

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 427.00

EFFECTIVE DATE: 24 March 2025

**SUBJECT: NURSING HOME PRE-
ADMISSION SCREENING (PAS)**

POLICY DIRECTIVE

PURPOSE:

To provide procedures for placement in a long-term care facility for inmates in need of intensive long-term medical care who do not have a viable release plan; and provide guidelines for initiating the Nursing Home Pre-Admission Screening (PAS) process.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 427.00, dated 14 December 2020.

APPLICABILITY:

All adult facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Acentra Health: (formerly Kepro) the West Virginia Administrative Services Organization (WV ASO), providing comprehensive healthcare management services for the WV Department of Human Services (DoHS).

Case Supervisor: The DCR staff member assigned to manage the caseload of a particular offender or group of offenders (e.g., Corrections Case Manager, Reentry Coordinator, Corrections Program Specialist, and Correctional Counselor).

Pre-Admission Screening (PAS): The Pre-Admission Screening (PAS) assessment instrument utilized by the WV Department of Human Services (DoHS) Bureau for Medical Services (BMS) as the basis for conducting the medical necessity review required of all individuals being placed in a nursing facility. Acentra Health conducts nursing home/PASRR reviews for BMS.

POLICY:

- I. At least six (6) months prior to the anticipated release date of an adult inmate who will need intensive long-term medical care upon his/her release, the inmate's assigned Case Supervisor will ensure the assigned Reentry Coordinator is notified of such. If the inmate's family is unable or unwilling to take responsibility for the inmate, it shall be documented. The Reentry Coordinator shall immediately coordinate the following to facilitate timely placement.
 - A. Schedule multi-disciplinary team (MDT) meetings with facility medical and mental health staff and other staff as appropriate to ensure the appropriate placement and services will be provided to the inmate upon release.
 - B. Initiate and submit long-term care Medicaid application available at: https://dhhr.wv.gov/bcf/Services/familyassistance/Documents/735/DFA_MA_1%20Rev%2012_16.pdf
 - C. Referrals will be made to both state-owned long-term care facilities and privately owned nursing homes simultaneously.
 - D. Notify the DCR Director of Offender Services or designee who will advise the appropriate designee at the WV Department of Health Facilities.
- II. MDT meetings shall occur on a regular monthly basis up until the anticipated release date is approximately one month out. At that time, meetings shall become weekly.
 - A. The DCR Director of Offender Services or designee will participate in these meetings.
 - B. Contractual medical and mental health providers will ensure the involvement of reentry coordinators within their agencies or other designated staff as appropriate.
 - C. If the inmate is capable of participating in the MDT meetings, he/she will be included. Otherwise, the inmate will be informed of the outcome of each meeting. Immediate family members who wish to be notified or individuals that the inmate authorizes may also be informed of the outcome.

- D. The Reentry Coordinator shall ensure notification to Parole Services for inmates who will be released to parole supervision and/or the Supreme Court of Appeals – Division of Probation Services for inmates who will be released to extended supervision. Representatives of the supervising agency may also be included in the MDT meetings.
- III. A referral will be made by the MDT for mental health staff to initiate determination of capacity. Inmates that lack capacity to make decisions for themselves may have a health care surrogate appointed for them who will serve as the inmate's medical decision maker. When lack of capacity is determined, mental health staff are responsible for initiating the process to have the surrogate appointed.
- IV. Medical staff are responsible for completion of the Pre-Admission Screening (PAS) assessment instrument and providing appropriate documentation.
- A. PAS forms are only valid for sixty (60) days from the date the physician signs the form. Accordingly completed PAS forms should be submitted sixty (60) days prior to the inmate's expected release date.
 - B. PAS forms are available on Acentra's website at <http://wvaso.acentra.com>
 - C. The submitter is considered the "Referral From." The "Referral To" is only designated when a bed is confirmed at a nursing home facility.
 - D. Signatures from the Applicant/Applicant Representative and Physician (M.D. or D.O.) must be obtained on hard copy, regardless of if hand-writing form or a Direct Data Entry (DDE) that is printed and signed off on. It is preferred that the signed PAS be either faxed to Acentra to be attached or directly attached to the DDE version.
 - E. A Level I review by a nurse reviewer will be completed within two (2) business days from the date the completed PAS is received. The submitter will be notified if additional information is needed for the Level I review. Timely submission of the information is critical, as the PAS will be deactivated if the additional information is not received within five (5) business days.
 - F. The Level I review determines whether the medical necessity eligibility requirements are met and issues approval for nursing home admission when appropriate. If medical necessity is not met, a denial letter will be issued and include information on appeal rights. Determination of whether a Level II review is required will also be made.
 - G. Level II reviews are a federal requirement to assess the possible need for specialized services for intellectual and mental health issues (e.g., major mental disorder, intellectual/developmental disability, or related conditions). Level II screenings may be conducted on-site or by desk review. Level II screenings extend the review process from five (5) to seven (7) business days.

- H. Additional information is available by contacting Acentra directly at 844-723-7811; fax 866-12-5053 or wvpas@acentra.com
- I. The Reentry Coordinator is responsible for tracking the progress and ensuring the timely completion of the required paperwork.
- V. Timeframes detailed in this Policy may need adjusted when seeking intense long-term medical care for jail inmates who have shorter times until their anticipated release.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:



William K. Marshall III, Commissioner

03/24/2025

Date