



State of California—Health and Human Services Agency
Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

DATE: December 23, 2022

PASRR Information Notice (PASRR IN) No: 22-003

TO: General Acute Care Hospitals
California Hospital Association
California Association of Public Hospitals
Department of Developmental Services
Skilled Nursing Facility Organizations

SUBJECT: General Acute Care Hospitals (GACHs) Onboarding
Schedule to the Preadmission Screening and Resident
Review (PASRR) Online System

PURPOSE: This PASRR IN informs all GACHs of their mandatory onboarding go live date, training dates, and enrollment form due date for the PASRR system to ensure that GACHs are completing the PASRR process before discharging an individual to a Medicaid-certified Skilled Nursing Facility (SNF).

REFERENCE: Social Security Act Section 1919(e)(7) and Title 42 of the Code of Federal Regulations (C.F.R.), Sections 483.100 through 483.138

Executive Summary:

All GACHs are to enroll into the PASRR system from January 1, 2023, through April 30, 2023. The “GACH PASRR Onboarding Schedule January to April 2023” (onboarding schedule) is located on the PASRR website at [Pre-Admission Screening and Resident Review \(PASRR\) \(ca.gov\)](https://www.pasrr.ca.gov). GACHs should review the onboarding schedule for mandatory training dates, enrollment form due date, and each GACH’s go live date. Once they have completed training and onboarding, the GACHs will be required to submit Level I Screenings in the PASRR system so the PASRR process can be completed prior to discharging an individual to a Medicaid-certified SNF. This will ensure compliance with preadmission requirements.

Onboarding Schedule

The GACHs are required to adhere to the onboarding schedule posted on the PASRR website at [Pre-Admission Screening and Resident Review \(PASRR\) \(ca.gov\)](#). The GACHs should review the onboarding schedule to confirm their enrollment form due date, training dates, and go live date. The Department of Health Care Services (DHCS) will not be making changes to the onboarding schedule.

The onboarding schedule has four tabs. The first three tabs reflect the “Month to Onboard,” representing February 2023, March 2023, and April 2023. The last tab includes a consolidated list. The “Month to Onboard” was organized by county, beginning with Los Angeles County, in February. There are different “Go Live Dates” for each month and vary from one GACH to another. Based on the “Go Live Date,” there are corresponding enrollment due dates and mandatory training dates. (Note: Los Angeles County’s scheduled training is in January 2023.) The last column on the onboarding schedule is the “SNFs to Require PASRR Preadmission”, which is the date the SNFs will require a completed PASRR prior to accepting patients from a GACH.

Enrollment Form Due Date

GACHs must be enrolled in the PASRR system to submit a Level I Screening and complete the PASRR process. There are two types of account roles granted: Approver and User. The GACHs must appoint the Approvers using the Approver Certification Appointment Form, which is available on the PASRR website at [PASRR Facility Approver Certification Appointment Form](#). This form must be completed and submitted to DHCS via email at ITServiceDesk@dhcs.ca.gov by the “Enrollment Form Due” date listed on the onboarding schedule. Please visit the PASRR website at [PASRR Enroll Facility Approver \(ca.gov\)](#) for instructions on how to submit the Approver Certification Form. Once the Approver receives an email invitation, they can complete the activation process. After the Approver is in the PASRR system, they can add or inactivate other staff with the User role.

There is no limit to the number of Approvers or Users for each GACH. However, DHCS recommends five Approvers and five Users per GACH. Both Approvers and Users can generate and submit a Level I Screening and view the completed screenings on the Level I Case List in the PASRR system. Once the PASRR process is completed, only Approvers may initiate or accept/decline an electronic file transfer. Facilities can electronically transfer completed PASRR screenings and documents from one facility to another. In the event the option to transfer files electronically is not available, the Approver can print the PASRR screening and documentation and share the hardcopies with the admitting SNF.

Training Dates

DHCS is providing training on the PASRR system at least four times a month, from January 2023 through June 2023. The training includes the following topics:

- General PASRR Requirements
- PASRR Process Overview
- PASRR System Account Activation Process
- Demonstration of the PASRR System and Level I Screening
- Adding Users
- Sending Documents to SNFs by File Exchange
- Overview of the Level II Process

The onboarding schedule lists three mandatory training dates for each GACH to attend. The third training date is the last date the GACH must attend prior to going live. GACHs may participate in training, as needed, before or after their mandatory training dates.

All PASRR system “Users” and “Approvers” at each GACH must complete all three mandatory trainings. DHCS will track and monitor attendance and participation. Please visit the PASRR website at ([PASRR](https://www.pasrr.ca.gov)) [training GACH \(ca.gov\)](https://www.pasrr.ca.gov) to register for the training dates.

Go Live Date

The onboarding schedule indicates a “Go Live Date” for each GACH. This is the date the GACH is required to use the PASRR system to submit Level I Screenings and ensure completion of the PASRR process prior to discharging an individual to a Medicaid-certified SNF. Please note that per 42 C.F.R. section 483.112(c)(1), the PASRR process must be completed within an annual average of seven to nine working days once the Level I Screening is submitted by a GACH. The SNFs will stop accepting admissions from GACHs that have completed onboarding, beginning the first of the month following completion of training and onboarding, if the PASRR process is not completed. For example, for the GACHs that have a go live date in February 2023, the SNFs will stop accepting admissions from them beginning March 1, 2023. Please review the “Go Live Date” and “SNFs to Require Preadmission PASRR” dates here [Pre-Admission Screening and Resident Review \(PASRR\) \(ca.gov\)](https://www.pasrr.ca.gov).

SNFs to Require PASRR Preadmission Date

The “SNFs to Require PASRR Preadmission” date is the date that the SNFs must require a completed PASRR process prior to admission. Federal Financial Participation (FFP) is available for services if the PASRR process is completed prior to SNF admission (42 C.F.R section 483.122). Services provided to individuals post admission

without a completed PASRR are not eligible for FFP.

References

For further guidance, please visit the PASRR website at [Pre-Admission Screening and Resident Review \(PASRR\) \(ca.gov\)](#).

For training registration and schedule, please visit the PASRR website at https://www.dhcs.ca.gov/services/MH/Pages/PASRR_training.aspx.

For questions regarding this PASRR IN, please contact the DHCS' PASRR program staff at ITSERVICEDESK@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY

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