

**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

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).