

Pre-Admission Screening Procedures for Nursing Facility Admission

In response to your request to apply for Pre-Admission Screening, we are sending the three forms that must be completed prior to our assessment. Please read the attached information sheet entitled, "Indiana's Pre-Admission Screening Program."

Section I of the "Long Term Care Services Application Form" must be completed and signed by the applicant. The parent of legal responsible party may sign if the applicant is a minor or if the applicant has been declared legally incompetent.

The "I agree" box must be checked if the applicant agrees to PAS. The "I do not agree" box must be checked if the client does not wish to agree to PAS. Please refer to the PAS Information Sheet.

The "Physician Certification for Long Term Care Services Form" must be completed by the attending physician. In addition, the "PASRR Level I Form" must be completed and signed, preferably by the physician, but may be completed by another knowledgeable professional as indicated on the form. It is your responsibility to make sure that the physician completes all items or the forms will be returned to you.

Mail the completed forms to our agency in the addressed envelope. Upon receipt, we will call to schedule and appointment to complete and assessment.

Emergency Admission – (ONLY Indiana residents who meet the following criteria will be considered for an emergency admission.)

If an individual is at risk of physical or mental harm if he/she is not admitted to a nursing facility within 72 hours of a request, he/she may qualify to enter the nursing facility as an Emergency Admission. If deemed appropriate, the physician should complete a statement of need on a prescription pad, similar to "Mary Jones requires **emergency** nursing facility placement due to _____." The reason indicated should support why it is an emergency today and not yesterday, i.e., what has changed?

Take all four forms to the nursing facility of choice. The nursing facility must contact Aging and Community Services for temporary admission **prior** to the applicant's admission to the facility. Aging and Community Services may require additional information and/or visit the applicant prior to making a decision regarding emergency admission.

Short Term Stay – (Only Indiana residents who meet the following criteria will be considered.)

Individuals **may**, under certain circumstances, be admitted from home for a stay or 30 days or less in a nursing facility. The intent must be for the individual to leave the nursing facility by the 30th day.

Discuss this possibility with the nursing facility. If they feel that this is a possibility, take the three basic, completed forms mentioned above, to the nursing facility. The nursing facility will contact Aging and Community Services for a decision.

Please contact the Bartholomew County Office with questions at **812-372-6918** or **1-866-644-6407**.