

Pre-Admission Screening (ePAS) FAQ

Pre-Admission Screening (PAS) Virginia Medicaid Web Portal Frequently Asked Questions Revised 5/1/2015

General Questions

How do I access the new Virginia Medicaid Web Portal?

The new Virginia Medicaid Web Portal can be accessed through the following link:
www.virginiamedicaid.dmas.virginia.gov

All Pre-Admission Screening Forms

The only Pre-Admission Screening form selection I see is UAI Part A. How do I get to the other forms?

All the pre-admission screening reports are available upon completion of the UAI Part A. Since this is necessary for all pre-admission screenings, it's the initial entry. After completing Part A, you'll have the option to submit, if UAI Part A is all that's needed, continue with the long form (UAI Part B), or choose from any for the following supplemental forms:

- DMAS95 – MI/MR/RC Form
- DMAS95 – MI/MR/SUPL Form
- DMAS96 – Medicaid Funded Long Term Care Service Authorization Form
- DMAS97 – Individual Choice – Institutional Care or Waiver Services Form
- Public Pay Short Form
- Reassessment Form

All forms must be completed in their entirety in order to submit a completed pre-admission screening assessment. The required forms vary based upon the service that is being authorized.

How do I know what fields I'm required to enter?

All required fields have a red asterisk (*) immediately following the field label. If there is no asterisk the field is optional or situationally required. An entry should be made if an optional/situationally required field is applicable to the individual the assessment is being completed for.

I entered information in an optional field and another field opened up with required information indicated. Why do I need to complete this information when the original entry was optional?

In some instances, if optional information is entered, it triggers the need for additional information to detail and/or clarify the entry. If the secondary set of information is required, it will also contain the red asterisk indication.

I'm not sure what exactly is being asked for in an entry. Are there any instructions available to assist with this?

All forms have a link at the top that will open a full set instructions for that form in a new window.

In addition, immediately following the field label you may see an information icon that looks like

this -  . By clicking on this icon, a new window will open displaying the instructions associated with this form beginning with the field in question.

I've entered information in a field and submitted (or requested another form). There are now red messages on the top of the page and under some of the fields. What do these indicate?

Based on the information required and entered, error messages may be displayed. An error message will appear both at the top of the page as well as under the field in error.

You will need to make the appropriate adjustment/entry and resubmit (or request the additional form needed) in order to continue processing the form. The error messages are intended to serve as a "safeguard" to prevent submission of data and rejection of the data entry at a later point in time.

I have a specific question regarding an individual I'm assessing and it's not answered in the instructions or the User Guide, is there someone I can contact for additional information?

Yes. If you weren't able to find the answer to your question, please refer to the DMAS Preadmission Screening Provider Manual, also on the DMAS Provider Portal in the Provider Resource Section or UAI training on the DMAS website Learning Network.

I've completed the UAI – Part A form but the 'Submit' button is disabled. How do I submit this form?

If the 'Submit' button is disabled, it's an indication that you've either not selected an option of whether to submit or continue to another form, or you've selected an option to go to a subsequent form. If you've chosen an option to complete another form you will be taken to that form for entry. Once completed, you'll be asked the question again if you're ready to submit or need another form. When you're ready to submit, the 'Submit' button will be enabled.

I'm not sure I'll be able to complete this entire form at this time. Can I partially enter the form now and complete the rest later?

Yes, on the bottom of each form there is a 'Save' button. Clicking this will save any data entered. You will be given the option to save and continue the form entry or save and come back in later and recall the assessment from the Assessment Tracking Summary via the 'Recall' link.

Please note that completing one form and progressing to another does an auto-save to ensure the capture of any data entered prior to moving to the next form. The auto-save function is only valid when the user moves from form to form within the pre-admission screening.

As stated previously, please note that if the system is inactive for 30 minutes, you will be logged off and all data entered will be lost and require re-entry. Please ensure that you save data before periods of inactivity. This is different from the auto-save between completed forms.

If I need to reference this form when discussing a completed form, is there a way to distinguish this particular submission?

Yes, on the submission successful page there is a 'Form ID' number. This number is unique within the system and is used to identify each assessment initiated for pre-admission screening using ePAS. The "Form ID" can be used for research/reference purposes. If not previously submitted, the assessment can be updated and submitted using the ePAS generated Form ID Number. If previously submitted, the assessment can be saved as a new assessment, updated and submitted, generating a new Form ID Number.

