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Overview

This guide serves as a reference for the required PASRR reporting by the Local Intellectual and Developmental Disability Authority (LIDDA) to the Department of Aging and Disability Services (DADS), as well as the timelines and deadlines associated.

Purpose

The Performance Contract notes a requirement that LIDDAs must provide data and other information related to the services and requirements described in Attachment G.

A template with instructions to use for these reporting requirements are available and will be submitted via email to the DADS Performance Contract Unit at Performance.Contracts@dads.state.tx.us.

Information provided by LIDDAs will be compiled and used to measure progress towards the requirements of PASRR.
I. Diversion Coordinator Requirements and Reporting

The LIDDA must designate a PASRR Diversion Coordinator who has experience in coordinating and/or providing services to individuals with IDD, including those with complex medical needs, in the community. The responsibilities outlined below must be included in the Diversion Coordinator’s job description. A LIDDA must ensure that the Diversion Coordinator will:

- Identify available community living options, services, and supports to assist individuals to successfully live in the community;
- Provide information and assistance to service coordinators and other LIDDA staff who are facilitating diversion for individuals at risk of admission to a nursing facility and for individuals transitioning to the community from a nursing facility;
- Coordinate the provision of education to service coordinators and other LIDDA staff about available community services and about strategies to avoid nursing facility placement;
- Within 45–75 days after an individual’s admission to a nursing facility, review the individual’s admission to ensure that community living options, services, and supports that could provide an alternative to nursing facility placement have been explored and if not, refer the individual to his/her Service Coordinator for that purpose;
- On a quarterly basis, report to DADS the number of individuals in the Target Population, defined as a Medicaid recipient who is 21 years of age or older with IDD, admitted to nursing facilities, diverted from nursing facilities prior to admission, total number of transitions; and
- On a quarterly basis, provide information to DADS about barriers experienced in moving individuals from a nursing facility to the community.

A LIDDA must semi-annually submit to DADS Performance Contracts Local Authority Section the name, relevant experience and job description of the Diversion Coordinator by June 10th and January 10th. In the event of a change in the designated Diversion Coordinator, the LIDDA must submit to DADS an updated Form S within five (5) business days. DADS expects a LIDDA will designate an interim Diversion Coordinator during times of transition.
II. Educational Training and Assistance for LIDDA Staff Related to Community Living Options, Services and Supports

The Diversion Coordinator must submit a quarterly report due no later than close of business on the 10th of September, December, March and June via email to Performance Contracts, in a template and format provided by DADS which details the frequency and types of educational training and assistance provided to LIDDA staff to assist them with identifying needed community services and supports for individuals in the target population seeking community-based services. A copy of the template with instructions is described in II.a of this section.

The Diversion Coordinator must:

- Develop and implement procedures by which he/she solicits information from PASRR Service Coordinators to determine their needs for educational training and assistance about availability of community services in the LIDDA’s local service area and strategies for individuals with IDD to avoid placement in a nursing facility;
- In addition to PASRR Service Coordinators, identify other relevant LIDDA staff who require educational training and assistance;
- Identify topics for discussion to be addressed through educational training and assistance;
- Provide educational training and assistance using individual supervision/discussions, group trainings, webinars, written materials, and any other type of effective mechanism; and
- Provide educational training throughout the year so that all identified staff receive initial training within the first two months of employment to include training of the DADS PASRR Manual Service Coordination Training for Individuals with IDD residing in, diverting from, or transitioning from nursing facilities.
To complete this quarterly report the Diversion Coordinator must:

- Identify the available community living options, services and supports to assist individuals in the total PASRR population to successfully live in the community; and
- Coordinate and provide education to PASRR Service Coordinators and other identified LIDDA staff to learn about available community services and strategies to avoid nursing facility placement for the total population.

II.a PASRR Education for LIDDA Staff Form and Instructions

*Before you can begin to fill the reporting template, you must save the document to your computer in WORD with your Comp code, Quarterly PASRR Reporting, fiscal year, and quarter. Example: “380 Quarterly PASRR Reporting FY17 Q1” would be a title for Tri-County Services. If you attempt to fill the template prior to saving the document to your computer, the dropdown fields will not be enabled and you will not be able to enter any comments.

