

Key Points for PASRR Completion

BEHAVIORAL CONSULTING SERVICES

Behavioral Consulting Services (BCS) aims to complete Level II PASRR screens in a timely and accurate manner. To achieve this, it is crucial that the information provided is both accurate and complete. Here are some key points to keep in mind:

Accuracy and Completeness:

- **Spelling of Names:** When searching for a resident prior to entering a Level I, it is essential to verify that the name is spelled accurately to prevent the creation of duplicate screens. Ensure the format is "First name" followed by "Last name." when entering Level I.
- **County Field:** Must be filled out. If unsure, search " 'town name' Wisconsin is in what county" on Google. Use the 'unknown' option only for out-of-state residents.
- **Short-Term Exemptions:** If a resident admitted under a short-term exemption will stay longer, update the Level I form accordingly:
 - Change type of screen from Pre-admission to Resident Review.
 - Indicate "Yes" to "is the resident already admitted?" & add the admit date.
 - Mark "Yes" to "is resident staying longer than the exemption period" but keep "Yes" for the "Is this a short-term exemption?" question.

Types of Screens and Their Purposes:

The type of Level I screen selected matters. Below is a quick reference guide for picking the correct type of Level I

- **Change of Condition:** For residents with a previous Level II who have had a mental health change or a new diagnosis.
- **Resident Review:** For residents approved for a short-term exemption but staying past the exemption period, if the Level I was not completed prior to admission, or for policy reviews of individuals receiving SS/SPRS (must be done every 2 years).
- **Pre-admission:** Only if the individual has not yet been admitted to the facility. Do not select this if the resident already resides in the facility.

Important Details:

- **Source of Level I:** This indicates who is completing the Level I. Nursing Facilities completing the Level I should always select "Independent". This directly impacts reimbursement for Level I completion. Only hospitals filling out the Level I should select "Hospital" for this question.
- **Document Combination:** Combine additional documentation for review into a single PDF before uploading into the portal to help speed processing time and minimize errors. For a list of the necessary documentation, please click [here](#) for the BCS Fillable Referral Form.
- **Creating New Level I:** Should be done in instances where a resident has discharged to a less restrictive setting, then readmitted, or for change of condition screens.
- **When making changes to an existing Level I:** Be sure to click "Next" all the way through and click "Submit" on the final panel.

For additional FAQs and helpful information please click [here](#)