I've successfully completed my online assessment. Do I still need to mail or fax in a copy of the form with my signature?

No, by completing the attestation /signature section of Pre-Admission Screening forms, it's considered your official signature attesting that all the information entered is accurate and correct.

DMAS95 – MI/MR/RC

How do I determine whether the member meets the nursing facility criteria?

The nursing facility criteria determination is described in the [Virginia Medicaid Pre-Admission Screening Provider Manual, Appendix B](#).

This form only applies to nursing facility admissions.

If the member meets the determination criteria and plans are to admit the member to a nursing facility, this form (DMAS95/MI/MR/SA – Level I) needs to be completed as part of the screening process.

If the member does NOT meet nursing facility criteria, do not complete Level 1 screening (DMAS95 MI/MR/SA) and do not refer for a secondary assessment. If the criteria are not met, the individual cannot be admitted to Long-Term Care Services.

How do I determine the diagnosis of serious mental illness?

If the answers to questions 2a, b and c are all 'yes' then indicate that the member has a MI diagnosis. Otherwise the member cannot be referred for Level II for MI.

How do I determine the diagnosis of intellectual disability?

If the member has a level of retardation or disability (mild, moderate, severe, or profound) as described in the American Association on Mental Retardation's Manual on Classification In Mental Retardation (1983) that was manifested before age 18, then indicate a diagnosis of ID.

How do I make the determination of related conditions?

If answers to questions 4 a –d are all 'yes' then the member has a determination of related conditions. Otherwise the member cannot be referred for Level II PAS for related conditions

DMAS95 – MI/MR/SUPL

Do I need to complete this form for a member I'm referring for Level I services?

Based upon the outcome of the Level I screening for MI/ID/RC, the completion of the DMAS-95 MI/MR Supplement will be determined. If the member is identified as having a mental illness, intellectual disability, or related condition during the Level I screening process, a referral for the completion of the Level II screening must be made.

I'm a member of the Community Services Board, which section should I complete?

Section B is to be completed by the Department of Behavioral Health and Developmental Services (DBHDS) contractor or other entity under contract for Level II evaluation process. Community Services Boards (CSB) are only permitted to complete assisted living assessments and annual reassessments. This process has not changed with the implementation of the ePAS system.

I work for the Department of Mental Health, Mental Retardation and Substance Abuse Services, which section should I complete?

Section C is to be completed only by the Department of Behavioral Health and Developmental Services.

DMAS96 – Medicaid Funded LTC SA Form

The member is currently not Medicaid eligible but can authorization for long term care still be made?

If a member has applied for Medicaid they might be eligible for services if formal application for Medicaid is made when the member or a family member has taken the required financial information to the local Eligibility Department and completed forms needed to apply for the benefits. The authorization for long-term care can be made regardless of whether the individual has been determined Medicaid-eligible, but placement may not be available until the provider is assured of the member's Medicaid status.

Are there exceptions for authorized services?

Yes, the following exceptions are applicable to this form:

- Authorizations for NF, PACE, Tech or the EDCD Waivers are interchangeable.
- Screening updates are not required for individuals to move between the services because the alternate institutional placement is a NF. NF = EDCD, Tech, or PACE.
- Alzheimer's Assisted Living Waiver's alternate institutional placement is a NF; however, the individual must also have a diagnosis of Alzheimer's OR Alzheimer's Related Dementia and meet the nursing facility criteria to qualify. NF = Alzheimer's ALF

As a screener or physician, why do I need to complete the attestation along with my name?

Completion of the attestation check box and entry of your name serves as an electronic signature in completing the assessment.

DMAS97 – Individual Choice – Institutional Care or Waiver Services Form

Do I need to complete this form?

This form needs to be completed when authorizing nursing facility or home- and community-based care services, including the Program All-Inclusive Care for the Elderly (PACE).

Item A OR at least one of the conditions in Item B must be completed if authorizing home- and community-based care services.

Item C must be completed to document the individual's choice of institutional services versus waiver services.

In addition to the electronic completion and submission of the DMAS 97, a paper copy of the DMAS 97 – Individual Choice - Institutional or Waiver Services form with the individual's signature must be retained in the individual's record by the screening entity

The member meets the community-based care criteria and has chosen home care services. What section do I need to complete to indicate this?

