

Getting Started for Agency Staff

Connecticut Department
of Social Services

Ascend Management
Innovations
www.Ascendami.com

Supervisors responsible for oversight of facility staff who will submit screening information are designated to manage sign-on privileges for all subordinate staff at the facility that will use WEBSTARS™, Ascend's proprietary web-based Level I/LOC screening site at www.pasrr.com.

Staff Registration on PASRR.COM/WEBSTARS™

Step 1: The agency supervisor requests user privileges through WEBSTARS™ for each individual staff.

Ascend does not issue user names and passwords.

Step 2: Once the supervisor has requested privileges for a particular individual, Ascend will forward an email within two (2) business days which will include authorization for that employee and a link to WEBSTARS™. The new user may access the link provided in the email and reset his/her password. The employee should click on the link and change the password.

Step 3: Log onto www.pasrr.com. Locate the link labeled "Connecticut WEBSTARS™" and click that link to get started. Once the password has been reset, sign the electronic user agreement, which will automatically appear on the Login page. The agreement confirms that the user will use the application only for the intended purpose.

Step 4: Review the screening documents and tutorial.

Step 5: Follow instructions for submitting the screening form. Some Level I screens may be approved via WEBSTARS™. If approved, a screen will appear that prompts you to print the completed form with the outcome. If your submission requires further review by an Ascend clinician, a message will appear notifying you of next steps. Sign onto www.pasrr.com to check the status of the review and to retrieve messages from the Ascend reviewer. Once/if approved, a screen will appear that prompts you to print the completed form with the outcome. Review section D of this subsection for helpful information regarding submission of web-based information.

Enter your unique name and password and note user agreement specifications associated with attestation of information accuracy.

Choose 'No'. Passwords should never be saved on the computer.

Information for Users

Important information about Electronic Screening Submission

- **Obtaining passwords.** Agency supervisors must be designated to issue privileges to staff within the facility.
- **Form omissions and saving capabilities.** Complete the form using instructions provided in Sections V and VI of this document. If you have not completed all required areas on the screening form, WEBSTARS™ will not permit submission, and those required sections which are not completed will turn pink. If you need additional information to enable accurate submission of the form, save the Level I and/or LOC form and obtain required information. **The form will be saved for 48 hours. After 48 hours, the submission will automatically be deleted.**
- **Form submission and printing.** Once all items are complete, press the submit button at the bottom of the form. WEBSTARS™ will determine if the patient will require further review by an Ascend clinician. All LOC reviews will require further involvement by an Ascend clinician.
 - ⇒ Level I screens *may* be approved via WEBSTARS™. If approved, the submitter will be directed to a page that will enable him/her to print the screen. It is important to use this page to direct any printing. **Never use the browser print functionality to print your screen.** If WEBSTARS™ determines that further involvement by an Ascend clinician is required, a message will identify subsequent steps that must occur. At the conclusion of the Level I process, regardless of the outcome (e.g., Level I approved, Level II required), the submitter may print the completed screen for the client's record. If a Level II is required, the same process applies, and the referral source may print the final Level II outcome from WEBSTARS™ once the evaluation is complete. In the interim, any information needed by an Ascend reviewer will be posted on WEBSTARS™ for viewing by the referral source whenever s/he signs into the database.
 - ⇒ LOC screening data submitted through WEBSTARS™ will always be reviewed by a clinician before approval occurs. The referral source may print the final outcome at the conclusion of the process. In the interim, any information needed by an Ascend reviewer will be posted on WEBSTARS™ for viewing by the referral source whenever s/he signs into the database.
- **Obtaining disposition information.** If the screen was submitted on-line, the individual that submitted the screening information may obtain disposition information by signing onto pasrr.com and following log in steps.
 - ⇒ **Approvals.** If approval was provided through WEBSTARS™, the patient may be admitted to the Medicaid certified nursing home.
 - ⇒ **Deferrals for Physician Review.** If further Ascend review is needed by an Ascend physician for a potential denial, the WEBSTARS™ disposition screen will indicate the estimated time the Ascend reviewer will call with questions or approval.

