

# Submitting a PAE – HCBS

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- Scan all documents required for submission of the PAE before starting the process.
- Please group attachments and submit as one document rather than scanning individual pages.

## Log-In

You will use the username and password provided by TennCare to log in. If you do not have a username or password, please refer back to the TPAES access portion of this training. Do NOT use another user's login information.

- Log into your TPAES account by navigating to [treq.tn.gov](http://treq.tn.gov).
  - Note: Do **not** type in “www” at the beginning of the web address.
- On your homepage, you will see several buttons and reporting options, please refer to the walk through video to learn what those options are.

## Create HCBS PAE

- Locate **Basic Tasks** (in left-hand column).
- Select “**Submit to my Preferred Projects.**”
- If a “Submit Tree” pops up, choose “Long Term Care.”
  - Click the word “**CHOICES**” to begin a new PAE.

**Hospice Question:** Must choose “No” to move forward with PAE. Hospice is not an LTC service.

## Complete Applicant Section

- Complete Applicant full name, social security number and date of birth, address, and phone.
- Review data entered to ensure that all information is correct.

## **Applicant's Admission Information:**

- In “Service Requested” - Choose HCBS from the drop down.
- Requested Cost Neutrality Cap – This is your desired reimbursement level.
  - Select: Level 1, Level 2, Chronic Ventilator, or Tracheal Suctioning
- Select Submission Request Type.
  - Change in Current LOC
  - CN (Cost Neutrality) Cap Determination
  - Current CHOICES Member, current PAE effective date ending
  - New CHOICES Member
- Select Target Group.
  - Age 65+
  - Physically disabled (21+)
    - Specific Diagnosis or condition
- Select Request Safety Determination
  - Yes
  - No-Check the Attestation boxes
- Provider Fax Number (required Field)

## **Details Section**

### **“Request Info” Tab:**

- Locate the **“Request Info Tab.”**
  - Enter PAE REQUEST DATE for Medicaid-reimbursed long-term care services. DHS Add Date and DHS Eligibility Date may be added if known but is not a requirement.
- Locate **Designee Information.**
  - If designee is known, fill out Designee Name, Address, and Phone Number.

**NOTE:** If the applicant does not have a designee, the box indicating Designee Not Provided must be checked before proceeding.

- Take note of the following language in TPAES designating that an *“Applicant MUST identify the person that s/he wants to receive information about this application OR signify in writing that s/he only wants notices to be sent to her/him. This PAE applicant has signified in writing that he/she wants notices to be sent only to him/her. The submitter of this PAE has a copy of this signed waiver on file.”*

## **Certification:**

- This portion can be done at a later date. See “Certification and Attaching Documentation” Cheat Sheet.
- Locate the “Certification” Tab (to the right of “Request Info”).
  - Complete full name of Certifier of Accuracy and their Credentials and the Certification of Accuracy Date
- Under “Certification of Care,” enter in the Diagnoses
  - Note: do not enter medical coding as Diagnosis, please enter the diagnosis in complete sentences.
- Complete the Certifying Physician and Physician Certification Date
- Click “OK” at the top of the page

## Functional Assessment Tab

- After clicking “OK,” a new ribbon of options will appear at the top.
- Click “Edit/Complete Function Assessment” button.
- Answer questions on PAE as follows:

### Transfer:

Question on PAE:

- **Can applicant transfer without physical help from others?**
- Scoring – Transfer is scored with the mobility group.

### Mobility:

Question on PAE:

- **Can applicant walk without physical help from others?**
  - IF ANSWERED that Patient can walk – move on to “Eating.”
  - *IF ANSWERED that patient cannot or sometimes cannot walk-please answer next question: **Can applicant self-propel a wheelchair without physical help from others?***
- Scoring – Mobility is scored with the transfer group.

### Eating:

Question on PAE:

- **Can applicant place food/drink in the mouth without physical help from others?**
- Scoring – Eating is scored alone.

### Toileting:

Question on PAE:

- **Can Applicant use a toilet without physical help from others?**
- **IF INCONTINENT: Can applicant perform incontinence care without physical help from others?** (Only answer if applicable)
- **IF INDWELLING CATHETER or OSTOMY is present, can applicant perform self-care without physical help from others?** (Only answer if applicable)
- Scoring – All 3 Toileting questions are grouped together for scoring.

