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## Connecticut Nursing Facility Providers User guide for Accessing Historical Data

DEVELOPMENT DATE: 5.31.11  
MOST RECENT REVISION: 6.28.13

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New functionality has been added to the Connecticut Provider Website that allows users to access reviews that are older than two weeks. After accessing the reviews, you have the option to create a *New Level 1*, *New LOC*, or *New L1/LOC (Combo)* on that individual. When you begin a new assessment on an individual already in the database, you will not have to input the demographic information. You will need to review the data in the record and make any corrections to the information before you begin to complete the other sections of the form.

The following instructions explain how to access and use the new functions.

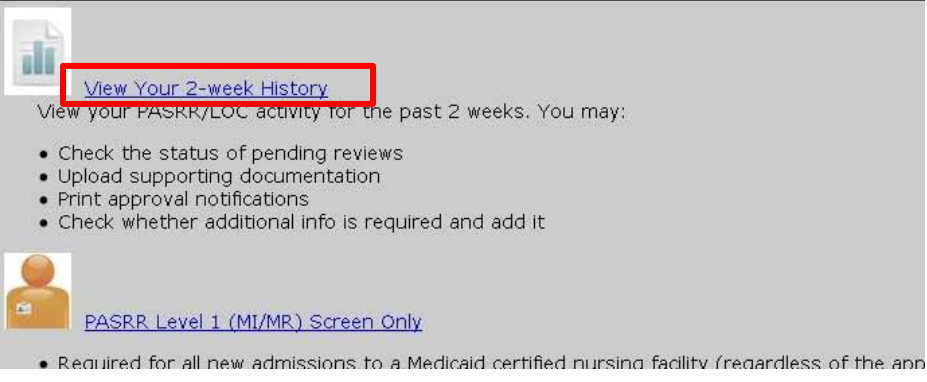

<p><b>Logging In</b></p> <p>Log into the system by entering the appropriate <b>Username</b> and <b>Password</b></p>	 <p><b>Web-Based System Access</b></p> <p>Your username for this system is the first letter of your first and full last name, without spaces. If this is your first time logging into the system and you are not a supervisor, please use the password that was given to you by your supervisor or sent to your email address. If you are a supervisor, please use the password that you entered on your registration form.</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><b>User Agreement:</b>          Attestation, By using this system, I attest that, under penalty of law, the information I submit will be accurate to the best of my knowledge. I also understand that this information is required by federal law, and any falsification is subject to penalties toward both myself and the agency I represent.</p> <p><b>Login</b></p> <p><a href="#">Forgot Password?</a></p>
<p>Select <b>View Your 2-week History</b></p>	 <p><a href="#">View Your 2-week History</a></p> <p>View your PASRR/LOC activity for the past 2 weeks. You may:</p> <ul style="list-style-type: none"> <li>• Check the status of pending reviews</li> <li>• Upload supporting documentation</li> <li>• Print approval notifications</li> <li>• Check whether additional info is required and add it</li> </ul> <p> <a href="#">PASRR Level 1 (MI/MR) Screen Only</a></p> <ul style="list-style-type: none"> <li>• Required for all new admissions to a Medicaid certified nursing facility (regardless of the app</li> </ul>

Figure 1

Figure 2

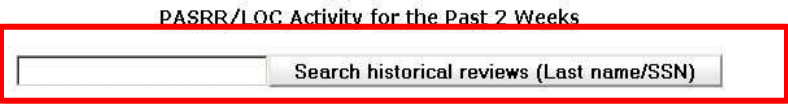
<p><b>Accessing Historical Reviews</b></p>	
<p>Enter the individual's <b>last name</b> or <b>social security number</b>.</p> <p>Click <b>Search historical reviews</b></p>	 <p><b>PASRR/LOC Activity for the Past 2 Weeks</b></p> <p><input type="text"/> <b>Search historical reviews (Last name/SSN)</b></p>

