

Submitting a PAE- Nursing Facility

- 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.
- Please complete page 5 of the paper PAE - Physician's Signature page and use as an attachment.

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 tcreq.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.

Demographic Section

Creating PAE:

- Locate **Basic Tasks** (in left-hand Navigation Pane column).
- Select "**Submit to my Preferred Projects.**"
- Click the word "**CHOICES**" to begin the PAE.

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

Application 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.

Submission/Service Request Section:

- Select "Nursing Facility."

Is ERC Being Requested?

- Answer this question for every PAE by selecting *Yes* or *No*.

- In the “Submission Request Type” drop-down box, select the appropriate type of PAE.
 - Change in Current LOC
 - Current CHOICES Member, current PAE effective date ending
 - Hospice (cannot choose)
 - New CHOICES Member
- Enter Admission Date.
- Select Request Safety Determination
 - Yes
 - No-Check the Attestation box
- Applicant Currently Residing in NF (Yes or No).
 - If applicant is currently residing in a NF, enter Discharge Expectation selection.
- Provider Information-type Provider name in box marked “**enter value to find here.**”
- Enter Provider Fax Number (**this is a 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” Tab:

- Click on the Certification tab, located under “Details.”
- Enter in the Certifier of Accuracy, Certification of Accuracy Date, and the Certifier of Accuracy Credentials.
 - *Please note the following may complete the Certification of Assessment: Physician, Nurse Practitioner, Physician Assistant, Registered or Licensed Nurse, or Social Worker
- Complete the Diagnoses section- do not enter medical coding as Diagnosis, please enter the diagnosis in complete sentences.
- Enter in the Certifying Physician’s name and the Physicians Certification’s date.
 - *Please note the following may complete the Physician certification of Level of Care: Physician (MD or DO), Nurse Practitioner, Physician Assistant, or Clinical Nurse Specialist.

- Click the “**OK** button,” located at the top of the page (this will generate a Control/Item ID Number and save all data entered).

Functional Assessment

Click “Edit/Complete Function Assessment” button in the top ribbon.

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 YES – move on to “Eating.”
 - *IF ANSWERED “Never” or “Usually not” 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 OSTMY 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.

Review

- **Finalize PAE** button- This opens the boxes to allow corrections or additional information. Review all entered data. If no corrections are needed.
- Review PAE and click “OK.”

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.

Is ERC Being Requested?

- Answer this question for every PAE by selecting *Yes* or *No*.

If Skilled Services/ERC 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 and select “Acknowledge and Hide Warning” button if you fully understand the implications of TennCare fraud when processing PAEs.
- Then click “**OK**” at the top of the page.

Enter Skilled Services:

If Skilled Service/s needs to be entered:

- Click the “Add Skilled Services/ERC” button at top of page.
- Skilled Services to Add: Choose the specific skilled services needed.
- Once skilled service(s) is (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 additional skilled services needing to be added.
- If only one skilled service is entered-click “Skilled Services Not Required” button at top of the page. *Note: the one skilled service entered will not be deleted when you click this button.*

Enter Enhanced Respiratory Care:

If Enhanced Respiratory Care needs to be entered:

- Click the “Add Skilled Services/ERC” button at top of page.
- Select the “Chronic Ventilator Services” or “Secretion Management Tracheal Suctioning” drop down arrow.
- Once the drop down arrow is selected, all instructions, document requirements, and approval time period will auto generate.
- Click either the “Chronic Ventilator Services are Required” or “Secretion Management Tracheal Suctioning is Required box.”
- Enter “ERC Requested Start Date.”
- Enter “ERC Requested End Date.”
- Click “OK” at the top of the page.
- Only one Enhanced Respiratory Care service can be selected per PAE.

Extend Skilled Services:

- Skilled Services are no longer extended.

Extend Enhanced Respiratory Care:

- Enter Control Number in top left hand search bar.
- Click “Extend Enhanced Respiratory Care Reimbursement” Button.
- Enter “ERC Extension Requested Start Date.”
- Enter “ERC Extension Requested End Date.”

- Attach additional documentation showing the continued need of the Enhanced Respiratory Care, along with a new certification page signed and dated by the MD, DO, PA, NP or APRN
- Click “OK” at the top of the page.

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.
- (The red lettering is the notification that you need to attach your documents)
- 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.
- 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”.