Quarterly PASRR Education for LIDDA Staff

1. Currently, are there procedures in place to solicit information to determine educational needs for PASRR Service Coordinators & other applicable LIDDA staff?
   - Y/N

2. This quarter, which LIDDA staff were identified as needing education specifically related to PASRR and/or PASRR requirements?

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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3. Which topics were addressed through training this quarter for PASRR Service Coordinators and other identified LIDDA Staff?

<table>
<thead>
<tr>
<th>Brief Topic</th>
<th>Titles of Staff Who Were Provided Training For Each Topic</th>
<th>Type</th>
<th>Total Length Of Time For Each Topic</th>
<th>Total Frequency For Each Topic</th>
<th># of PASRR SCs Trained by Topic</th>
<th># of Other LIDDA Staff Trained by Topic</th>
</tr>
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</table>

4. List the names of newly hired PASRR Service Coordinators within the quarter and what training was provided to them within 2 months of employment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Content of Training Provided Within The First Two Months</th>
<th>Were they trained on the Service Coordination Training for Individuals with IDD residing in, diverting from, or transitioning from nursing facilities? (orange book)</th>
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</table>
PASRR Education for LIDDA Staff Form Instructions

Using the dropdown boxes, choose your LIDDA and the reporting period.

1. Indicate if your LIDDA currently has a procedure in place to solicit information to determine educational needs for PASRR Service Coordinators & other applicable LIDDA staff by indicating “Yes” or “No”. Note: If you currently do not have a procedure in place the LIDDA will need to create and implement a procedure to capture this requirement. Also, the LIDDA must submit to DADS a copy of its written procedure.

2. Each quarter, the LIDDA must identify relevant staff in need of educational training related to PASRR. List here the names and titles of each identified staff.

3. Based upon solicitation from staff, note the following:
   - specific topics that were addressed;
   - titles of staff who were provided the educational opportunities on each of the specific topics;
   - type of training (use the dropdown box to indicate the type)
   - total length of time for each particular topic;
   - frequency for each topic (use the dropdown box to indicate the frequency);
   - total number of PASRR Service Coordinators trained for each topic; and
   - total number of other LIDDA staff trained for each topic

4. List the names of newly hired PASRR Service Coordinators within the quarter and what training was provided to them within two (2) months of employment. You will need to briefly list the content of training, which should minimally include PASRR rules and requirements. Also, using the dropdown box, indicate if they were trained on the DADS PASRR Manual Service Coordination Training for Individuals with IDD residing in, diverting from, or transitioning from nursing facilities.

III. Diversions and Transitions

For all new admissions in the target population who have expressed a desire to move from a nursing facility, the Diversion Coordinator receives written information from the PASRR Service Coordinator documenting a list of community living options, services, and
supports that he/she is exploring with the individual and the LAR within 45 calendar
days of admission.

Within 45–75 calendar days after a new admission to a nursing facility, the Diversion
Coordinator will review the individual’s admission to ensure that community living
options, supports, and services that could provide an alternative to nursing facility
placement have been explored. If they have not been explored, the Diversion
Coordinator will refer the individual to his/her PASRR Service Coordinator for that
purpose.

For individuals residing in a nursing facility who indicate a desire to move into the
community who are not new admissions, the PASRR Service Coordinator will follow the
current process of requesting a transition slot and will provide the Diversion Coordinator
a list of community living options, services, and supports that he/she is exploring with
the individual and the LAR within 10 calendar days after the service coordinator
becomes aware that the individual desires to move.

Within 20 calendar days after receiving the documentation from the PASRR Service
Coordinator, the Diversion Coordinator will review to ensure that community living
options, supports, and services that could provide an alternative to nursing facility
placement have been explored.

