



Nebraska Web Based PASRR System

Ascend Management Innovations, LLC.

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Advantage to completing the Nebraska Level I online at www.PASRR.com.

- *Increased efficiency* by providing the ability to submit all information at one time **including** the questions historically asked by Ascend reviewers when certain presenting information is present.
- *Increased accessibility* by offering the capacity to submit and search submitted information 24-hours per day, 7 days per week, 365 days per year.
- *Immediate information access and improved communication between referring agencies and admitting nursing homes* through the ability to electronically print the completed web-based form. The web-based system will allow the person entering the information to print both the screening information and the outcome.
- *HIPAA Compliance* through the web-based system which allows *submission* of information and status of PASRR review ONLY on a PASRR request you have entered. Our web-based data is HIPAA compliant and integrates access control, authentication, and a 128-bit encryption key signed by Verisign to guarantee the security of network connections, the authenticity of local and remote users, and the privacy and integrity of data communications. As a contractor of the State of Nebraska, Ascend maintains fully compliant HIPAA practices with all communications about personally identifiable client information.
- *'User Friendly' access* with no IS/IT modifications or programming needs from providers to access information or submit screens. With web-based access, the provider simply accesses a specified internet address and enters their user name and password to begin entering information. The only changes necessary on the part of the provider may be to change settings on individual computers to print the completed screening information. Any special printing instructions will be provided on the website.

Important Notice

Effective
August 1, 2006
ALL
PASRR Level I reviews
must
be submitted through the
Ascend Web Based
PASRR System.

If you have questions regarding this important message, please feel free
call 877-431-1388.

Access www.PASRR.COM



Access
the
Nebraska
Web-
Based
system

Additional advantages on www.PASRR.com

- Allows you to check frequent updated announcements
- Access helpful information
- Locate Ascend job opportunities in your area
- Provide feedback to Ascend 24 hours, 7 days a week
- Obtain upcoming Conference Information

Nebraska Home Page

Nebraska Home Page

The screenshot shows the Nebraska Web Based Home Page (WEBSTARS Online Pasrr) interface. At the top, it displays the DDM Ascend logo and the text "Ascend Management Innovations LLC". The page title is "Nebraska Web Based Home Page WEBSTARS Online Pasrr" and the date is "Wednesday, July 23, 2008".

On the left side, there are several navigation links with icons:

- Login to Complete a Level I Screen** (with a padlock icon and "Login Required" text)
- Print a Copy of the Level I PASRR Form** (with a printer icon)
- Do I need to Complete a Screen?** (with a question mark icon)
- How can I obtain a login and Password Privileges?** (with a key icon)
- Questions about the Online Process** (with a laptop icon)

The main content area is divided into several sections:

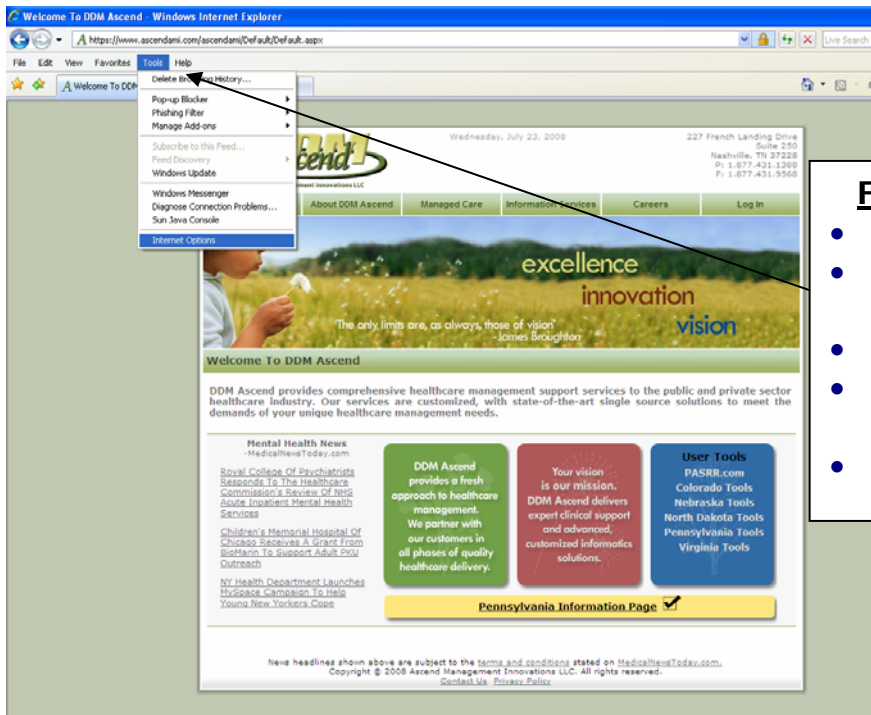
- Announcements:** A green header with a red text box stating "DDM Ascend will be closed on September 1st for Labor Day." Below this is a date "4/24/2008" and a news item titled "Mapping Success: 50 States, 50 Solutions: Innovative PASRR & LTC Reforms" with a date "Oct. 26-29, 2008 Baltimore" and a link to see exciting news about an upcoming conference.
- Educational Information:** A green header with a list of links: "Getting started for Agency Staff", "Getting Started for Supervisors", "Web Based Level I PASRR Tutorial", "Level I Pre-Admission Screening and Resident Review Instructions", "MC OBRA 8 Document", and "Online Tracking Tutorial".
- Supervisors:** A green header with links for "Supervisor Registration" and "Supervisor Login".
- Evaluator Tools:** A green header with links for "Evaluator Manual", "Evaluator Training", "Dual", "MI", and "MR RC".

