



PSYCHOLOGICAL CONSULTATION & ASSESSMENT, INC.

WHEN A LEVEL II IS REQUIRED

If PAS-2000 reads “Level I Approved-Level II Required”

Review the attached list of Level II evaluators and contact one of the evaluators in your area to come complete the Level II Evaluation.

If no evaluators are available in your area, then PC&A (Psychological Consultation & Assessment) will complete a desk review for you. See the instructions below on how to request a desk review.

If PAS-2000 reads “Level I NOT Approved-Level II Required”

In this instance, the Level II **MUST** be completed by PC&A as a desk review. **DO NOT** contact a Level II evaluator to complete the evaluation. See the instructions below on how to request a desk review.

If PAS-2000 reads “Level I Approved-Level II NOT Required”

A Level II Evaluation in this instance **IS NOT** required. In this instance the PAS process is considered complete, and the individual may go to a nursing facility.

Out of State Facilities (Requesting Nursing Facility Placement in West Virginia)

In this instance, the Level II **MUST** be completed by PC&A as a desk review. **DO NOT** contact a Level II evaluator to complete the evaluation. See the instructions below on how to request a desk review.

INSTRUCTIONS ON HOW TO REQUEST A DESK REVIEW

The following information can be faxed or emailed to PC&A @ 304-776-7247 or fax@pcasolutions.com.

The following information is needed to complete the desk review:

- History and physical
- List of medications
- Nurse’s note/physician progress notes.
 - For hospitals we need the most recent 3-4 days of notes.
 - For nursing facilities, we need the most recent 3-4 weeks of notes.
- A psychiatric evaluation **IF** one has been completed.



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PC&A will return the results of the desk review to the email or fax number provided on the desk review request. **Include a contact name, phone number, email address and fax number for us to contact you should additional information be needed to complete the review and/or send the results of the desk review.**

Psychological Consultation & Assessment (PC&A)

Fax: 304-776-7247

fax@pcasolutions.com

Phone: 304-776-7230-Option #5 (Charley Bowen-Psychologist)

Alternative Contact for Additional Information:

Crystal Dotson, Project Coordinator

304-776-7230-Option #6



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WV PASRR LEVEL II EVALUATORS		
EVALUATOR	HOSPITALS/COUNTIES	TELEPHONE
Brian Bailey, M.A.	Hospitals: All hospitals in Huntington, Charleston, Point Pleasant, and Teays Valley. Counties: Cabell, Wayne, Putnam, Mason, Kanawha.	Phone: 304-529-7686 Fax: 304-523-2399
Kimberly Caudell, M.A.	Hospitals: Raleigh General, Oak Hill, Princeton Community, BAR-H, Beckley VAMC, Behavioral Health Pavilion. Counties: Raleigh, Mercer, Fayette, Monroe, and Summers.	Phone: 304-660-8292
Richard Morgan, M.A.	Hospitals: Thomas Memorial Counties: Kanawha, Logan, Boone, Mingo and Putnam	Phone: 304-546-0113
Tracy P. Smith, M.A.	Hospitals: All Charleston Hospitals Counties: Kanawha & Putnam	Cell: 304-539-6222 Office: 304-925-0800



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FREQUENTLY ASKED QUESTIONS

Why did the PAS trigger a Level II evaluation?

After reviewing the PAS, the nurse reviewer for Acentra Health has deemed that a Level II screen is warranted due to the possibility of a major mental illness, intellectual disability or a related condition.

What does it mean when a PAS is denied at Level I (Level I NOT Approved)?

When a PAS-2000 is **NOT** approved at Level I it means that the individual does not have the minimum number of deficits to meet the Medicaid criteria for nursing facility services.

Why does a PAS require a Level II evaluation if the Level I is denied (Level I NOT Approved-Level II Required)?

Despite being denied at Level I (not meeting the minimum number of deficits to meet the Medicaid criteria for nursing facility services) the individual **MAY** be placed in a nursing facility under an alternative payor source to Medicaid (i.e. Medicare, private insurance, private pay, etc.). After reviewing the PAS, the nurse reviewer has deemed that a Level II is required for the individual to seek nursing home placement.

What do I do if there is no evaluator in my area or the Level II evaluator is not available to complete a Level II evaluation?

In these situations, PC&A can complete a desk review in lieu of a Level II evaluation. A formal Level II evaluation will not be required once a desk review is completed.

What if the patient is not in a facility in West Virginia but wants to come to a West Virginia nursing facility?

A West Virginia PAS-2000 will need to be completed on the individual if they want to be admitted to a WV nursing facility.

What if the patient is residing at home when the PAS-2000 requires a Level II Evaluation?

The Level II evaluators do not conduct home visits. If the patient is in a home setting, then please fax the most recent physician office visit notes for a desk review. We would prefer the last three office visit notes. If the patient has not been to the physician for quite some time, then send whatever information you have.

How long will I have to wait for results from a desk review?

Per federal guidelines we have 7-9 days to complete the review. A desk review is typically completed within 24 hours of receipt if no additional information is needed. If a desk review request is made on a Friday, then the review will be completed either that day or by the end of business on the following Monday.



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When does a PAS-2000 expire?

A PAS-2000 is valid for 60 days from the date of the physician's signature in box #39. A Level II screen or desk review cannot be completed on an expired PAS. Also, the individual would need to be placed in the nursing facility before the PAS expires.

Can you complete a desk review on a PAS-2000 from another state?

No. A desk review can only be completed on a West Virginia PAS-2000 that requires a Level II screen.

Where do I send information for a desk review?

Information can be faxed or emailed to PC&A (Psychological Consultation & Assessment). Fax #: 304-776-7247

Email: fax@pcasolutions.com

How will I get my results from a desk review or Level II evaluation?

The results will be uploaded to the Level II case for the individual in the Atrezzo system.

The information can also be sent via email and/or fax.

If the information is emailed to our office, then the results will be emailed back to the individual that sent the information.

If the information is faxed to our office, then it will be sent to the individual and fax number listed on the fax cover page.

If the information is faxed to our office and there is NO return fax number with contact name on the fax cover page, then the information will have to be accessed on the Atrezzo system.

What do I do if I can't view the result in Atrezzo?

Contact Acentra Health @ 304-343-9663 and ask for someone in the PASRR program.