The LIDDA will submit a quarterly report due no later than close of business on 10th of
September, December, March and June, via email to Performance Contracts in a template
and format provided by DADS, which includes the following:

- names of individuals who identified their desire to move from nursing facilities
during the quarterly reporting period;
- admission date of those who indicated they wanted to move from nursing facility
during the quarterly reporting period;
- date the individual indicated a desire to move from the nursing facility;
- date the Diversion Coordinator reviewed the transition status;
- if within the quarter, the date the individual moved;
- any actions the Diversion Coordinator took to assure a successful transition;
- number of target population, admissions, diversions, transitions and refusals of service coordination within the reporting period;
- **(Pre-Move)** barriers for residents who indicated a desire to move from the nursing facility who remained in a nursing facility 90 days after the slot was released; and
- **(Post-Move)** barriers for individuals who are in imminent danger for return, or who returned to a nursing facility due to barriers during the reporting period.

A copy of the template with instructions is described in III. a of this section.

### III.a Diversion & Transition Efforts Form and Instructions

**Diversion & Transition Efforts**

1. List all names of individuals who identified their desire to move from nursing facilities during the quarterly reporting period and include the admission date, date individual indicated they wanted to move, date Diversion Coordinator reviewed transition status, date individual moved (if applicable), and actions the Diversion Coordinator took to assure a successful transition.

<table>
<thead>
<tr>
<th>Name</th>
<th>Admission Date</th>
<th>Date Individual Indicated They Wanted to Move From NF</th>
<th>Date Diversion Coordinator Reviewed the Transition Status</th>
<th>Date Individual Moved</th>
<th>Actions Diversion Coordinator Took To Assure A Successful Transition</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

2. List the total numbers of the target PASRR population in NF, admissions, diversions, transitions and refusals of service coordination for the quarter.

<table>
<thead>
<tr>
<th>Total # of Target Population in NF</th>
<th>Total # of Admissions</th>
<th>Total # of Diversions</th>
<th>Total # of Transitions</th>
<th>Total # of Service Coordination Refusals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

3. **Pre-Move** – Use the dropdown box to list the category of barriers for each individual still remaining in a nursing facility 90 days after the slot was released. If there is more than one barrier for an individual, you will need to list the individual twice.

<table>
<thead>
<tr>
<th>1. Name</th>
<th><strong>Pre-Move</strong> Barrier Category</th>
<th>Have They Since Moved into the Community?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Briefly Note Specific Barrier Information**
Steps LIDDA Took to Address Barrier
Provide reason individual chose to divert

4. **Post-Move** – Use the dropdown box to list the category of barriers for each individual who is in imminent danger for return, or who has returned to a nursing facility due to barriers during this reporting period. If there is more than one barrier for an individual, you will need to list the individual twice.
1. Name  |  Post-Move Barrier Category  |  Returned to NF Due to Barrier

| Briefly Note Specific Barrier Information |  |
| Steps LIDDA Took to Address Barrier |

Diversion & Transition Efforts Instructions

1. In the row of columns you will list several pieces of information. For individuals who identified their desire to move from nursing facilities during the reporting period, note the following:

- first and last name of all individuals who identified their desire to move from nursing facilities during the quarterly reporting period;
- using the dropdown feature, indicate the date of admission for each of the individuals who identified their desire to move from nursing facilities during the quarterly reporting period;
- using the dropdown feature, indicate date the individual indicated they wanted to move from the nursing facility during the quarterly reporting period;
- using the dropdown feature, indicate date that the Diversion Coordinator reviewed the transition status;
- using the dropdown feature, indicate date the individual moved, if it occurred within the reporting period only; and
- briefly note any actions the Diversion Coordinator took to ensure a successful transition other than reviewing the transition status.

2. List the total numbers of the PASRR target population residing in nursing facility as well as the total number of admissions, diversions, transitions and refusals of service coordination for the quarterly reporting period.

3. (Pre-Move) Note the names of individuals who had barriers that remained in a nursing facility 90 days after the slot was released. Use the dropdown boxes to indicate the barrier category and if they have transitioned into the community. You will then briefly note any specific barrier information, steps the LIDDA took to address this barrier and the reason(s) the individual chose to divert.

4. (Post-Move) Note the names of individuals who were in imminent danger for return, or who returned to a nursing facility, due to barriers during this reporting period. Use the dropdown boxes to indicate the barrier category and if they had to return to the
nursing facility due to those barriers. You will then briefly note any specific barrier information and steps the LIDDA took to address the barriers.