Nebraska Home Page allows you to:

- Submit the Level I PASRR Screen
- Print the NE Level I PASRR Screen
- Print Instructions for the NE Level I Screen
- Obtain information on questions related to the online process
- Obtain instructions on how to obtain a login password and privileges
- Determine if you need to complete a screen
- Register as a supervisor
- Supervisors can set up new users
- Print the Web Based PASRR Tutorial

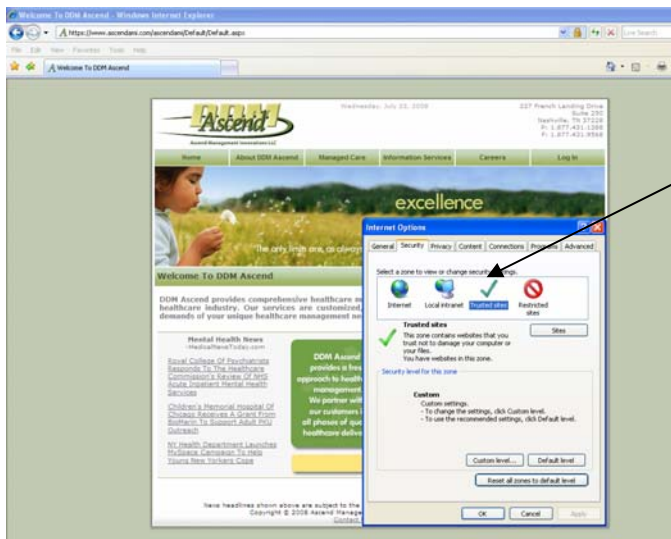
Trusted Site

Please take a few minutes to set www.ascendami.com as a trusted site. This will allow your system to print approvals and forms.



From the internet toolbar

- Locate the tab labeled tools
- Scroll down to "Internet Options"
- Locate the "Security" tab
- Click on the "trusted sites" tab
- Click on "sites"



From Sites

- Add <https://.ascendami.com>.

Note: (Different systems may require https://*.ascendami.com.)

- Click "add"
- Click "OK" twice



You should see an ICON

Trusted sites

"Trusted sites" appear in the bottom of the taskbar.

Setting Ascend up as a trusted site will allow the computer to print Level I Determination Letters.

Login to Complete a Level I Screen

Web-Based System Access

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.

Username:

Password:

User Agreement:
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.

[Forgot Password?](#)

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Enter

- unique user name
- password

then
Press Login

***Note:**

Agency supervisors are required to register their agency staff.

Ascend does not issue user names and passwords.

NEVER save passwords



*Never
save your
password*

Click "no"

* Important Message

*Saving password on any computer allows other staff to log in under your name and submit Level I requests. **Never** save your user name and password for your protection. You are responsible for any information submitted under your user name and password.*

Nebraska Level I Pre-Admission Screening and Resident Review (PASRR) Form

NEBRASKA LEVEL I PRE-ADMISSION SCREENING AND RESIDENT REVIEW FORM (PASRR)

First Name: M. Initial: Last Name:
SSN: Birthdate: (ex. mm/dd/yyyy) Marital Status:
Gender: Race: Other:
Mailing Address:
City: State: Zip:
Phone: None:
Payment Method: Medicaid ID#:
Living Situation Prior to Current Placement:
 Nursing Facility* Hospital* Assisted Living Group Home Other
Current Location:
 Medical Facility* Psychiatric Facility* Nursing Facility* Community Other
Admission Date: N/A
Receiving Nursing Facility: Date Admitting:
Does the individual have a legal guardian? No Yes, guardianship information is below:

Submission through the Web Based System

- Enter complete Level I screening information on the form.

*Note: Submission of incomplete information can cause delays in processing your PASRR request.

- Once you have completed the Level I form, press "submit" located at the bottom of the page.

Saving review information for up to 24 hours

With this option, you have the ability to save a review for up to 24 hours to retrieve relevant information.

- Press "save" located at the bottom of the screen.

*Note: In order to save, the patient demographic section must be completed.

- When you are ready to continue the review, log in and locate the review on the page. Enter the information and press "submit" at the bottom of the screen.

Completion of the Level I PASRR Form

After you have submitted the Nebraska Level I PASRR form using the Web Based System, you will have the option to:

- **Print the NE Level I Form:** You can print the Level I form with the information you entered and place in the patient's chart. This improves interagency communication between staff. You must enter a receiving facility before you can print the Level I form.

- **Check the Status:** You can check the status of the PASRR request 24 hours a day. You will only be able to see the PASRR requests you have submitted.
 - Go to www.PASRR.com and go to the Nebraska Web Based System.
 - Log in by clicking the icon labeled "log in".
 - Enter your user name and password.
 - Check PASRR Activity on all Level I forms which you have submitted to Ascend for up to a 2 week period.

- **Print PASRR determination letters:** Determination letters may be printed directly from the PASRR Activity Screen.
 - Go to www.PASRR.com and go to the Nebraska Web Based System.
 - Log in by clicking the icon labeled "log in".
 - Enter your user name and password.
 - PASRR Activity on all Level I forms which you have submitted to Ascend is available for up to a 2 week period.
 - Enter a receiving facility if one wasn't entered upon submission of the Level I to Ascend.

Comments on the Web Based PASRR System

Ascend welcomes your comments and suggestions on the Web Based System. To send feedback,

- Go to www.PASRR.com.
- Locate the Feedback Section at the bottom right corner of the web site.
- Detail your comments and click "Send".

Management staff receives your comments and suggestions and will respond directly to you.

If you have difficulty using the Web Based PASRR System, please feel free to contact Ascend at 877-431-1388 ext 3341 or email us at help@ascendami.com.