cancellations, is there a way for those cancellations to not count against us if it puts the completion of the screening outside of the 30 day window. Can we open a screening that the hospital or another agency has entered and make the changes to that template?

Response – Part I: House Bill 702 from the 2014 Session of the Virginia General Assembly requires that all screenings be complete within 30 days and those that are not be referred to a contractor. The local departments of social services and district health departments may address the issue of extenuating circumstances in their business procedures.

Response – Part II: Yes, however, we would need clarification on what is meant by “Template” (is this referring to the ePAS application on the portal?). A hospital or another agency registered on the provider portal may add authorized users to their organization and give them the role of “AuthorizedStaff-PAS”, which will allow them to

## ***Pre-Admission Screening (PAS) Questions and Answers***

access all preadmission screenings under their organization. If the screening is saved and not submitted the status will be “Incomplete”, which means a user can recall and make updates as needed before submitting. A user can also recall a screening with a status of “Successfully Processed” to leverage for a new screening, and make the appropriate changes before submitting.

15. *Question:* Who will be responsible for the data entry on the electronic UAI, the phn or dss?

Response: Ideally, both the PHN and LDSS worker will be able to enter data either on-line or off-line to provide flexibility in localities. Guidance will be provided through the ePAS tutorial as well as through upcoming information sessions.

16. *Question:* Will the UAIs be distributed electronically to the provider agencies - nursing homes, personal care agencies, PACE?

Response: No. The electronic UAIs are available online as part of the ePAS system. The UAI and other forms may be printed from ePAS and then given to the appropriate service provider.

17. *Question:* If an LDSS wants to voluntarily participate, between April and June, is that possible?

Response: Yes, there will be opportunity for voluntary participation during the months of May and June. Additional guidance will be forthcoming.

18. *Question:* Please clarify the definition of a "child" you stated children are under 22? Is it not under 18?

Response: For purposes of Medicaid long-term care services and supports, child is defined as an individual up to 21 years of age.

19. *Question:* Please clarify what is meant by UAI Part A (short) and UAI Part B (long). Is the UAI Part A (short) the initial intake process?

Response: The UAI is a 12 page document; the first four pages are Part A; pages 5 – 12 are Part B.

20. *Question:* Will ePAS let you go to the next screen if you have neglected to fill out required information?

## ***Pre-Admission Screening (PAS) Questions and Answers***

Response: No. A screen will need to be completed before going to another form. Form edits are conducted at the time of submission or transfer to another form.

21. *Question:* How do 2 parties add information to one screen?

Response: One user would enter their information to the assessment screens and then save but not submit. The second user would then recall that assessment and modify as needed. Once all the information is entered they would submit (or save for another user's review). Two users cannot utilize the form at the same time.

22. *Question:* How do upload off-line form?

Response: The Upload screen will allow for the uploading of both the offline forms and xml files. The program will determine the type of upload based on the extension and process accordingly

23. *Question:* Can you define which fields are MANDATORY under the UAI Part A, as an intake team over the phone may not be able to obtain all information on the UAI Part A

Response: In ePAS, every required field is followed by a red asterisk; also, as data is added a new field may appear if additional information is necessary.

24. *Question:* Clarification - Is the expectation the PAS team will carry laptops to client homes in order to upload UAI and other documents directly to ePAS if there is Wi-Fi available?

Response: No, it is the responsibility of the community PAS team to determine the local process that best meets the need of the individual requesting the screening and the staff providing the screening.

25. *Question:* What is the consequence, if any, if the client/family reschedules the PAS resulting in completion outside of the 30 day window? Is there a "reset" capability regarding initial request date or the ability to document family request for a date or reschedule?

Response: House Bill 702 requires that all screenings be complete within 30 days and those that are not being referred to a contractor. The local departments of social services and district health departments may address the issue of extenuating circumstances in their business procedures. Currently there is no "reset" capability. As with any casework process, documenting in the client's case file (i.e. in ASAPS) that the client/family

## ***Pre-Admission Screening (PAS) Questions and Answers***

rescheduled the visit would continue to be an acceptable practice to explain the additional circumstances.

26. *Question:* My question is referring to the 30 day time period and why that time period includes weekends, when we do not have the ability to work on those days. Every 30 day period contains at least 8 days when we cannot work, and more if the period includes inclement weather or holidays. Was that taken into account, or did we have the control to set the desired screening time frame at all?

Response: The *Code* specifies 30 days as does the budget directive Item 301#11c. Typically these process issues are defined in regulation; there will be opportunity to address this issue through that process.

27. *Question:* Who is responsible for purchase of required IT equipment?

Response: There was no funding associated with these efforts. The LDSS and the Virginia Department of Health will continue to secure resources for IT equipment.

28. *Question:* Will the child screening contract cover DD waivers as well as PAS?

Response: No.

29. *Question:* Will there be training specific to use of ePAS for screening teams?

Response: DMAS will make available an on line tutorial and user's guide for initial ePAS users. Although final enhancements are being added now to the on-line tutorial, future users of ePAS may to view the on-line tutorial at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal> Once the above link is accessed, select the Provider Resource tab at the top of the page and then select Preadmission Screening, the last bullet in the list.

