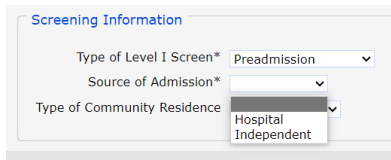


PASRR FAQ's

Updated 12/18/2024

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. **You can also contact your ForwardHealth Field Representative for technical assistance.**

1. CLERK ROLE: For staff trying to set-up the PASRR Clerk Role, reference the ForwardHealth Provider Portal Account User Guide ([User Guides](#)) for instructions for assigning roles and setting up clerk accounts. Providers may also call the ForwardHealth Portal Helpdesk at 866-908-1363 for assistance with technical questions regarding Portal functions and capabilities.
2. CLERK ROLE: Multiple PASRR Clerks assigned to the same nursing facility can upload documents and update the same Level I screen before it is completed and submitted.
3. CLERK ROLE: PASRR Clerks must navigate through the entire wizard and hit the submit button for the status to show "Level II requested" and that it is referred for a Level II screen as appropriate. For example, when a PASRR Clerk clicks on "Next" in the wizard and exits out of the application (without clicking on submitting), the status will show as "in progress." **Once submitted, if a clerk needs to alter or upload additional information, they again need to navigate through the entire wizard and hit submit for the changes to take effect.**
4. LEVEL I WIZARD: As of 12/04/2023, hospital and nursing home providers must complete a Level I screen for **all new** preadmission, change of condition, AND resident reviews through the ForwardHealth portal. Level I screens conducted on current residents (i.e., change of status, readmissions, and resident reviews) are not reimbursable.
5. LEVEL I WIZARD: For the 4 digit zip code in the Level I screen, hospital or nursing home can enter "0000" if the 4 digit zip code is unknown.
6. LEVEL I WIZARD: On the Resident Information panel and the Screening Information section asks for Source of Admission. Source of Admission IS NOT where the individual came from. This field refers to the "source" of the Level I. If a nursing facility is completing the Level I, select "Independent". If a hospital is completing the Level I, select "Hospital".



The screenshot shows a form titled "Screening Information" with three dropdown menus. The first menu, "Type of Level I Screen*", is set to "Preadmission". The second menu, "Source of Admission*", is currently blank. The third menu, "Type of Community Residence", is open, showing two options: "Hospital" and "Independent".

7. LEVEL I WIZARD: Level I screens may be altered until the Level II is completed. If a nursing facility needs to make a change while the Level II is being processed, update the original Level I. **DO NOT** add a New PASRR.

8. LEVEL I WIZARD: When uploading supporting Level I screening documentation, combine records into a single file if possible.
9. SHORT-TERM EXEMPTION (STE): If a resident is staying past the STE timeframe and staying long, the NH must go back into the Level I wizard, find resident's record, navigate to the STE screens and indicate "staying long" and then click "Next" through the rest of the screens and resubmit. This action will then send on the referral to vendor to complete the Level II screen.
10. SHORT-TERM EXEMPTION (STE): For Short Term Exemptions, a signed F-20822 form is required from the County PASRR Liaison and should be uploaded on the Additional Directions panel as shown below:

The screenshot shows a web form titled "Additional Directions". It contains two bullet points:

- If you have answered "Yes" to any of the Short-Term Exemptions, the person may enter the nursing facility with approval, as evidence by receipt of a signed P-20822 form from the county, for the specified period of time without a referral for a PASRR Level II Screen.
- **Note:** For emergency placements, a signed P-20822 form is not required prior to admission; however, a request for the F-20822 should be made on the first business day following admission.

 Below the text is a section titled "upload Supporting Documentation" with a red box around it. It contains a "File Upload" label, a "Choose File" button, and "No file chosen" text. To the right of this section is an "Upload" button.

 Below this is another bullet point:

- If, during the short-term stay, it is established that the person will be staying for a longer period of time than permitted, the person must be referred for a Level II Screen on or before the last day of the permitted time period. Please modify the PASRR record if you wish to indicate the person is staying past their exemption period. Medicaid payments are not to be made to a nursing facility after the last day of the permitted time period until the Level II Screen is completed if the facility fails to make a referral for a Level II Screen within the permitted time period.

 At the bottom of this section is a label "Exemption: Staying Long" and a question "Is the person staying longer than the permitted exemption period?" with radio buttons for "Yes" and "No".

 At the very bottom of the form are "Previous", "Next", and "Exit" buttons.

The F-20822 form is requested from the individual's county of residence. County Liaisons for each county can be found [here](#). The nursing facility must complete the Level I, print, and fax/email the Level I to the County Liaison to request the F20822 form. The County Liaison should return the signed F-20822 form. The nursing facility must go back into the Level I Wizard and upload the signed F-20822 form to the individual's case.

11. SHORT-TERM EXEMPTION (STE): It is important to not uncheck the STE when going into Level I wizard to update the record to show that the resident is staying long.
12. LEVEL I & LEVEL II WIZARDS: 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.
13. LEVEL I & LEVEL II WIZARDS: There is a 500 character limit on the comments fields in the wizards. For text to not overlap, do not add line breaks or make hard returns to avoid overlapping text.