

FAQ

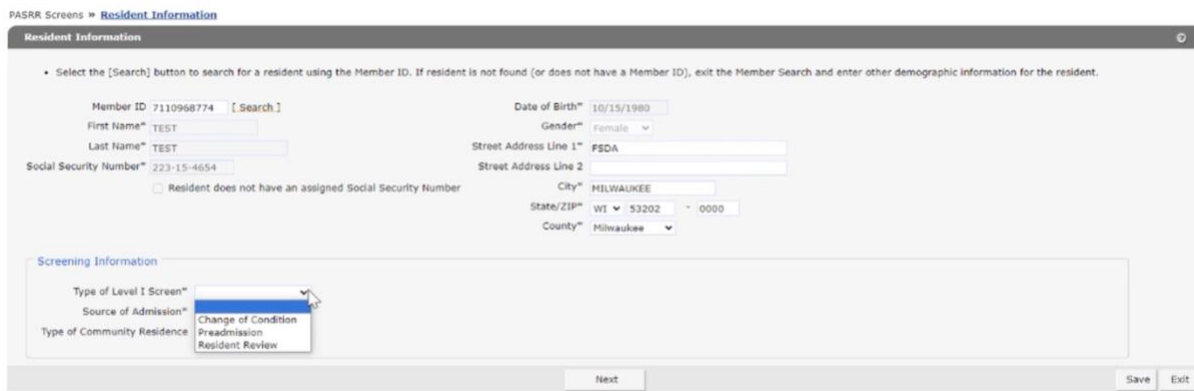
Updated: December 18, 2023

Wisconsin DHS has released a [User Guide](#) and a training video on [PASRR Level I Wizard](#). Additional training materials can be found [here](#). For help with the ForwardHealth Portal contact the ForwardHealth Portal Help line at 1-866-908-1363.

All Level I screens, for new admissions, resident review/updates, 7-day and 30-day exemptions, staying past exemption and resending in for screening, **MUST** be submitted through the Level I Wizard in the ForwardHealth Portal.

What do I put for “Type of Level I Screen”?

On the Resident Information panel, it asks “Type of Level I Screen”



The screenshot shows the 'Resident Information' form in the ForwardHealth Portal. The 'Type of Level I Screen' dropdown menu is open, showing three options: 'Change of Condition', 'Preadmission', and 'Resident Review'. The form includes fields for Member ID, Date of Birth, Gender, Street Address, City, State/ZIP, and County. There is also a checkbox for 'Resident does not have an assigned Social Security Number'.

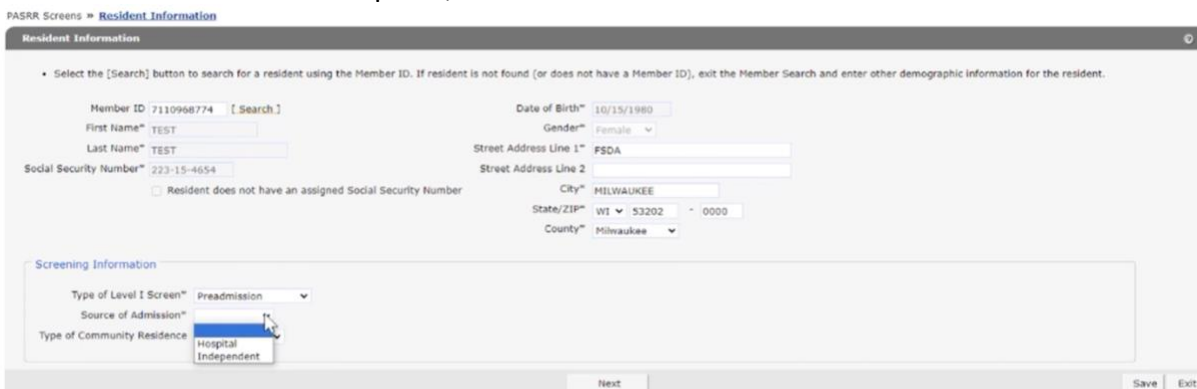
Change of Condition = Resident has a completed Level II but has had a change in their mental health condition; OR is newly diagnosed and has never had a Level II completed before.

Preadmission = individual not yet at the NF is seeking admission. **Do not select preadmission** if the resident is already at the NF.

Resident Review = resident was approved for short term exemption and now needs to stay longer; or policy screen for resident receiving SS/SPRS to be reviewed every 2 years. This would also be selected if the Level I was not completed prior to admission.

What do I put for “Source of Admission”?

On the Resident Information panel, it asks “Source of Admission”



The screenshot shows the 'Resident Information' form in the ForwardHealth Portal. The 'Source of Admission' dropdown menu is open, showing two options: 'Hospital' and 'Independent'. The form includes fields for Member ID, Date of Birth, Gender, Street Address, City, State/ZIP, and County. There is also a checkbox for 'Resident does not have an assigned Social Security Number'.

Source of Admission IS NOT where the individual came from. This field refers to the “source” of the Level I. If a NF is completing the Level I, they should put “Independent”. If a hospital is completing the Level I, they should put “Hospital”.

“Type of Community Residence” refers to where the individual lived (for at least 3 months) prior to the Level I screen.

The screenshot shows the 'Resident Information' form in the PASRR Screens system. The 'Type of Community Residence' dropdown menu is open, displaying the following options: Assisted Living, Group Home, Hospital, ICF/IDD, Independent, Other, and With Relative. The 'Source of Admission' is currently set to 'Independent'. Other fields visible include Member ID (7110968774), First Name (TEST), Last Name (TEST), Social Security Number (223-15-4654), Date of Birth (10/15/1980), Gender (Female), Street Address Line 1 (FSDA), Street Address Line 2, City (MILWAUKEE), State/ZIP (WI 53202), and County (Milwaukee).

Select Assisted living, Group Home, Hospital, ICF/IDD, Independent, Other, or With Relative based on where they were living prior to seeking NF admission.

How do I do a Short Term Exemption?

For Short Term Exemptions, a signed F-20822 form is required from the County PASRR Liaison and should be uploaded here:

The screenshot shows the 'Additional Directions' form. A red box highlights the 'Upload supporting documentation' section, which includes a 'File Upload' button and an 'Upload' button. Below the box, there is a text area for 'Exemption: Staying Long' and a radio button selection for 'Is the person staying longer than the permitted exemption period?'.

The F-20822 form is requested from the individual’s county of residence. County Liaisons for each county can be found [here](#).

****Note** the User needs to complete the Level I, print, and fax the Level I to the County Liaison to request the F-20822 form. The County Liaison should return the signed F-20822 form. The User then returns to the Level I Wizard and uploads the signed F-20822 form to the individual’s case.

Additional Notes:

- Level I screens can be altered until the Level II is completed. If you need to make a change while the Level II is being processed, update the original Level I. DO NOT add a New PASRR.
- When uploading supporting Level I screening documentation, please combine records into a single file, if possible.
- If changing information or uploading additional documentation to an existing Level I, be sure to click through each panel and click “Submit” at the end.