30. *Question:* Is there any charge for individual users to use ePAS - as there is with Peer Place?

Response: There is no cost to use ePAS.

31. *Question:* Will ePAS have an adequate number of characters for medications? And can the forms be expanded?

Response: The field lengths on the portal screens and offline forms are based on the UAI input file that goes in to the MMIS for processing. If additional information is needed in

## ***Pre-Admission Screening (PAS) Questions and Answers***

the MMIS for processing than what is currently part of the input file, then that can be addressed.

32. *Question:* Will hospital social workers have access to ePAS?

Response: Yes.

33. *Question:* What about the form that the client has to sign (legals, consent) - how does that get entered into the system?

Response: Specific guidance will be included in the ePAS User's Guide and Tutorial.

34. *Question:* When info is entered into ePAS can another person change the information or will it be locked/protected?

Response: Until an assessment is submitted, it can be accessed and updated by users within the same organization. There is no mechanism for field or form locking while in the 'Incomplete' status. Therefore, two individuals from the same or different agencies not use the form at the same time.

35. *Question:* Session timing out - is there feature to prevent the system from timing out since the information being keyed is so extensive?

Response: As long as the user is actively keying the time out is not invoked. Once a user stops keying there is a 30 minute time span before the system times out. The time out is set by the approved audit and security protocols for the system. If a user is going to be away for any period of time it is recommended that they save the form to ensure no data is lost.

36. *Question:* Will a signature pads be provided for client signatures as required on the DMAS 97?

Response: No

37. *Question:* Was the electronic UAI from ASAPS used as a guide to create ePAS?

Response: No. The UAI, as an assessment instrument, was the basis for developing ePAS as a part of the submission and claims process for DMAS.

## ***Pre-Admission Screening (PAS) Questions and Answers***

38. *Question:* Is there a way for the hospital SWs to do not only the UAI for skilled care NF but also community services EDCD?

Response: Hospital social workers are currently required to complete PAS, including the UAI, for both nursing facility as well as home and community based waiver services, including the Elderly or Disabled with Consumer Direction (EDCD), Technology Assisted and Alzheimer's Assisted Living Waivers and the Program for All-Inclusive Care for the Elderly (PACE) and the Commonwealth Coordinated Care (CCC) Program. The PAS process is to determine where an individual meets the criteria for the programs listed above and the individual chooses the program most appropriate to meet their needs.

39. *Question:* Who will be responsible for submitting the UAI to ePAS? Will be the PHN or SW/FSS or both?

Response: Both will be able to make the submission; that will be a local business decision.

40. *Question:* Is it acceptable to screen out clients who are requesting the service when they are not appropriate for the screening services?

Response: Please see the Medicaid Pre-admission Screening Provider Manual, Chapter IV, page 6 (release date 3/16/15). It is appropriate for a local PAS team to clarify with the individual/family to ensure that they understand the difference between Medicaid-funded Long Term Services and Supports (LTSS) and other services such as homemaker, chore and companion services. It is not appropriate to "screen out" an individual over the telephone because the local PAS team does not think the individual is appropriate for Medicaid-funded LTSS.

41. *Question:* If the client calls to reschedule an appointment for PAS, do we reset the initial request date?

Response: Please see the response to Question #26.

42. *Question:* Are there any restrictions regarding non-LETS positions accessing MMIS?

Response: We do not understand the term "non-LETS".

43. *Question:* When will Mr. Edmunds be visiting the Eastern Shore or Tidewater Area?

Response: Please contact Mr. Edmunds directly at: [William.Edmunds@vdh.virginia.gov](mailto:William.Edmunds@vdh.virginia.gov)

## ***Pre-Admission Screening (PAS) Questions and Answers***

44. *Question:* Is DMAS taking into consideration inclement weather, training time, holidays, etc.?

Response: The Code and budget language specify 30 days. Please see responses to #27 and #28.

45. *Question:* How will entering the UAIs in ePAS affect the requirement that UAIs be entered into ASAPS? Will DSS staff have to dual enter into both systems? Will DSS have a way to enter the UAI in ePAS in the field? We do not currently have laptops.

Response: Please see the response to question #10 regarding ASAPS. At some point, an individual will be required to enter the PAS data into ePAS; paper documents will no longer be accepted by DMAS after July 1, 2015. Please see response to #25 regarding laptops.

46. *Question:* Any additional software required to update UAIs off-line? (PDF format?)

Response: The ePAS User's Guide identifies the IT requirements needed by an agency to access the DMAS web portal, including ePAS. Please review the User's Guide at <https://www.virginiamedicaid.dmas.virginia.gov/wps/portal>

47. *Question:* Will policy be changed regarding the 45 days vs 30 days and calendar vs business days? Conflict between guidance DARS vs DMAS vs VDH, etc.?

Response: Currently DARS policy guidance permits LDSS 45 days to complete a service application. As state law related to PAS supersedes agency guidance, LDSS must adhere to the requirement that PAS be completed within 30 days of the initial request. DARS is working to update all DARS Adult Services and APS manuals and more clearly outline LDSS procedures related to PAS.