**IV. Educational and Informational Activities for Individuals and Their Legally Authorized Representative (LAR)**

For Individuals in the targeted population residing in a nursing facility, the LIDDA will ensure the individuals and their LARs have an opportunity to receive and participate in educational and informational activities addressing community living options at least semi-annually. These activities may include family-to-family and peer-to-peer programs, providing information about the benefits of community living options, facilitating visits in such settings, and offering opportunities to meet with other individuals with IDD who are living, working, and receiving services in integrated settings, and with their families and community providers. For individuals who refuse service coordination, the LIDDA will ensure these individuals receive educational and informational activities addressing community living options annually.

The Diversion Coordinator will provide and/or arrange this ongoing education stemming from topics provided by DADS. DADS will furnish up to four (4) topics for discussion at least annually and send to LIDDDAs via Broadcast Message. While these four topics must be discussed within the year, other topics should be solicited from PASRR Service Coordinators.

The Diversion Coordinator will report due no later than close of business on **10th of December and June** via email to Performance Contracts, in a template and format provided by DADS, summarizing these educational activities.

A copy of the template with instructions is described in IV.a of this section.

**IV.a. Education for Individuals and LARs Form and Instructions**

<table>
<thead>
<tr>
<th>Education for Individuals and LARs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List the topics addressed through educational opportunities during the semiannual reporting period for Individuals in nursing facilities in the targeted population and their LARs.</td>
</tr>
</tbody>
</table>

(Revised Nov 2016)
2. List the total number of residents and LARs who attended your educational opportunities during this semi-annual reporting period.

<table>
<thead>
<tr>
<th>Total # of Residents</th>
<th>Total # of LARs</th>
</tr>
</thead>
</table>

3. List the names and titles of LIDDA staff who have provided educational opportunities during the semiannual reporting period for residents in the targeted population who reside in the nursing facilities and their LARs.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
</table>

4. Indicate how individuals and LARS were notified of these educational opportunities by clicking in the boxes for each applicable option.

- ☐ Flyer/Mailer
- ☐ Email
- ☐ Telephone
- ☐ Face-to-Face
- ☐ Other (Please list):

**Education for Individuals and LARs Instructions**

1. List each individual topic addressed through educational opportunities this semi-annual reporting period for Individuals in nursing facilities in the targeted population and their LARs. Use the dropdown box to indicate the type of educational opportunity.

2. List the total number of residents in the PASRR population and their LARs who attended the educational opportunities provided by the LIDDA during this semi-annual reporting period.

3. List the names and titles of LIDDA staff who provided educational opportunities this semi-annual reporting period for residents in the targeted population who are residing in the nursing facilities and their LARs.

4. Indicate how the individuals and LARS were notified of these educational opportunities by clicking in the boxes for each applicable option.

**V. Reporting Template Submission**

Once all of the information has been entered in the reporting template for all three (3) sections Email the reporting template to performance contracts at

(Revised Nov 2016)
Performance.Contracts@dads.state.tx.us no later than the 10th day of the month following the end of the reporting period.

VI. Caseload Methodology

Caseloads for Service Coordinators need to be sufficient enough to effectively meet PASRR requirements and need to be based on individual needs and the person-centered planning process. Transitioning an individual from a nursing facility to a community placement and serving individuals with complex needs in the community will require intensive service coordination.

Each LIDDA will develop a methodology to determine an appropriate PASRR Service Coordination caseload size. This methodology must include a description of the functions and tasks the Service Coordinator provides and an estimated time it takes to complete these tasks. These functions could include but not limited to:

- Person-centered planning;
- Convening SPT and attending IDT meetings;
- Monthly contact with the individual and the LAR;
- Monitoring specialized services for individuals in a Nursing Facility;
- Community education and transition planning;
- Arranging and coordinating community services for individuals who have transitioned into the community; and
- Monitoring ISP goals and objectives, and are they satisfying to the individual and LAR

The methodology should also include any other responsibilities the Service Coordinators may have if they support other individuals who are outside of the PASRR population.

Each LIDDA will submit its methodology, which includes information about the specific caseload sizes for each PASRR Service Coordinator to DADS Performance Contracts annually by May 15th. In addition, each LIDDA will provide an annual report detailing the caseload size for each of its PASRR Service Coordinators.