Division of Medicaid & Medical Assistance
Completing A Level of Care
Re-Assessment Tool
Instructions

See Also:
Level of Care Re-Assessment Home & Community Services Tool

Approved by:
DMMA

Effective: January 2012
# of Pages: 2

TASK- COMPLETING A LEVEL OF CARE RE-ASSESSMENT TOOL

Diamond State Health Plan Plus members, previously approved and opened in a Long Term Care program, must have a Level of Care Re-Assessment Tool (see Tool 003) completed according to the predetermined frequency set in the Managed Care Contract. All Re-Assessment Tools are to be completed by the MCO RN. The designated MCO RN:

1. **Enters** all requested member information in box on page 1.
   - Member name, date of birth, social security number and Medicaid ID number.

2. **Checks** the 2 boxes under ‘Medical Necessity of Care’, if:
   - Member continues to require any of the ongoing services listed under Roman Numeral I, and the needed services are required to allow the member to continue to live *safely* in the home or community based setting.

3. **Checks** the box under ‘Need for Inpatient Care’, if:
   - Member has a physical or mental condition, or impairment that requires ongoing supervision and/or assistance with activities of daily living in the home or community based setting.
     - List diagnoses/conditions that contribute to the need for services.
4. **Checks** all appropriate boxes under ‘**Functional Deficiencies**’, if:

   - Member requires assistance in **one or more** of the areas listed under Roman Numeral III. Check all appropriate boxes on pages 1 and 2.

5. **Checks** all appropriate boxes under ‘**Skilled Nursing Services**’, if:

   - Member requires any of the services listed under Roman Numeral IV. Check all appropriate boxes on page 2.

6. MCO RN completing the re-assessment **signs** certification with name, credentials and date.

7. **Maintains** form in MCO’s files, to be subject to random reviews by Medical Management Delegated Services (MMDS); however;

   - **IF** a member appears to no longer meet the criteria for a level of care for services
   - **OR** the member has deteriorated and their needs can only be met in a nursing home environment, then the MCO staff also **sends** a completed Pre-Admission Evaluation (PAE) via secure email attachment to DMMA Central Intake Unit (CIU). (See PAE Task).