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Date: March 18, 2020

To: Care Coordination Units (CCUs)

From: Paula A. Basta, Director & Lora McCurdy, Deputy Director

RE: Choices for Care Pre- & Post-screens during COVID-19 pandemic  
(Please note that this written guidance may need to be revised pending unanticipated changes.)

**EFFECTIVE IMMEDIATELY** CCU Choices screeners should suspend all face-to-face Hospital, Nursing Facility, Supportive Living Program site and Community pre- and post-screens. (Follow the current Choices policy [01/17/17] with the following exceptions):

For Hospital screen requests:

- Coordinate with hospital discharge planner (HDPs) staff to complete the required paperwork in collaboration with the participant (and family members if possible).
- HDPs can complete the OBRA Level I and can assist CCU staff (via phone) with completing the Determination of Need (DON). The Mini Mental State Examination (MMSE) can be attempted via phone with the participant, with the exception of questions 8-11, which should be scored '0'.
  - If Mental Illness (MI) and/or Intellectual/Developmental Disability (I/DD) is suspected, the HDP should make the referral directly to the appropriate Mental Health Pre-Admission Screen Agent (MH PAS) or Independent Service Coordinator (DD ISC).
  - If there is no suspicion of MI and/or I/DD the HDP will need to fax/send electronically the OBRA Level I (with Parts I, II, and III completed) to the CCU.
- The CCU will sign the "Case Noted Signature" section of the IDoA Service Selection and Certification (page 5 of the prescreen assessment form in Participant Forms Manager), indicating the participant was not able to physically sign.
  - Special emphasis should be placed on identifying short-term rehab stays for timely follow-up.
- The CCU will document that the assessment was completed via phone.
- The CCU will complete the HFS 2536, unless the MH PAS or DD ISC conducts an OBRA Level II, in which case the MH PAS or DD ISC will complete the HFS 2536.
- Unless the MH PAS or DD ISC is completing the HFS 2536, the CCU will send completed forms to the NF/SLP.

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[www.illinois.gov/aging](http://www.illinois.gov/aging)

#### For NF/SLP post-screen requests:

- Coordinate with pre-identified NF/SLP staff to complete the required paperwork in collaboration with the participant (and family members if possible).
- NF staff can complete the OBRA Level I and can assist CCU staff (via phone) with completing the DON. The MMSE can be attempted via phone with the participant, with the exception of questions 8-11, which should be scored '0'.
  - If MI and/or I/DD is suspected, NF staff should make the referral directly to the MH PAS or DD ISC.
  - If there is no suspicion of MI and/or I/DD the NF staff will need to fax/send electronically the OBRA Level I (with Parts I, II, and III completed) to the CCU.
- The CCU will sign the "Case Noted Signature" section of the IDoA Service Selection and Certification (page 5 of the prescreen assessment form in Participant Forms Manager), indicating the participant was not able to physically sign.
  - Special emphasis should be placed on identifying short-term rehab stays for timely follow-up.
- The CCU will document that the assessment was completed via phone.
- The CCU will complete the HFS 2536, unless the MH PAS or DD ISC conducts an OBRA Level II, in which case the MH PAS will complete the HFS 2536.
- Unless the MH PAS or DD ISC is completing the HFS 2536, the CCU will send completed forms to the NF/SLP.
- **Note: during this period, HFS will pay NFs/SLPs when a postscreen is completed within 10 days of admission.**

#### For Community screen requests:

- The CCU can complete the DON over the phone with the participant and family members, if available. The MMSE can be attempted via phone with the participant, with the exception of questions 8-11, which should be scored '0'.
- The CCU will complete the OBRA Level I with information provided by the participant and family members.
  - If MI and/or I/DD is suspected, the CCU will make the referral to the appropriate MH PAS or DD ISC.
- The CCU will sign the "Case Noted Signature" section of the IDoA Service Selection and Certification (page 5 of the prescreen assessment form in Participant Forms Manager), indicating the participant was not able to physically sign.
  - Special emphasis should be placed on identifying short-term rehab stays for timely follow-up.
- The CCU will document that the assessment was completed via phone.
- The CCU will complete the HFS 2536, unless the MH PAS or DD ISC conducts an OBRA Level II, in which case the MH PAS will complete the HFS 2536.
- Unless the MH PAS or DD ISC is completing the HFS 2536, the CCU will send completed forms to the NF/SLP.
- **Note: during this period, HFS will pay NFs/SLPs when a postscreen is completed within 10 days of admission.**