

Checklist for Reviewing Level I Screenings

The following checklist was designed to assist nursing facility RNs in reviewing Level I Screenings for accuracy and Level I Determination for signature.

Applicant/Resident Name: _____

Indicate available medical records and date: _____

IDENTIFICATION

- Applicant/Resident's name is spelled correctly
- Applicant/Resident's SS # is correct
- Applicant/Resident's DOB is correct

ASSESSMENT – Level I Screening answers should be reviewed based on **diagnosis** listed anywhere in the medical records that are available which could include the H & P, Discharge Summary, Physician's Orders, Progress Notes etc.

Check each answer that has been reviewed and each condition that applies:

Reviewed

- Available records are consistent with Level I Screening answer on # 1 (MR or RC Dx)
 - No MR
 - Has MR or RC Dx
- Available records are consistent with Level I Screening answer on # 2 (MI Dx)
 - NO MI
 - Has MI Dx
 - MI Dx related to Medical condition/situational with supporting documentation from MD
- Available records are consistent with Level I Screening answer on # 3 for psychotropic medications r/t a medical condition
 - Prescribed Anti-depressant, anti-psychotic and anti-anxiety medications listed on # 3 with written documentation of the related medical condition
 - No psychotropic medications for a medical condition
- Available records are consistent with Level I Screening answer on # 4 (Dementia)
 - No Dementia
 - Has Dementia and MMSE
 - Level of consciousness accurate (4A)
 - 4B accurate as documented in record as primary

Reviewed

- Available records are consistent with Level I Screening answer on # 5 for behaviors
 - No behaviors indicated in record
 - Has behaviors
- Available records are consistent with Level I Screening answer on # 6 for the purpose of the Level I
 - Significant change for resident
 - New NF admission for applicant
 - Previous Level I incorrect
 - No Level I upon NF admission
- Available records are consistent with Level I Screening answer on # 7 (admitting conditions)
 - Documentation to admit for Long Term Care
 - Documentation to admit for Convalescent Care
 - Documentation to admit for other short term stay
 - Documentation supporting:
 - Terminal Illness
 - Comatose
 - Ventilator Dependant
 - Functioning at Brain Stem Level
 - Cerebella Degeneration
 - ALS
 - Huntington's Disease

Nursing Facility RN Reviewing the Level I Screening for Accuracy

In order to have an accurate Level I Screening, it must match the available medical records such as current History and Physical and any other records a nursing facility receives prior to admission. For compliance, the Level I Screening must be reviewed and the Level I Determination must be signed, indicating accuracy, **on or before admission**. If the RN finds that the Level I Screening is **not accurate** per the available medical records, she/he must not sign the determination but **send it back** to the referral source to be corrected and re-submitted to the OBRA PASRR Office for a new determination.

IDENTIFICATION:

Check for accuracy of spelling of patient name, SS # and DOB

ASSESSING THE LEVEL I SCREENING FOR ACCURACY:

