MDS 3.0 Section Q Referral
FAX Transmittal Notification and Tracking Form

Nursing Facility (NF) Name:	Local Contact Agency (LCA) Name:
NF Staff Contact(s):	LCA Staff Contact(s):
NF Fax number:	LCA fax number:
NF Phone Number:	LCA Phone number:

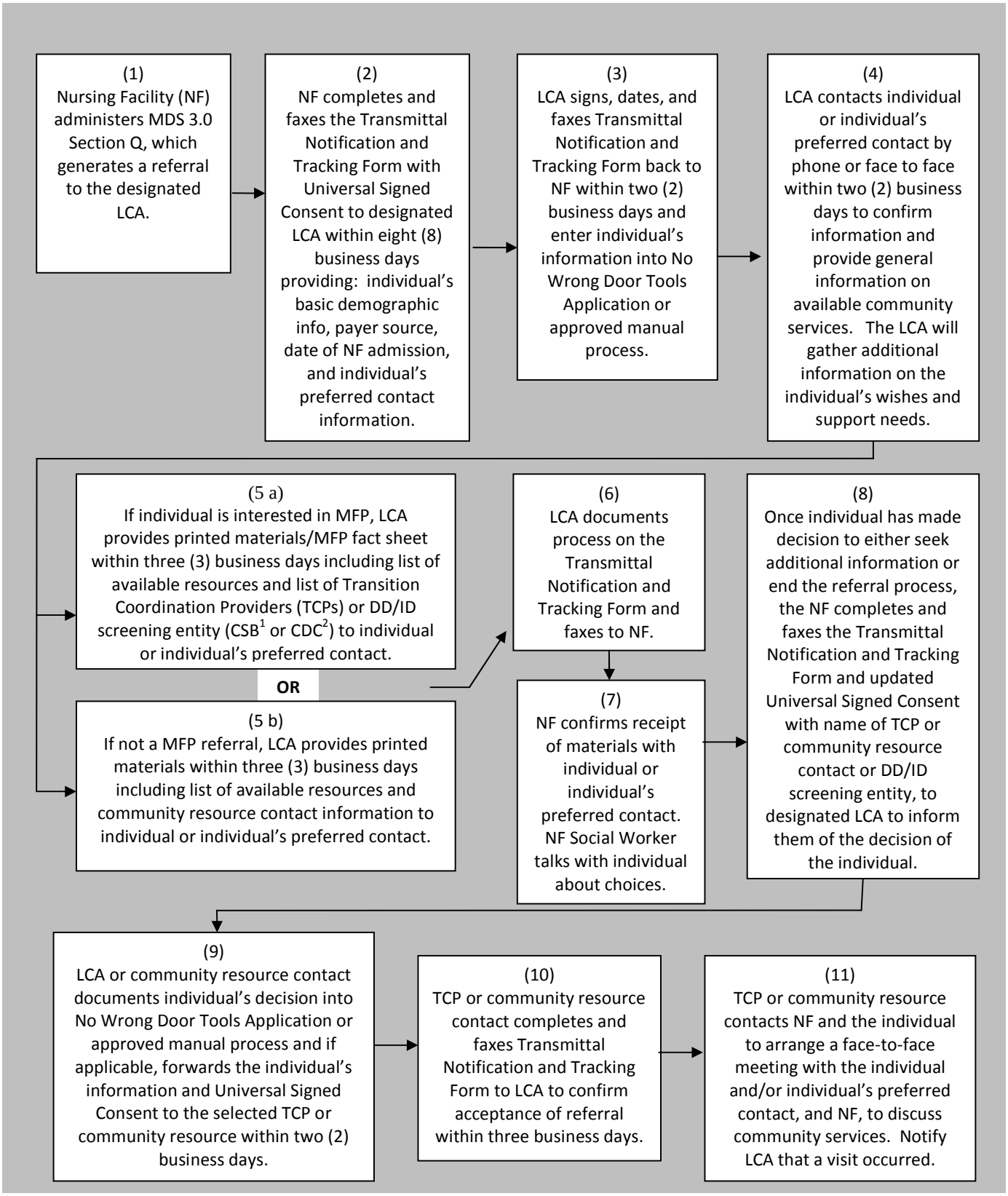
MDS 3.0 Section Q Referral Information (NF completes this section – Protocol Steps 1 and 2)

Individual's Name:	Individual's DOB:	Date of NF Admission:
Individual's Payer Source: (Check all that apply)	☐ Medicare ☐ Medicaid ☐ Private Pay ☐ Other	
Does the individual have any of the following:	☐ Legal Guardian ☐ Enacted Durable Power of Attorney ☐ No	
Individual's Preferred Contact:	☐ Self ☐ Other Relationship: Name:	
Individual's Preferred Contact Mailing Address:	Phone Number:	Email:
Please list any communication accommodation needs the individual has:	• 90 consecutive days - NF admission ☐ Yes ☐ No • Medicaid is payer source ☐ Yes ☐ No • Skilled Rehab SNF level of care ☐ Yes ☐ No • DD (Developmental Disability) ☐ Yes ☐ No • ID (Intellectual Disability) ☐ Yes ☐ No	

MDS 3.0 Section Q Referral Tracking

☐ Original Referral Request from NF to LCA (Step 2)	Sender:	Date:
☐ LCA Notifies NF of Receipt of Referral (Step 3)	Sender:	Date:
☐ LCA Notifies NF that LCA has Spoken with Individual and Mailed Information (Step 6)	Sender:	Date:
☐ NF Notifies LCA of Individual's Decision (Steps 7 - 8) Individual's Decision and Choice to Continue with Community Living Referral: ☐ Yes, referral requested ☐ No further services at this time	Sender:	Date: ☐ MFP Referral ☐Transition Coordinator ☐CSB ☐DD Case Manager Name of chosen TCP: ☐ Community Referral Name of Community Source:
☐ LCA Notifies TCP/ Community Resource of Referral (Step 9)	Sender:	Date:
☐ TCP Notifies LCA of Receipt of Referral (Step 10)	Sender:	Date:

Instructions for the Completion of a MDS 3.0 Section Q Referral



Note: This referral workflow process does not negate NF discharge planning responsibilities in accordance with the Code of Virginia §32.1-138.

1. CSB – Community Services Board 2. CDC – Child Development Clinic