

## Questions about the Online Process

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Instructions: Click on the question or use the scrollbar to "see all questions."

1. **What is the purpose of this application?**
  2. **What is a Level I Screen or Level II Evaluation?**
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  7. **Can I submit tracking information through the web?**
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1. **What is the purpose of this application?**

This application helps you determine if a Level I screen should be completed. If a Level I is required, the web-based Level I may be completed online. In many cases, the online Level I screening process will conclude with instructions as to whether further PASRR screening is warranted. If no additional screening is required and the Level I is indicated as "negative", the database will instruct you to print the screen and provide it to the nursing home that is accepting the client.

2. **What is a Level I Screen or Level II Evaluation?**

The PASRR (*PreAdmission* Screening and Resident Review) process is a product of broad nursing home reform that occurred through the Omnibus Reconciliation Act 1987 (OBRA-87).

**PASRR is federally required for all applicants to and residents in Medicaid certified nursing homes with known or suspected mental illness, mental retardation and/or conditions related to mental retardation (such as Autism, Cerebral Palsy, Seizure Disorder, Traumatic Brain Injury prior to age 22, Spina Bifida, or other Neurological Conditions). PASRR is an evaluation to determine:**

Whether a nursing home is the most appropriate place and;

Whether the person has special service needs.

The actual PASRR evaluation is also referred to as a Level II evaluation. The Level I screen is a brief screening tool to identify which applicants or residents are subject to the PASRR Level II (identifying people with mental illness, mental retardation, and related conditions). With some exceptions, the Level I can be conducted online. If a Level II is needed, it is conducted face-to-face. For applicants to Medicaid certified nursing homes, the Level II (if indicated) is required by federal law to be performed before nursing home admission can occur.

3. **Who can submit information online?**

Information may be submitted online by a discharge planner, nurse, or social worker employed by a nursing facility or hospital or by an HHS service coordinator. A Login and password are required.

4. **What if I discover that I do not have all of the required Level I information once I have begun the screen?**

It is recommended that you obtain all information on the Level I pre-admission and resident review screening form before you begin entering information into the web-based application.

- All questions in the demographic section are required before you can save the screen. All questions on the Level I pre-admission and resident review form are required to be answered to submit the form to DDM.
- If you do not know all required information, you cannot submit, but will be permitted to continue at the point you stopped by returning to the screening within 24 hours.
- If you do not resume the screen by the conclusion of that 24 hour timeframe, you must begin the screening process again and any information you entered will be lost.

5. **Once I log in, are there instructions to guide me through the process?**

Yes, there are two ways to obtain instructions.

- First, you may access the tutorial, which provides you with a tour of the system. You may also print a copy of Web Based Level I form questions on the Nebraska Web Based Home Page. To access the Web Based Tutorial, [Click Here](#).
- Second, as you complete the Web Based Online Form, you may click the help button at the top of the page for assistance. That will direct you to the screening instructions to provide an explanation.

**6. How can I obtain login and password privileges?**

**Access to this site is restricted to Nebraska-based hospitals and nursing facilities.**

- Each provider assigns supervisor(s) to maintain (updates and deletes) privilege information and user passwords for their facility users through a restricted access link to this site. Supervisors [click here](#) to be directed to the Supervisor Registration Form.
- Nebraska-based nursing homes and hospital staff may access the Web Based Online system by entering their unique user name and password on the Login Page. [Click here to access the Login Page](#). Supervisors from your facility should be designated to setup and maintain all facility users' access. That staff member must first register and be approved by DDM as a user. Hospital and nursing facility staffs are assigned unique identifiers for both login and password access.
- If you represent one of these agencies and do not have a login or password, [click here](#). Each time a provider supervisor adds a user, DDM will forward an email to each proposed user that includes a link to set up a unique password. Once the password is set up, DDM will activate the user.
- User ID and password information should not be shared with anyone. Each staff that will need to access the web-based system needs his/her own unique user ID and password.

**7. Can I submit tracking information through the web?**

Tracking is now available through the web process. Follow these simple instructions to submit tracking information.

- Login at the blue padlock just like you would to complete a Level I screen. Once logged in, you should see your two-week activity.
- To the right of your two-week activity, press the "Tracking Form" button.
- Fill in the individual's information and press the submit button.
- DDM in-house staff will receive your tracking request and forward any requested documentation to the appropriate facility within 2 business days.