



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF INTELLECTUAL DISABILITIES SERVICES
PASRR Coordinator
ANDREW JACKSON BUILDING, 15th FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243
(615) 253-6820

**PROCEDURE FOR COMPLETING THE REPORT FORM
FOR A MENTAL/HEALTH STATUS CHANGE**

Additional annual resident reviews (PASRR Level II evaluations) may be required if significant changes occur in a resident's mental/health status. Significant changes in a resident's mental/health status should precipitate a new resident assessment (MDS). If the resident assessment indicates a PASRR Level II evaluation is needed, then the **Report Form For a Change in Mental/Health Status** for the Division of Intellectual Disabilities Services (DIDS) should be completed. This form should be submitted to DIDS for assignment. Once assigned, DIDS will notify TennCare of your request. DIDS will then notify your nursing facility, the resident and his/her family/designee(s) and TennCare of the final determination recommendations and report findings.

Status Change Requirements: A Status Change is needed when a resident experiences a significant change in their condition. This can include the presence of a newly emerging disorder or a changing mental status, health condition or need. A Status Change should be reported to the Division of Intellectual Disabilities Services (DIDS) if the following occurs:

- Health Condition Resolves:** If the health condition of a resident with mental retardation (MR) resolves significantly, such that his/her MR needs are more likely to respond to treatment, then the nursing facility should report such changes to DIDS for determination of further assessment.
- Confirmation of Mental Retardation Diagnosis:** If an individual with mental retardation (MR) was not diagnosed at the preadmission screening (PASRR Level I), and the condition was later discovered, then the nursing facility should report these findings to DIDS to determine the need for further assessment. The nursing facility should monitor data on the MDS for the resident to identify any areas that are positive for a disability.
- Increase in Symptoms or Behavior Problems:** If a resident with mental retardation (MR) exhibits a significant increase in symptoms or behavior problems, these should be reported to DIDS for determination for further assessment. The resident should exhibit one or more of the following symptoms: **significant affect and/or mood changes, delusions (profound), hallucinations, problems with orientation, or exhibiting behaviors that pose a danger to self or others.**

The Report Form for a Change in Mental/Health Status must be dated, signed and filled out completely. Any additional documentation that supports and substantiates the change(s) noted for the resident must be included. DIDS will review the documentation to determine if a PASRR Level II evaluation is needed, and notify your facility of the decision. The Report Form can be faxed to DIDS at (615) 253-6713 or mailed to the given address. Thank you.

Sincerely,

Carmelita Hillsman, M.S.
PASRR/Community Transition Coordinator