

Provider Reference- PACE and IPACE

Purpose:

PACE participants who enter a long-term care facility *must be reported as institutionalized*. PACE participants who reside in the nursing facility are referred to as **IPACE** (Institutionalized PACE). *Per federal requirements, nursing facilities must complete a Preadmission Screening and Resident Review (PASRR) on individuals upon admission* 42 CFR 483.100-138. The PASRR task is completed in KLOCS (Kentucky Level of Care System). Since the Level of Care (LOC) is active for PACE, the nursing facility cannot submit a LOC application to trigger the PASRR without the individual being reported as institutionalized. Under Medicaid regulation, a member who enters a nursing facility may be responsible for paying a portion of their health care cost. The amount a Medicaid member must pay for long term care services is called Patient Liability.

Procedure:

1. On the dashboard screen in KLOCS, **quick search** for the individual,
2. Navigate to the participant's **Individual Summary** screen,
3. Click on the **Report Institutionalization** button,
4. Enter the admission date. (The best practice is to enter the actual admission date. Although, the admission date can be 3 (three) days prior to or 3 (three) days after admission.)
5. Enter the facility name and click **add**,
6. Select the correct provider,
7. Review the information entered,
 - a. if correct, click **Submit**.
 - b. If incorrect facility, click delete and repeat the previous steps to correct the information.

When report institutionalization has been completed:

- A PASRR task is triggered for the selected Nursing Facility to complete.
- A task is triggered for a DCBS case worker to determine the patient liability amount.
- **Note:** Report Institutionalization is NOT a transfer. As long as the individual is enrolled in PACE, the PACE provider continues to manage and pay for all of the individual's care.
- ❖ If the individual is listed as IPACE but chooses to leave the PACE program to remain in the Nursing Facility without plans to return to the community, the LOC can be transferred from the PACE provider to the Nursing Facility. This action will be completed as a transfer.
- ❖ If a PACE participant is not institutionalized (not in IPACE) and *chooses to leave* the PACE program to reside long term in a nursing facility, the PACE provider will do a voluntary discharge.

IPACE to PACE

When the PACE provider discharges the participant from the nursing facility, KLOCS must be updated showing the participant has returned to the community. On the submit discharge screen, select **transfer** for discharge type, and **Discharge from Nursing Facility**. (*Be careful not to discharge the individual from PACE*). The DCBS case worker will re-run eligibility as patient liability is no longer owed.

Reference: KLOCS PACE Provider User Guide: Section 6 [PACEProviderUserGuide.pdf \(ky.gov\)](#)