

# PASRR

(Pre-Admission Screening Resident Review)

## WEB BASED TRAINING MANUAL NURSING FACILITY VERSION 2016 EDITION

UTAH DEPARTMENT OF HUMAN SERVICES  
DIVISION OF SUBSTANCE ABUSE  
AND MENTAL HEALTH

To access the secure web-based PASRR system:  
<https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do>

To access the revised Level I:  
<https://pasrr.dhs.utah.gov/dhspasrr/public/PublicLevelOneAction.do>

Updated 3/17/2016 by: Robert H. Snarr, MPA, LCMHC, DSAMH  
Christine Velasquez, DSAMH

195 N. 1950 W. Salt Lake City, Utah 84116  
Telephone (801) 538-3918 • Facsimile (801) 538-4696  
Business hours are Monday through Friday 8:00 a.m.–5:00 p.m.  
[pasrradmin@utah.gov](mailto:pasrradmin@utah.gov)

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# Local PASRR & ID-RC Agencies

County Covered	Agency	Phone
Beaver	Joe Coombs, Ind Contractor	435-668-9916
Box Elder	Bear River Mental Health	435-734-9449
Cache	Bear River Mental Health	435-752-0750
Carbon	Four Corners Community BH	435-637-2358
Daggett	North Eastern Counseling	435-828-2949
Davis	Center for Family Evaluations & Treatment	801-265-3895
Davis	Davis Behavioral Health	801-336-1788
Davis	Valley Behavioral Health	801-293-7422
Duschene	North Eastern Counseling	435-828-2949
Emery	Four Corners Community BH	435-637-7200
Garfield	Joe Coombs, Ind Contractor	435-668-9916
Grand	Four Corners Community BH	435-637-7200
Iron	Joe Coombs, Ind Contractor	435-668-9916
Juab	Wasatch Mental Health	801-367-7513
Kane	Joe Coombs, Ind Contractor	435-668-9916
Millard	Wasatch Mental Health	801-367-7513
Morgan	Weber Human Services	801-625-3741
Piute	Wasatch Mental Health	801-367-7513
Rich	Bear River Mental Health	435-752-0750
Salt Lake	Advanced Behavioral Care	801-478-2780
Salt Lake	Center for Family Evaluations & Treatment	801-265-3895
Salt Lake	Valley Behavioral Health	801-293-7422
San Juan	Niki Olsen	435-979-6228
Sanpete	Wasatch Mental Health	801-367-7513
Sevier	Wasatch Mental Health	801-367-7513
Summit	Center for Family Evaluations & Treatment	801-265-3895
Summit	Valley Behavioral Health	801-293-7422
Tooele	Center for Family Evaluations & Treatment	801-265-3895
Tooele	Valley Behavioral Health	801-293-7422
Uintah	North Eastern Counseling	435-828-2949
Utah	Wasatch Mental Health	801-367-7513
Wasatch	Wasatch Mental Health	801-367-7513
Washington	Joe Coombs, Ind Contractor	435-668-9916
Wayne	Wasatch Mental Health	801-367-7513
Weber	Weber Human Services	801-625-3741
ID-RC	Advanced Behavior Health	801-478-2780
Avalon Valley Rehab	Advanced Behavior Health	801-478-2780

