

## Addendum 1

State of Connecticut  
Department of Social Services

12202007\_PASRR\_RFI  
Web Based PASRR System  
Request for Information

---

The State of Connecticut Department of Social Services (Department) is issuing this first Addendum to the Web Based PASRR System Request for Information (RFI). The Addendum contains one section:

### Section 1 – Questions Received and Responses Given

#### Question 1:

Does the State currently use any vendor services to support PASRR Level I, II, or Level of Care services? If so, who are the incumbent vendor(s)? Please provide copies of any such contracts.

#### Response 1:

The State of Connecticut does not use any vendor services to provide PASRR screenings.

#### Question 2:

What is the average annual volume of Level I, Categorical, Level of Care, and Level II currently completed for recipients?

#### Response 2:

Level I- 45,000 Level II MI- 1500 Level II MR 300 Level II MI and MR- 100 Level of Care-average 50 per day

#### Question 3:

Is the purpose of the RFI to purchase a Web-based system or to engage the services of a qualified entity with a Web-based process to conduct the reviews?

#### Response 3:

The purpose of this Request For Information is for the Department to gather information about the options available in the marketplace to handle PASRR screenings and reviews, with a particular interest in learning about web based systems that can accept and transmit information.

#### Question 4:

Will the State mandate that 100 percent of providers use the Web? If not, what other form of submission will be used by the provider? What would be the annual volume for Level I, Categorical, Level of Care and Level II not submitted by Web?

#### Response 4:

At this time, the Department is only seeking information about web based PASRR systems. If however, we did eventually implement such a system, we would still accept faxed submissions. At this time, the Department is unable to estimate the volume that would be provided on the web as we do not have information on the technological abilities of the range of persons who could potentially submit Level I screens.

#### Question 5:

What is the current provider Web adoption rate?

#### Response 5:

Again, we have no web based system currently. At this time, all documents are exchanged via fax.

State of Connecticut, Department of Social Services  
Request for Information (RFI)  
Web-Based PASRR System

**Question 6:**

Will there be contractual requirements for provider training? If so, please provide details.

**Response 6:**

A contract will not be granted based on this RFI. In the event that the Department lets an RFP seeking providers for a web based PASRR system, which at this time remains undetermined, we would anticipate a need for statewide training, most likely in five different regions of the State primarily directed at hospitals, nursing homes and community providers.

**Question 7:**

Please describe the current process for Level II.

**Response 7:**

The largest volume of Level IIs for mental illness determinations are done by hospital professionals, probably 80%. The State wishes to discontinue this practice. Level IIs for mental retardation determinations are done by the Department of Developmental Disabilities and we expect that practice to continue.

Date Issued: January 16, 2008

Approved: \_\_\_\_\_

Julia K. Lentini  
Staff Attorney

State of Connecticut Department of Social Services  
(Original signature on document in procurement file)

This Addendum must be signed and returned with your proposal.

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Name of Company

**Date – December 20, 2007**

**RFI #122007\_PASRR\_RFI**

**State of Connecticut  
Department of Social Services**

**Request for Information**

**For**

**Web-Based PASRR System**

**Issue Date: Thursday, December 20, 2007**

**Question Cut-Off Date: Wednesday, January 9, 2008**

**Responses to Questions Date: Wednesday, January 16, 2008**

**RFI Submission Due Date: Friday, February 15, 2008**

**Issued by:**

**The Department of Social Services  
25 Sigourney Street  
Hartford, CT 06106**

## **I. REQUIREMENTS AND DEADLINES FOR QUESTIONS AND RESPONSES**

This Request for Information (RFI) outlines the information being solicited by the Connecticut Department of Social Services (“DSS” or “Department”) from vendors and includes guidelines for content and format of responses. From this RFI’s issuance date of Wednesday, December 20, 2007, vendor(s) choosing to respond to this RFI will have **approximately two (2) weeks** to submit clarifying questions and **approximately six (6) weeks** to submit completed written responses.

All questions must be in written form, submitted using electronic mail and addressed to:

[julia.lentini@ct.gov](mailto:julia.lentini@ct.gov)

Written questions must be received **no later than 3:00 pm on Wednesday, January 9, 2008.**

Responses will be posted as an addendum to this RFI on the state contracting portal by **3:00 pm Wednesday, January 16, 2008.**

Respondents to this RFI must respond in writing, providing one original and **ten (10)** complete copies of their submitted response. To be reviewed by the Department, responses must be received by the Department **no later than 3:00 pm on Friday, February 15, 2008.** Late responses will only be considered if the Department receives three (3) or less responses. The address for the delivery of RFI responses is:

**Julia Lentini  
State of Connecticut  
Department of Social Services  
Contracts and Procurement  
25 Sigourney Street  
Hartford, CT 06106  
Attn: RFI #122007\_PASRR\_RFI**

## **II. OVERVIEW**

The Department of Social Services seeks information regarding a comprehensive hardware/software/clinical solution to implement a web-based Pre-admission Screening and Resident Review (PASRR) System. DSS seeks information regarding the provision of statewide preadmission screening services described in 42 CFR 483. The Department is interested in a web-based system that would allow a variety of providers to submit Level I screens to identify the potential existence of Mental Illness or Mental Retardation. At a later date, the information obtained from this RFI may be used by the Department to create a formal request for proposals (RFP) to procure a web-based PASRR System.

Specifically this RFI seeks the following information:

- Feasibility of a web-based process to receive, review and respond to Level I screens;

**State of Connecticut, Department of Social Services  
Request for Information (RFI)  
Web-Based PASRR System**

- Description of processes for reviewing Level I screens, completing categorical exemptions and Level II screens for persons with Serious Mental Illness, and making all Level of Care Determinations for nursing home placement for persons seeking Medicaid reimbursement; and
- Types of quality assurance reports that could be produced by a web-based PASRR system.

