

February 1st, 2013

To: Nursing Facility Administrators, Admissions, Social Services and Hospital Long Term Care Unit Managers

Subject: CARE Level I Procedure

The Kansas Department for Aging and Disability Services (KDADS) has contracted with the Area Agencies on Aging across the state to become Aging and Disability Resource Centers (ADRCs). The ADRCs provide many services, including the CARE Level I assessments. The CARE assessment continues to serve as proof of PASRR for residents admitted to a Nursing Facility (NF) or Long Term Care Unit (LTCU).

Effective January 1st, 2013 the CARE process is as follows:

1. If you do not have a valid proof of PASRR upon admission for your resident, contact your local ADRC to obtain a valid proof of PASRR (ADRC contact information is attached).
 - a. If there is no valid proof of PASRR on file, the ADRC can complete a Level I CARE assessment. The following are reasons for admissions without PASRR and instructions to have a full CARE completed:
 - i. Less than 30 day admissions (definition below)*:
 1. Fill out sections A & B on page 1 of the CARE assessment
 2. Fax sections A & B with Less than 30 day Dr. Order to KDADS at **785-291-3427 attn: CARE Staff**
 3. If the resident is still in your facility on the 20th calendar day, contact your local ADRC to request a full Level I CARE assessment (or sooner if it is apparent that your resident will be in your facility for longer than 30 days).
 - ii. Emergency Admissions (definition below)**:
 1. Complete sections A & B of the CARE assessment.
 2. Contact your local ADRC within 1 working day to request a full CARE assessment.
 3. Fill out the attached emergency admission fax memo and fax to your local ADRC as well as sections A & B of the CARE assessment.
 - iii. Out of State Admissions:
 1. Fax the out of state PASRR to KDADS at **785-291-3427 attn: CARE Staff**
 - iv. Terminal Diagnosis Admissions:
 1. Fill out the attached form and fax to KDADS at **785-291-3427 attn: CARE Staff** in order to receive an exemption letter to have on file as proof of PASRR

*Less than 30 day Dr. Order/Provisional: A provisional admission to a NF or LTCU can occur when an individual has a physician-certified planned stay of no more than 30 days. To qualify as a provisional admission, a stay of no more than 30 days must be:

- a. A physician ordered admission that is due to the individual's health condition for the purpose of rehabilitation, and the anticipated length of stay in the NF or LTCU is no more than 30 days. The NF or LTCU must obtain the less than 30 day physician order prior to admitting the individual. (FSM 2.1.4.G.1.a)

**Emergency Admissions: A NF or Hospital LTCU could admit an individual on an emergency admission under one of the following situations:

- a. An admission is requested by DCF Adult Protective Services (APS);
- b. A natural disaster occurs;
- c. The primary caregiver becomes unavailable due to a situation beyond the caregiver's control (eg. Caregiver becomes ill or is injured in an accident);
- d. A physician has ordered immediate admission due to the individual's condition;
- e. An admission of an out-of-state resident to a Kansas NF or LTCU that is beyond the individual's control (Example: A resident is admitted on a weekend when an ADRC assessor is not available) (FSM 2.1.4.G.2)

Further clarification will be available via webinar on February 14th at 2:30PM. Register online at <https://www2.gotomeeting.com/register/116641634>. Please submit questions regarding the updated CARE process to be addressed at the webinar by February 7th to:

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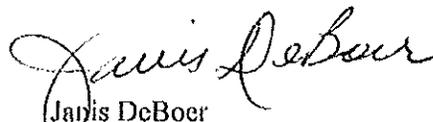
If you need further clarification please contact:

Sue Schuster, LMSW
Phone: 785-368-7323
Email: Sue.Schuster@kdads.ks.gov
Website: http://www.aging.ks.gov/CARE/CARE_index.htm

Sincerely,



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