# Local Mental Health Authorities

County	City	Agency	Contact	Phone
Beaver	Beaver	Southwest Behavioral HS	Kathy Rose	435-438-5537
Box Elder	Brigham City	Bear River Mental Health	Tim Frost	435-752-0750
Box Elder	Tremonton	Bear River Mental Health	LuEllen Brown	435-257-2168
Cache	Logan	Bear River Mental Health	Dan Miggin	435-752-0750
Carbon	Price	Four Corners Community BH	Kara Cunningham	435-637-2358
Daggett		Northeastern Counseling Center	Robert Hall	435-789-6300
Davis	Layton	Davis Behavioral Health	Jan Pendley	801-773-7060
Duchesne	Duchesne	Northeastern Counseling Center	Patricia Bennett	435-738-5512
Duchesne	Roosevelt	Northeastern Counseling Center	Patricia Bennett	435-789-6300
Emery	Castle Dale	Four Corners Community BH	Jennifer Thomas	435-381-2432
Garfield	Panguitch	Southwest Behavioral HC	Lynda Marks	435-676-8176
Grand	Moab	Four Corners Community BH	TBA	435-259-6131
Iron	Cedar City	Southwest Behavioral HC	Duane Jarmis	435-867-7621
Iron	Cedar City	Southwest Behavioral HC	Shari Lindsey	435-586-0213
Juab	Nephi	Central Utah Counseling Center	Chet Ludlow	435-623-1456
Kane	Kanab	Southwest Behavioral HC	Josh Dambara	435-644-4520
Millard	Delta	Central Utah Counseling Center	Chet Ludlow	435-864-3073
Millard	Fillmore	Central Utah Counseling Center	Chet Ludlow	435-743-5121
Morgan	Morgan	Morgan School District Office	Pat Miller	801-625-3700
Piute		Central Utah Counseling Center	Chet Ludlow	435-283-8400
Rich	Garden City	Bear River Mental Health	Dan Miggin	800-620-9949
Rich	Randolph	Bear River Mental Health	Dan Miggin	800-620-9949
Salt Lake	Murray	Valley Behavioral Health	Heather Fleming	801-415-7425
San Juan	Blanding	San Juan Counseling Center	Tammy Quires	435-678-2992
Sanpete	Ephraim	Central Utah Counseling Center	Nathan Strait	435-283-8400
Sanpete	Ephraim	Central Utah Counseling Center	Alan Nell	435-283-4065
Sevier	Richfield	Central Utah Counseling Center	Chad Williams	435-896-8236
Summit	Park City	Valley Behavioral Health	Dodi Larsen	435-575-1216
Tooele	Tooele	Valley Behavioral Health	Rebecca Brown	435-843-3520
Tooele	Tooele	Valley Behavioral Health	Randy Dow	435-843-3520
Uintah	Vernal	Northeastern Counseling Center	Robert Hall	435-843-3520
Utah	Provo	Wasatch Mental Health	Randy Huntington	801-842-4723
Wasatch	Heber	Wasatch County Family Clinic	Richard Hatch	435-654-3003
Washington	St. George	Southwest Behavioral HC	Michael Cain	435-634-5614
Wayne		Central Utah Counseling Center	Chet Ludlow	435-283-8400
Weber	Ogden	Weber Human Services	Karen Bassett	801-625-3700

# MEMORANDUM

## Significant Change and Emergency PASRR



State of Utah

GARY R. HERBERT  
*Governor*

SPENCER J. COX  
*Lieutenant Governor*

### DEPARTMENT OF HUMAN SERVICES

ANN SILVERBERG WILLIAMSON  
*Executive Director*

### Division of Substance Abuse and Mental Health

DOUG THOMAS  
*Director*

### MEMORANDUM

To: Medicare/Medicaid Nursing Facilities  
Re: PASRR Update  
Date: February 19, 2016  
From: State Mental Health PASRR Authority

Please see the following regarding incomplete Level I screening and emergency forms. Please contact the State PASRR Office if you have any further questions.

#### For incomplete PASRR Level I Screening forms:

The following **MUST** be completed for this to be effective:

- The facility must review ALL documentation before admission, including a less than 30 day stay, adding all psychiatric and ID/RC diagnosis and ICD-10 codes to the Level I. All "F" codes must be referred to PASRR evaluators. Please refer to the Level I for lists of SMI and ID/RC criteria.
- If the patient meets criteria for SMI/ID-RC refer to your Local PASRR Office and document this on the Level I. Call it in as a "Significant Change for Revised Level I".
- Level I must be referred and additional information sent to your Local PASRR Office within 1 business day (e.g., Mr. Jones is admitted 8pm Friday. Referral must be done by Monday).
- On page five of the Level I, check revised Level I box and fill out the original Level I date. In the narrative, include the date of the revision, indicate that it was not filled out correctly and the date and time of notification.
- If the evaluator rules out the resident with no need for a Level II then the date, time and evaluator information needs to be documented on page five of the Level I.