### **III. DSS DESCRIPTION**

The Department of Social Services provides a broad range of services to the elderly, persons with disabilities, families, and individuals who need assistance in maintaining or achieving their full potential for self-direction, self-reliance and independent living. It administers over 90 legislatively authorized programs and one-third of the State budget. By statute it is the State agency responsible for administering a number of programs under Federal legislation, including the Rehabilitation Act, the Food Stamp Act, the Older Americans Act, and the Social Security Act.

The department is headed by the Commissioner of Social Services. There are Deputy Commissioners for Administration and Programs. There is a Regional Administrator responsible for each of the three service regions.

The Department administers most of its programs through offices located throughout the State. Services are available through 12 offices located in the three regions, with central office support located in Hartford. In addition, many services funded by the agency are available through community-based agencies, including the 156 senior centers throughout Connecticut. The agency has out-stationed employees at hospitals to expedite Medicaid applications, and funds Healthy Start sites which can accept applications for Medicaid for pregnant women and young children. Many of the services provided by the department are available via mail or telephone.

#### ***DSS Mission***

The Connecticut Department of Social Services provides a continuum of core services to:

- Meet basic needs of food, shelter, economic support and health care
- Promote and support the choice to live with dignity in one's own home and community
- Promote and support the achievement of economic viability in the workforce

We gain strength from our diverse environment to promote equal access to all DSS programs and services.

#### ***DSS Vision***

The Connecticut Department of Social Services is people working together to support individuals and families to reach their full potential and live better lives. We do this with humanity and integrity.

### **IV. Requirements**

The purpose of this RFI is to acquire information about the capabilities of vendors to provide a web-based system to perform the range of functions required in 42 CFR 483 and to develop an online system for the processing of Level I screens. Responses to this RFI should describe how the Level I screenings will be

**State of Connecticut, Department of Social Services  
Request for Information (RFI)  
Web-Based PASRR System**

reviewed and processed through the web based PASRR system and the process of how to complete face to face Level II evaluations of persons identified as having serious mental illness. An additional component of the screening process is the determination of nursing facility Level of Care for Medicaid applicants or recipients. Respondents should include in their response any tools they have already developed relevant to the PASRR process and Level of Care determinations. Responses to the RFI should include the following information and should be labeled as **Section I:**

1. Description of a web-based system for processing Level I screens
  - Turn around time
  - Accuracy of information provided
  - Reporting capabilities
  - Forms utilized
  - Training of potential systems users
  - Identifying false negative screens
2. Description of processes related to categorical exemptions including
  - Tracking of exemptions and monitoring compliance
  - How dementia overrides are handled
  - Determining level of care
  - Dealing with conflicting information between what is identified on the PASRR screen in comparison to supporting documentation such as a history and physical
3. Description of how Level of Care determinations will be done
  - Proposed format
  - Type of staff that would be utilized
  - Quality assurance procedures
  - Supervision and training of staff
  - Turnaround time for the completion of Level of Care determinations
4. Description of the process for handling Level II determinations
  - Time frame for completing face to face Level II determinations
  - Forms to be utilized to complete the Level II process
  - How change of conditions will be handled
  - Staff qualifications
  - Quality assurance
5. Description of a process for handling emergency nursing home admissions
6. Technical/Systems Security/System Administration
  - HIPAA compliance
  - System maintenance
  - Flexibility
  - Reporting capacity

**State of Connecticut, Department of Social Services  
Request for Information (RFI)  
Web-Based PASRR System**

7. Describe experience with other States in providing this service
8. Describe processes for education of potential system users and monitoring of compliance with PASRR requirements
9. Describe any other pertinent information that would be informative and appropriate regarding a statewide, web-based PASRR process

**V. RESPONSE OUTLINE**

In addition to the information already requested above (to be labeled **Section I**), please also include the following:

**Section II – Conceptual Alternatives**

Briefly describe any alternative methods for completing the PASRR process that you may have utilized in other states. Describe quality improvements or cost savings you have been able to demonstrate. In Connecticut, hospitals have been permitted to complete both Level I and Level II screens for persons with serious mental illness. Describe how you would approach the challenges that will arise when hospitals will no longer be allowed to complete the Level II screens.

**Section III – Corporate Expertise**

Respondents should identify any development and/or implementation of on-line web-based PASRR screening and Level of Care Determinations that they have developed and implemented in other states. For the product(s) being described in response to this RFI, please include the product history, training and support provided and/or available, experience with product installation, and other additional information you deem relevant not previously covered.

**Section IV – Additional Material**

Please provide any other materials, information, suggestions and discussion you deem appropriate.

**VI. INFORMATION EXCHANGE MEETINGS**

The State of Connecticut Department of Social Services may choose respondents for product and informational demonstrations to Department Staff. The scope of the presentations will be determined by the department, based on the responses chosen.

**VII. DISCLAIMER**

This RFI is issued solely for information and planning purposes and does not constitute a solicitation. All information in response to this RFI that is marked “Proprietary” will be handled accordingly and in accordance with the Connecticut Freedom of Information Act (§1-210 of the CT General Statutes). Responses to the RFI will not be returned. Responses to this notice are not an offer and cannot be accepted to form a binding contract. This solicitation of information should not be considered an opportunity to “market” to the Department of Social Services or to any entity for the State of Connecticut. Respondents are solely responsible for all expenses associated with responding to this RFI.