Section II must be completed in its entirety if community-based care criteria are met, and the individual chooses home- and community-based care services.

I completed Section II do I need to also complete Section III?

Section III must be completed in its entirety regardless of whether institutional care or home- and community-based care is chosen by the individual. Please be sure that each item is discussed with the individual

What is the 'At Risk' definition?

For waiver services authorization – individuals must also meet the 'at risk' definition in order to receive services. At risk is defined according to 42 CFR 441.302 (l): "...when there is a reasonable indication that a individual might need the services in the near future (that is, a month or less) unless he or she receives home and community based services."

Pre-Admission Screening (ePAS) Tracking - Summary

How do I see the status of my assessments?

Once an assessment is submitted, it can be monitored from the Pre-Admission Screening (ePAS) Tracking – Summary screen.

This screen will display all the assessments entered online by the user. When first submitted the assessment can be viewed on this screen with a status of 'Submitted for Processing'.

After the assessment has been processed, the updated status can also be viewed for both approved, denied and voided assessments.

From this screen, the user can link to the Pre-Admission Screening (ePAS) Tracking – Detail screen to view the detail for a specific assessment.

How do I see the detail associated with one of my assessments?

From the summary screen you can link to the Pre-Admission Screening (ePAS) Tracking – Detail. For all processed status (all statuses except 'Submitted for Processing') the Assessment Reference # will be a hyperlink. Clicking on the hyperlink will navigate you to the detail.

Pre-Admission Screening Tracking - Detail

My assessment was processed and denied. How can I tell why?

Once an assessment is submitted, it can be monitored from the Pre-Admission Screening Tracking – Summary screen. If the status of the assessment is 'Denied', you can click on the Assessment Reference # hyperlink to navigate to the detail for this assessment.

Any error messages associated with the assessment can be viewed within the Error Messages scroll box.

Pre-Admission Screening (ePAS) File Upload

I have an assessment in the xml format. Can I submit it or do I need to enter all the data in the individual screens?

If the user has assessments established in the xml format, it can be uploaded to the portal. Once uploaded, the user can recall the assessment and review via the appropriate screens. Once the review is complete, updates made, etc., then the assessment can be submitted for processing.

Note: Assessment means the combination of all completed forms required by the PAS Provider Manual. (See Glossary in Appendix A.)

I have an assessment created in the offline forms. How do I upload these now that I'm online.

If the user has assessments established in the offline format, it can be uploaded to the portal via the File Upload Screen. Once uploaded, the user can recall the assessment and review via the appropriate screens. Once the review is complete, updates made **online**, etc., then the assessment can be submitted for processing.

Note: Assessment means the combination of all completed forms required by the PAS Provider Manual. (See Glossary in Appendix A.)

I have an assessment created in the offline forms and uploaded it to the portal. Can I upload additional offline information?

Once an assessment is uploaded, any additional information needed has to be added via the online portal screens. Additional uploads of offline forms will not add to a previous uploaded form though can be uploaded as a new assessment and the previous one (assuming still in an incomplete status) can be deleted.

Pre-Admission Screening (e-PAS) Assessment Search

I have a lot of assessments on my Assessment Tracking Summary screen. Is there an easier way to find an assessment?

By using the Assessment Search option, the user can enter criteria to search for a specific member's assessment. Either the member's Medicaid ID or SSN is required in addition to the assessment date. Results can be further limited by the assessment type.

After submission all assessments that meet the user's criteria are displayed.

I have an assessment that I submitted previously for a member. Is there a way I can use it as a template to create an updated version?

By using the Assessment Search option, the user can find an existing assessment. Leveraging the 'Recall' link on the assessment result line, the assessment can be opened, modified and saved or submitted. The assessment will be assigned a new assessment reference number.

Download Offline Forms

I need to conduct screenings and won't have access to the internet. Is there a way I can complete assessments offline?

By using the Download Offline Forms screen, you can download a complete set of assessments in Excel format. An assessment can be completed for each member being screened. Once the user is online, the completed forms can be uploaded via the File Upload Screen, reviewed within the assessment portal screens and submitted for processing.

Note: Once an assessment is uploaded, any additional information needed has to be added via the online portal screens. Additional uploads of offline forms will not add to a previous uploaded form though can be uploaded as a new assessment and the previous one (assuming still in an incomplete status) can be deleted.