

IOWA WEBSTARSTM WEB SUPERVISOR REGISTRATION

Ascend Management Innovations, Iowa's contractor for Preadmission Screening and Resident Review (PASRR), in conjunction with the Iowa Department of Human Services, is pleased to offer you and your staff access to WEBSTARSTM, Ascend's proprietary web-based PASRR Level I screening tool, available at www.PASRR.com.

To use this timesaving resource, supervisors or sole use employees from each provider agency and facility must first sign up for access as web supervisors for the agency or facility to register, monitor, and manage other facility/agency users. To request designated web supervisor privileges, **you must submit a letter to Ascend (fax: 877-431-9568) on facility letterhead from an authorized officer of the facility with the following statement:**

I affirm that I am authorized to grant approval for access to protected facility information. I affirm that the following individuals have been granted permission by this facility to act in the role of the WEBSTARSTM Supervisor for the purposes of monitoring and managing facility-wide user permissions to access the WEBSTARSTM system.

The letter must include the following information for each facility-approved web supervisor:

Name
Title
Phone (with extension)
Fax
Email
Facility Medicaid Provider ID
Does your facility have a psychiatric unit? (Yes/No)
Does your facility have both nursing facility and hospital beds?
(Yes/No)

Web Supervisors may ONLY enroll facility/agency users they supervise and are responsible for updating their facility/agency users as needed.

In instances where a parent company owns or operates multiple, distinct facilities that need access, each facility/agency can have an appointed web supervisor; please complete a separate form for each registrant.

After Ascend receives your application, you will receive an email with your username and temporary password (to the email address you provided) and a link to activate your account.

You can also follow these steps once you are set up as a web supervisor:

Step 1: Log onto www.pasrr.com.

Step 2: Locate the link on the right labeled **Iowa PASRR** and click the link to enter.

Step 3: Click the **Supervisor Login** icon under the **Supervisor Tools** section.

Step 4: Enter the user name and password. If you have not previously been registered as a user for Iowa WEBSTARSTM, you will be prompted to create your password after logging in with your temporary password.

If you need assistance with this process, contact Ascend's Iowa Division at 877-431-1388