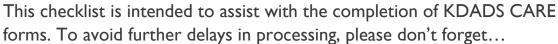
CARE/PASRR Checklist

memo fully complete

☐ Signed and dated physician's order ordering

emergency admission due to individual's

condition. (Signed by physician)





Checklist	Tips
☐ Level I Assessment	*Ensure all boxes are checked
 Sections A-I of PASRR, Clock Draw, & CARE certificate fully complete (sections J&K when applicable) Release of information fully complete (including Description of Information to be Used or Disclosed section) DPOA/Guardianship documentation (When applicable) Physician's note stating patient is medically unable to make decisions. (When applicable) 	*Do not leave #12 (A) of PASRR blank, write "No Contact" if no guardian or DPOA *Ensure ROI lists appropriate agencies to release and share info. *Ensure ROI is signed and dated by appropriate party *Be sure that DPOA and/or Guardianship is currently active. * Please note-If documentation states appointee is guardian/DPOA in the event patient is medically unable to make decisions for themselves, a physician's note or letter is required to confirm.
<u>Special</u> <u>Admissions</u>	Special admissions allow clients to enter nursing facilities without having a level I CARE assessment prior to admission. Duration of stays vary by special admission type which is determined by physician. A level I assessment must be completed if it is determined client will remain in facility past timeframe of special admit.
 □ Emergency Admission □ Sections A&B of PASRR fully complete □ Both pages of KDADS Special Admission fax 	*Do not leave #12 (A) of PASRR blank, write "No Contact" if no guardian or DPOA *Be sure to check box (KDADS fax memo) that

- *Be sure to check box (KDADS fax memo) that indicates the type of admission. For Emergency Admissions, also check box indicating the reason for admission.
- *As a reminder, Emergency Admissions is a 7 day stay.
- *Please note- Assessment date must be no more than 24 hours after admission date
- *Please note- When entering and submitting documentation to KDHE, KDADS uses date physician signed the order, not admission date. Orders must be signed by a physician.
- *Doctor's order **must be** on letterhead or hospital forms indicating the location where the doctor assessed the individual for admission into a nursing facility.

Checklist	Tips
 □ Less Than 30-day Admission □ Sections A&B of PASRR fully complete □ Both pages of KDADS Special Admission fax memo fully complete □ Signed and dated physician's order ordering a less than 30- day stay. (Signed by physician) 	*Do not leave #12 (A) of PASRR blank, write "No Contact" if no guardian or DPOA *Be sure to check box (KDADS fax memo) that indicates the type of admission. *Please note- Assessment date must be no more than 24 hours after admission date. *Please note- When entering data and submitting documentation to KDHE, KDADS uses date physician signed the order, not admission date. Orders must be signed by a physician. *Doctor's order must be on letterhead or hospital forms indicating the location where the doctor assessed the individual for admission into a nursing facility.
 □ Terminal Illness Admission □ Sections A&B of PASRR fully complete □ Both pages of KDADS Special Admission fax memo fully complete □ Signed and dated physician's order ordering a terminal illness stay. (Signed by physician) 	*Do not leave #12 (A) of PASRR blank, write "No Contact" if no guardian or DPOA *Be sure to check box (KDADS fax memo) that indicates the type of admission. *Order must indicate terminal illness with life expectancy of 6 months or less should condition continue to progress. *Please note- Date of physician's order must be before admission date. *Please note- When entering data and submitting documentation to KDHE, KDADS uses date physician signed the order, not admission date. Orders must be signed by a physician. *Doctor's order must be on letterhead or hospital forms indicating the location where the doctor assessed the individual for admission into a nursing facility.
 □ Respite Stay Admission □ Sections A&B of PASRR fully complete □ Both pages of KDADS Special Admission fax memo fully complete □ Signed and dated physician's order ordering a respite stay, or terminal illness respite stay. (Signed by physician) 	*Do not leave #12 (A) of PASRR blank, write "No Contact" if no guardian or DPOA *Be sure to check box (KDADS fax memo) that indicates the type of admission. *Please note- Assessment date must be no more than 24 hours after admission date. *Order must indicate beginning and end date of stay. *Terminal illness respite valid for 7-day stay *Please note- When entering date and submitting documentation to KDHE, KDADS uses date physician signed the order, not admission date. Orders must be signed by a physician.

Checklist	Tips
	*Doctor's order must be on letterhead or hospita forms indicating the location where the doctor assessed the individual for admission into a nursing facility.
☐ Out of State PASRR Admission ☐ Sections A&B of PASRR fully complete	* Do not leave #12 (A) of PASRR blank, write "No Contact" if no guardian or DPOA
☐ Both pages of KDADS Special Admission fax memo fully complete	*Be sure to check box (KDADS fax memo) that indicates the type of admission.
Out of state PASRR documentation, fully completed and signed by physician.	*Please note- Assessment date must be no more than 24 hours after admission date.
	*Please note- When entering data and submitting documentation to KDHE, KDADS uses date physician signed the order, not admission date. Orders must be signed by a physician.