Figure 3

<p><b>Print Outcomes</b></p>																															
<p>Click <b>Print Outcomes</b> (information will open in a PDF file).</p>	 <table border="1"> <thead> <tr> <th>Request</th> <th>Status</th> <th>Additional Info Request Date</th> <th>Additional Info Requested</th> <th>View Review</th> <th>Upload Documents</th> <th>Print Outcome</th> <th>New Level 1</th> <th>New LOC</th> <th>New L1/LOC</th> </tr> </thead> <tbody> <tr> <td>00</td> <td></td> <td></td> <td></td> <td>View</td> <td>Upload Documents</td> <td><b>Print Outcome</b></td> <td>New Level 1</td> <td>New LOC</td> <td>New L1/LOC</td> </tr> <tr> <td>00</td> <td>PASRR: 30 day Hospital Exemption-Level I Positive ; LOC; Short Term Approval</td> <td>PASRR: 1/10/2011 8:33:11 AM LOC: 1/10/2011 8:47:24 AM</td> <td></td> <td>View</td> <td>Upload Documents</td> <td><b>Print Outcome</b></td> <td>New Level 1</td> <td>New LOC</td> <td>New L1/LOC</td> </tr> </tbody> </table>	Request	Status	Additional Info Request Date	Additional Info Requested	View Review	Upload Documents	Print Outcome	New Level 1	New LOC	New L1/LOC	00				View	Upload Documents	<b>Print Outcome</b>	New Level 1	New LOC	New L1/LOC	00	PASRR: 30 day Hospital Exemption-Level I Positive ; LOC; Short Term Approval	PASRR: 1/10/2011 8:33:11 AM LOC: 1/10/2011 8:47:24 AM		View	Upload Documents	<b>Print Outcome</b>	New Level 1	New LOC	New L1/LOC
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<p>Individual(s) that match the name or social security number entered will appear in the Completed Reviews queue.</p>																															

Figure 4

## Create a New Evaluation

Click on one of the following:

**New Level 1**  
**New LOC**  
**New L1/LOC**

Completed Reviews [Jump to Active Reviews](#) | [Jump to Pending Admitting Information](#)

Type	Last Name	First Name	MID	SSN	Referral Date	Status	Additional Info Request Date	Additional Info Requested	View Review	Upload Documents	Print Outcome	New Level 1	New LOC	New L1/LOC
PASRR Referral	Jones				3:24:00 PM				View	Upload Documents	Print Outcome	New Level 1	New LOC	New L1/LOC
PASRR and LOC Referral	Jones				5:19:00 PM	PASRR: 30 day Hospital Exemption-Level I Positive ; LOC: Short Term Approval	PASRR: 1/10/2011 8:33:11 AM LOC: 1/10/2011 8:47:24 AM		View	Upload Documents	Print Outcome	New Level 1	New LOC	New L1/LOC

Figure 5

## Review Demographic Information

Review the information in Sections A - E for accuracy

[Back to Workpage](#) [Back to 2-w](#)

Connecticut Level 1 Form

Demographics

**A. Individual**

First Name:  M. Initial:  Last Name:

Mailing Address:  City:  State/Zip:

Phone:  SSN#:  DOB:

Gender:  Marital Status:

Payment Method:  Medicaid #:  Medicare #:

**B. Conservator/Legal Guardian/Primary Physician**

Does the individual have a Conservator/Legal Guardian?

No Conservator/Legal Guardian  Yes, Conservator/Legal Guardian information is below:

Check here if same as individual, if not specify below.

Last Name:  First Name:  Phone:

Street:  City:  State/Zip:

Primary Physician's Name:  Phone:  Fax:

Street:  City:  State/Zip:

Figure 6

Click **Submit to Ascend** or **Save for 14 days** when sections are complete.

Figure 7

## Other Functions

Connecticut Provider Website

Log-out

Connecticut Level 1 Form

Figure 8

Click **Log-out** to log out or **Exit System and Closer Browser** to log out and close your internet browser.

Click **Back to Workpage** to return to provider workpage (fig. 2).

Click **Back to 2-week History** to return to 2-week History (fig. 3).