- Q1. Does the individual have a diagnosis or history of mental retardation or a related condition? Yes/No
Review available medical records for a diagnosis of mental retardation, autism, cerebral palsy and epilepsy. Reviewing the record must include any documentation that lists diagnoses and signed by a MD.
- Q2. Does the individual have a diagnosis or history of a serious mental illness that is not situational or related to a medical condition? Yes/No
Review available medical records for a diagnosis of mental illness. Reviewing the record must include any documentation that lists diagnoses and signed by a MD.
- Mental Disorders related to a general medical condition or that is situational is not considered a serious mental illness and would be "No" on Q2 as long as the documentation indicates this and is signed by a MD. For example, depression related to CVA, depression related to bereavement, anxiety related to hypertension and psychotic episodes related to diabetes are psychiatric conditions related to a medical condition.*
- Q3. Has the individual been prescribed or taken any anti-depressant, anti-psychotic and/or anti-anxiety medications on a regular basis within the last 14 days for a general medical condition? Yes/No
If yes, list medications:
Review available medical records for psychotropic medications where there is documentation that it is for a symptom related to a general medical condition. (exclude PRN medications)
- For example, Celexa for depression related to CVA, Remeron for depression related to bereavement, Xanax for anxiety related to hypertension and Zyprexa for psychotic episodes related to diabetes are mental disorders related to a medical condition. Reviewing the record must include any documentation that lists diagnoses and signed by a MD.*
- Q4. Is there a diagnosis of Dementia, Alzheimer or any related organic disorders? Yes/No If yes, complete the MMSE.
Review available medical records for a diagnosis of Dementia, Alzheimer or any related organic disorders. Reviewing the record must include any documentation that lists diagnoses and signed by a MD. Be sure the MMSE is attached and completed.
- Q4A. If # 4 is yes, check level of consciousness:
Check the appropriate "level of consciousness" as indicated on the MMSE and described in medical records
- Q4B. If # 2 and # 4 are yes, which diagnosis is primary?
Check for documentation in the medical records that list all diagnoses which indicate the order of the diagnosis. If you are not sure which is primary, you should get documentation from the MD. The answer on the Level I Screening must match the medical records.
- For example, if the History and Physical lists Schizophrenia as the primary diagnosis and Dementia as secondary or 1. hypertension 2.high blood pressure 3.Schizophrenia 4.Dementia, Q4B should be checked as mental illness as primary.*
- Q5. Does the individual's current behavior or recent history within 1 year indicate that he/she is a danger to self or others? Yes/No
Review available medical records for behaviors that should be indicated on the Level I Screening.

- Q6. This Level I is due to one of the following:
- Significant Change is checked appropriately if:** 1. the nursing facility is completing the Level I Screening after a re-admission or a hospital is completing the Level I Screening for a re-admission into the nursing facility. See the complete definition of Significant Change in your instruction manual.
 - New NF Admission is checked appropriately if:** the applicant has never been in a NF or has been discharged from a NF for over 30 days.
 - Previous Level I incorrect is checked appropriately if:** the NF admitted a patient with an inaccurate Level I Screening (this will not happen if the nursing facility RN is reviewing the Level I accurately based on the available medical records)
 - No Level I upon NF Admission is checked appropriately if:** the NF admitted a patient with no Level I Screening, Level I Determination, and Level II, if applicable. (this will not happen if the nursing facility has procedures in place for the RN to review the Level I and sign the Level I Determination for accuracy)
- Q7. Is the individual applying for NF care due to the following conditions?
- Review available medical records for documentation of placement intentions. It is imperative that this is checked accurately. This determines the type of evaluation required for eligibility.
- Convalescent Care** is a short term rehab stay only and must be accompanied by PT and/or OT orders. *If an individual is being admitted to a NF for rehab and long term care, long term care must be checked.*
 - Other Short Term Stay** includes but is not limited to short term stays for respite care, IV Therapy etc.
 - Terminal Illness, Comatose, Ventilator Dependiant, Functioning only at brain stem level, Cerebella Degeneration, ALS, Huntington's disease** must be documented in the available medical records to be accurately checked on the Level I Screening.

If you find the Level I Screening information incorrect regarding a **new admission**, *do not sign the Level I determination or admit the patient*. You should contact the referral source to discuss your findings. The referral source must send you the documentation to support the Level I Screening or correct the Level I Screening and re-submit to the OBRA PASRR Office for a new determination before the patient can be admitted.

The same review must be completed by the nursing facility RN regarding significant changes on nursing facility residents. The Level I Screening must be accurate.

The nursing facility RN that reviews the Level I Screening and signs the Level I Determination is indicating that the Level I Screening is accurate, therefore, indicating compliance with Federal and State PASRR regulations. This procedure will ensure 100% accurate Level I Screening on new admissions and significant changes if the RN reviews appropriately.