



State of Tennessee
Department of Finance and Administration
Bureau of TennCare
310 Great Circle Road
Nashville, TN 37243

Phil Bredesen
Governor

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Commissioner

Date May 15, 2007

To: Intermediate Care Nursing Facilities (Level 1)
Skilled Care Facilities (Level 2)
Tennessee Commission on Aging and Disabilities
Area Agencies on Aging and Disabilities

From: Pat Santel, Director
TennCare Division of Long Term Care – Aging and Disabled Services

Re: Transfer Form Documentation Requirements

Pursuant to TennCare Rules:

Transfer forms can be approved *only* for Medicaid eligible individuals, i.e., persons who have established financial eligibility at DHS. Accordingly, the following instruction regarding use of transfer forms presumes that such fundamental requirement has been satisfied.

Effective immediately, when submitting a transfer form for an unexpired approved Pre-Admission Evaluation (PAE), you are **no longer required to attach page one of the PAE** to the transfer form. **Required attachments to the transfer form** are as follows:

- When transferring from **HCBS to a Nursing Facility**, you are required to attach a Level One Pre-Admission Screening assessment for Mental Illness and Mental Retardation to the transfer form (p. 5 of the PAE form). This form may be completed by the receiving Nursing Facility. If a Level II Screening evaluation is required, applicable information will be forwarded to the State's contractor for review. If the result of such Level II Screening evaluation is that the individual does not qualify for or is not appropriate for Nursing Facility care, pursuant to federal law, the Medicaid program may not provide reimbursement for Nursing Facility care, including any care that may have already been provided if the transfer (i.e., admission) has proceeded prior to such determination being made. To be clear, it is possible that a person who qualified for enrollment in the Statewide Waiver will not qualify for Nursing Facility care if that individual is found during the PASRR process to not be appropriate for Nursing Facility care because s/he has mental illness and/or mental retardation and the individual's need for treatment of such condition exceeds the level of services which can be delivered in the Nursing Facility.

- When transferring from a **Nursing Facility to HCBS**, you must attach the Caregiver Agreement, Physician's Orders and Safety Plan (if applicable) to the transfer form. You do **not** need to submit a new PAE if the person is transitioning directly from Nursing Facility to HCBS.
- When transferring from one **Nursing Facility to another Nursing Facility**, *only* a transfer form is required.

Further, when transferring a PAE for a Medicaid eligible individual with no previous billing which remains *unexpired* (i.e., within 90 days of the PAE approval date), it will no longer be necessary for you to change the provider information on the PAE and submit to our office. Please submit a transfer form, including attachments as identified above.

TennCare does **not** require (and has never required) that proof of eligibility be attached to the transfer form, as eligibility is verified via the Medicaid Management Information System. Nor will proof of eligibility be required by the Tennessee Commission on Aging for transfer to the Statewide Waiver, as the transfer form will be approved only if Medicaid (i.e., financial) eligibility has been established.

Finally, as a reminder, also pursuant to TennCare Rules:

- When requesting to transfer a PAE for which services were **not** initiated within (90) days of the PAE approval date or when transferring a PAE for a person who has **not** established financial eligibility for Medicaid at DHS, you may **not** use a transfer form. It will be necessary for you to obtain the original approved PAE with a physician's certification update and change the provider information on page one of the PAE before submitting to the Division of Long Term Care.
- If the PAE approval date is greater than 365 days, a new PAE must be submitted.

As with any PAE submissions, TennCare retains the right to request any additional information deemed necessary to appropriately process transfer requests.

Please ensure that this clarification is provided to all staff and contracted providers, as appropriate. We hope this clarification will help streamline intake processes and facilitate prompt transfer to appropriate care settings.

If you have any questions, please let me know. Thank you.

PS/dc