#### For emergency nursing facility placements:

If a resident is admitted from the community, a provisional stay can be used if the individual needs to be admitted before the PASRR process is completed for **emergent situations only**. An emergent situation occurs when the health and well-being of the resident is put in jeopardy due to not having access to required assistance. If all steps are completed correctly, then Resident Assessment may use the referral date rather than the determination date.

The following **MUST** be completed for this to be effective:

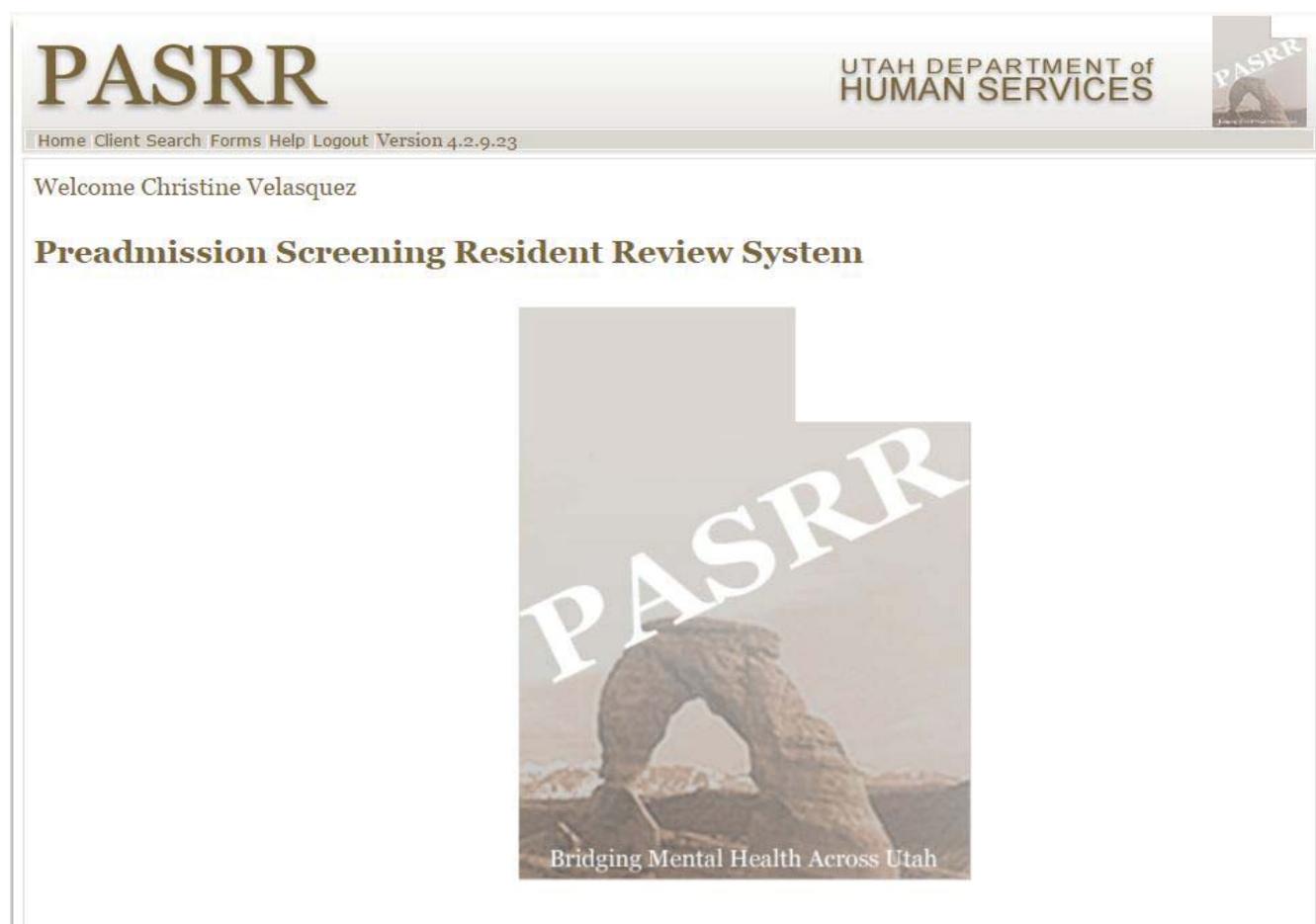
- The resident must show a need for an emergent placement in the facility.
- APS must be notified prior to admission and document on the Level I (contact person, time and date).
- Level I must be documented why this resident demonstrated a need for emergency placement in the facility and must be accompanied by a signed physician's order indicating the need.
- Check the box for "Provisional stay" on the Level I and refer to your Local PASRR prior to end of stay.

