








Welcome to the Nebraska Web Based PASRR System.

Read the following information to begin using the Web Based System. If you have any questions, contact help@ascendami.com or 877-431-1388 x3341.

STEP 1	<p>Agency staff is registered by their designated Web Supervisor (this could be different from your facility supervisor). <u>Ascend does not issue user names or passwords.</u> Contact your designated Web Supervisor to obtain privileges to use the web based system.</p> <p><i>If you are awaiting your user name and password from your supervisor, fax the Level I</i></p>	<p><i>Contact your supervisor to register you.</i></p>
STEP 2	<p>Once your supervisor has requested privileges for you, you will receive an email from Ascend. The email will contain a link which you will need to click on, or you may need to copy and paste the link into your browser's address bar. <u>Follow this link to set your password.</u></p>	<p>Check your email for an address link.</p>
STEP 3	<p>After you set your password, you are ready to begin using the web based PASRR System. Go to www.pasrr.com. Click the link on the right labeled <i>Nebraska Web Based System</i> to begin.</p>	
STEP 4	<p>On the Nebraska Home Page, review the following documents to learn how to use the Web Based System:</p> <ul style="list-style-type: none"> • <i>Web Based System PASRR Tutorial</i> • <i>Getting Started for Agency Staff</i> 	
STEP 5	<p>It may be helpful to print a copy of the <i>Nebraska Level I PASRR Form</i> and complete it before you enter the information in the system. You can print from the purple printer icon labeled <i>Print a Copy of the Level I PASRR Form</i>.</p>	
STEP 6	<p>When you are ready to log in and enter the Nebraska Level I PASRR Form, locate the blue padlock icon labeled <i>Log In</i>.</p>	
STEP 7	<p>Enter your username and password to login.</p>	
STEP 8	<p>Enter the Level I information and click <i>submit</i> at the bottom of the screen. You also have the option to <i>save</i> the Level I information for up to 24 hours.</p> <p>If you choose the <i>save</i> option, you must gather the remaining information and login to complete the screen. Ascend will not see your screen until you login and click <i>submit</i>.</p>	
STEP 9	<p>After submitting, you can print the completed form. Ascend receives the completed Level I PASRR form after you click <i>submit</i>. Ascend will process your request within 4-6 business hours.</p>	<p><i>In the toolbar at the top of the page, locate File, and then Print.</i></p>
STEP 10	<p>To check the status of the Level I screen, you can log in and verify the status on PASRR activity up to 2 weeks. Communication with Ascend clinicians occurs using the <i>Additional Information</i> fields in the review.</p> <p>Once the receiving facility is identified, you can print a copy of the Level I screen from your 2 week activity list. <u>You will only see the activity on the Level I reviews that you entered.</u></p>	

Ascend welcomes your feedback on the Web Based PASRR System.

Send comments and suggestions to help@ascendami.com or fax them to 877-431-9568.