### **Orientation:**

Question on PAE:

- **Is applicant oriented to both PERSON AND PLACE?** (Note: Person OR Place in certain responses – be sure to choose the accurate one for your applicant.)
- Scoring – Orientation is scored alone.

### **Communication:**

Questions on PAE:

- **EXPRESSIVE: Can applicant express basic wants and needs?**
- **RECEPTIVE: Can applicant understand and follow very simple instructions?**
- Scoring – Both Communication questions are grouped together for scoring.

### **Medications:**

Question on PAE:

- **Is applicant physically or mentally able to self-administer medications with limited help from others?**
- Scoring – Medications is scored alone.

### **Behavior:**

Question on PAE:

- **Does applicant require continual staff intervention for a persistent pattern of dementia-related behavioral problems?**
- NOTICE: for the area of Dementia Related Behaviors the always, usually, usually not, and never are reversed in meaning from the other questions

***When complete with the Assessment, click “OK” at the top of the page.***

## Safety Assessment

- Click the “Complete Safety Assessment” Button.
- Review the Justifications and Supporting Documentation.
- Check any appropriate Submitter Response boxes.
- Attach the Safety Determination Request Form when attaching PAE supporting documentation (review the Attaching Documents Cheat sheet).
- Click the “OK button,” located at the top of the page.

## Skilled Services

### **If Skilled Services are not required:**

- Click “Skilled Services Not Required” button at top of page.
- **You should be directed to the Fraud Acknowledgment screen.**
  - Check the box to select “Acknowledge and Hide Warning” if you fully understand the implications of TennCare fraud when processing PAEs.
- Then click “OK” at the top of the page.

### **If Skilled Service/s needs to be entered:**

- Click the “Add Skilled Services” button at the top of the page (in the ribbon).
- “Skilled Services to Add:” Choose the specific skilled services needed.
  - a. Once services are chosen: all instructions, document requirements, and approval time period will auto generate.
- Enter “Skilled Service Requested Start Date.”
- Enter “Skilled Service Requested End Date.”
- Click “OK” at the top of the page.
- *Repeat steps above for each additional skilled service needed to be added.*
- If only one skilled service is entered-click “Skilled Services Not Required” button at top of the page.

*Note: this will not delete previous skilled service entered.*

## Extend Skilled Services:

- Enter Control Number in top left hand search bar.
- Click “Extend Skilled Service” Button.
- Enter “Skilled Service Extension Requested Start Date.”
- Enter “Skilled Service Extension Requested End Date.”
- Click “OK” at the top of the page.

## Review

- Select “Finalize PAE” button - This opens the boxes to allow corrections or additional information. Review all entered data.
- Review PAE and click “OK.”
  - What comes up in red at the top of the screen are areas to fill out/complete before moving ahead.
- **Cost Neutrality Tab:**
  - Select Requested Services.
    - Note: If a miscalculation occurs, recreate a new line segment and click OK. Locate the line item that needs removal.
    - Click “REMOVE” to confirm the removal of the line item(s). Click “OK”.

## Prepare to Submit PAE/Attaching Documents

\*\*\***Note:** this is when you must link your attachments

- Click the “**Submit PAE**” button in the top ribbon.
- Look to the right of the **Actions** box and locate the word “**File**” in red.
- Go to the **Actions** box and left click the drop down arrow.
- Left click on “**Add File**” item.
  - This will generate an “Add File Attachment” window.
- Type patient’s last name in **Name** field.
- Left click the “**Browse**” button (this will take you to your saved files on your computer).
- Locate the medical documents file attachment that was scanned and saved at the onset of the PAE Process.
- Left click to only **highlight** the attachment (do not open attachment/s).
- Click the “**Open**” button on bottom right side of page (this will return the attachment to the **Path** field on the **Add File Attachment** window).
- Make sure box is checked “**On Success, Automatically Close This Window.**”
- Click “**Upload and Attach File**” button.
- Once all attachments are made, click “**OK**” at the top of the screen.

**Remember: PAES have not been submitted via TPAES until you have attached your documents and clicked the “OK” button.**

*Your PAE has successfully been submitted. You can verify the submission of PAEs by returning to the Submitter Home Page and view the “Submitter-Items Awaiting Determination” section. The current status of the PAE will be “In Process”*