

Quick FAX SHEET for Nursing Facilities, PASRR, and Medicaid				
Type of Admission	What to Do	What to Send	When to Send to KDADS	Does Local AAA Need to Be Contacted?
Medicaid Client MS 2126 Form	Fax KanCARE at: 1-844-264-6285 or upload using The Document Upload Portal: https://docuploadportal.kees.ks.gov/apspsp/docUpload.portal	<i>Fill out completely. Do not leave items blank.</i> Use the current MS-2126 available on the KDHE policy website: https://www.kancare.ks.gov/policies-and-reports/kdhe-eligibility-policy/forms	Send MS 2126 form within 5 working days of the resident Admit and discharge (If discharge from the nursing facility will be for more than 30 days).	N/A
Emergency Admission	Upload to the KDADS CARE Upload Tool: <i>Web apps site</i> - https://webapps.kdads.ks.gov/prod/f?p=14002:101 <i>Survey to gain access</i> - https://forms.office.com/g/Lh8BwMhhnz	1) KDADS Special Admission Fax Memo 2) Sections A&B of the Level I CARE Assessment 3) Physician's Order or APS Form PPS 10510 (if applicable)	Send within 24 hours of admission. This is only a 7-day PASRR. The Level I Assessment must be completed in 7 days of admission.	The local AAA will need to be contacted within 24 hours of admission so a CARE Level I Assessment can be scheduled.
Respite Stay	Upload to the KDADS CARE Upload Tool: <i>Web apps site</i> - https://webapps.kdads.ks.gov/prod/f?p=14002:101 <i>Survey to gain access</i> - https://forms.office.com/g/Lh8BwMhhnz	1) KDADS Special Admission Fax Memo 2) Sections A&B of the Level I CARE Assessment 3) An order signed by a Physician with the admit and discharge date included	Send within 24 hours of admission. Level I is not needed unless the client is staying long term.	The local AAA will not need to be contacted unless the client is staying long term. AAA should be contacted as soon as long-term stay is determined.
Less than 30-day Admission	Upload to the KDADS CARE Upload Tool: <i>Web apps site</i> - https://webapps.kdads.ks.gov/prod/f?p=14002:101 <i>Survey to gain access</i> - https://forms.office.com/g/Lh8BwMhhnz	1) KDADS Special Admission Fax Memo 2) Sections A&B of the Level I CARE Assessment 3) An order signed and dated by the hospital physician which includes less than 30-day language	Send within 24 hours of admission. Level I Assessment will be needed before the less than 30 day stay ends if Patient is transitioning to long term care.	The local AAA will need to be contacted on day 20 of the client's stay if it is determined they require long-term care.
Out-of-State PASRR	Upload to the KDADS CARE Upload Tool: <i>Web apps site</i> - https://webapps.kdads.ks.gov/prod/f?p=14002:101 <i>Survey to gain access</i> - https://forms.office.com/g/Lh8BwMhhnz	1) KDADS Special Admission Fax Memo 2) Sections A&B of the Level I CARE Assessment 3) An Out-of-State PASRR signed and dated by a physician, indicating a Special Admission or a nursing facility level of care is needed.	Send within 24 hours of admission. A Kansas Level I Assessment is not needed for valid Out-of-State PASRRs. Out of State Special Admissions will be treated like Kansas Special Admissions.	The local AAA will need to be contacted if the Out-of-State PASRR does not indicate a nursing facility level of care is needed. For Out-of-State Special Admissions, follow Kansas Special Admissions protocol.
Terminal Illness	Upload to the KDADS CARE Upload Tool: <i>Web apps site</i> - https://webapps.kdads.ks.gov/prod/f?p=14002:101 <i>Survey to gain access</i> - https://forms.office.com/g/Lh8BwMhhnz	1) KDADS Special Admission Fax Memo 2) Sections A&B of the Level I CARE Assessment 3) An order from a physician signed and dated including language indicating "life expectancy of 6 months or less should condition continue".	Send within 24 hours of admission A Level I Assessment already in place trumps this process. This gives you a 6-month PASRR. A recertification of the Terminal Illness stay is needed at the end of 6 months. A Level I will be needed if person stays longer than 12 months.	The local AAA will need to be contacted 20 days before the expiration of the recertified Terminal Illness stay, which would be the 12th month.
CARE Certificate	Upload to the KDADS CARE Upload Tool: <i>Web apps site</i> - https://webapps.kdads.ks.gov/prod/f?p=14002:101 <i>Survey to gain access</i> - https://forms.office.com/g/Lh8BwMhhnz	If you do receive a certificate, place it in your client's file. Level I Hospital Assessors are responsible for providing assessments to KDADS and AAAs data enter the assessments they complete.	If you do receive a certificate, place it in your client's file.	N/A

**** ALL orders must be signed and dated wet or electronic, KDADS does not accept verbal orders, and orders can not come from nursing facility physician's. Updated by KDADS CARE Program 04/19/2023; Updated 07/26/2024**