# Welcome to the PASRR Web-Based System

## 1.1 What Is the PASRR Web-Based System?

This web-based system will allow PASRR Evaluators to securely submit the Level II Evaluations and collateral to the State Mental Health Authority: Division of Substance Abuse and Mental Health (DSAMH\*). This system decreases processing time of the Level II Evaluations and enable Evaluators and Nursing Facilities to access an Evaluation, the Letter of Determination (LOD) and Level II/Collateral while still maintaining security and applicant/resident confidentiality.

**\*Note:** Utah Division of Substance Abuse and Mental Health, State Mental Health Authority is referred throughout document as the State PASRR office.



The screenshot displays the PASRR web-based system interface. At the top left, the word "PASRR" is written in a large, bold, serif font. To the right, the text "UTAH DEPARTMENT of HUMAN SERVICES" is displayed in a smaller, sans-serif font. A navigation bar below the header contains links for "Home", "Client Search", "Forms", "Help", "Logout", and "Version 4.2.9.23". A small logo with the text "PASRR" is visible in the top right corner. The main content area begins with a personalized greeting: "Welcome Christine Velasquez". Below this, the title "Preadmission Screening Resident Review System" is shown in a bold, sans-serif font. The central part of the page features a large graphic of the state of Utah with the word "PASRR" overlaid in a large, white, sans-serif font. At the bottom of this graphic, the text "Bridging Mental Health Across Utah" is written in a smaller font.

## 1.2 Website Tips

### Which Browsers to use

- Internet Explorer (IE) is our suggested browser as it has the fewest hiccups and is the most secure.
- Google Chrome is another browser you can use.
- Mozilla Firefox can be used but has several hiccups and is not as compatible with our system as IE or Google.

### Multiple Windows

- Creates IT issues.
- Creates duplicate evaluations.
- Creates crossovers of information.
- Use two different browsers with only one PASRR tab per browser, if you must have two windows open.

### 7 Common Errors

- Open Windows/Tabs.
  - See previous paragraph. Having more than one tab open in a browser creates multiple problems.
- Dates.
  - When entering dates, you must use the full date with the two digit month, two digit day and four digit year.
- File Name.
  - Your uploaded file needs to be less than 5 mb or 5,120 kb.
- File Size.
  - Must be under 25 characters with no symbols.
- File Type.
  - Must be a PDF file only.
- Back Button.
  - The back button is NOT your friend. It acts much the same way as having two tabs open. It can also create ghost entrees which get lost in the system.

# PASRR Links

## 2.1 Direct Link

The following is the direct link to the PASRR system. Once you have reached the home page we suggest saving it to your favorites. The State PASRR Office recommends using Internet Explorer or Google Chrome.

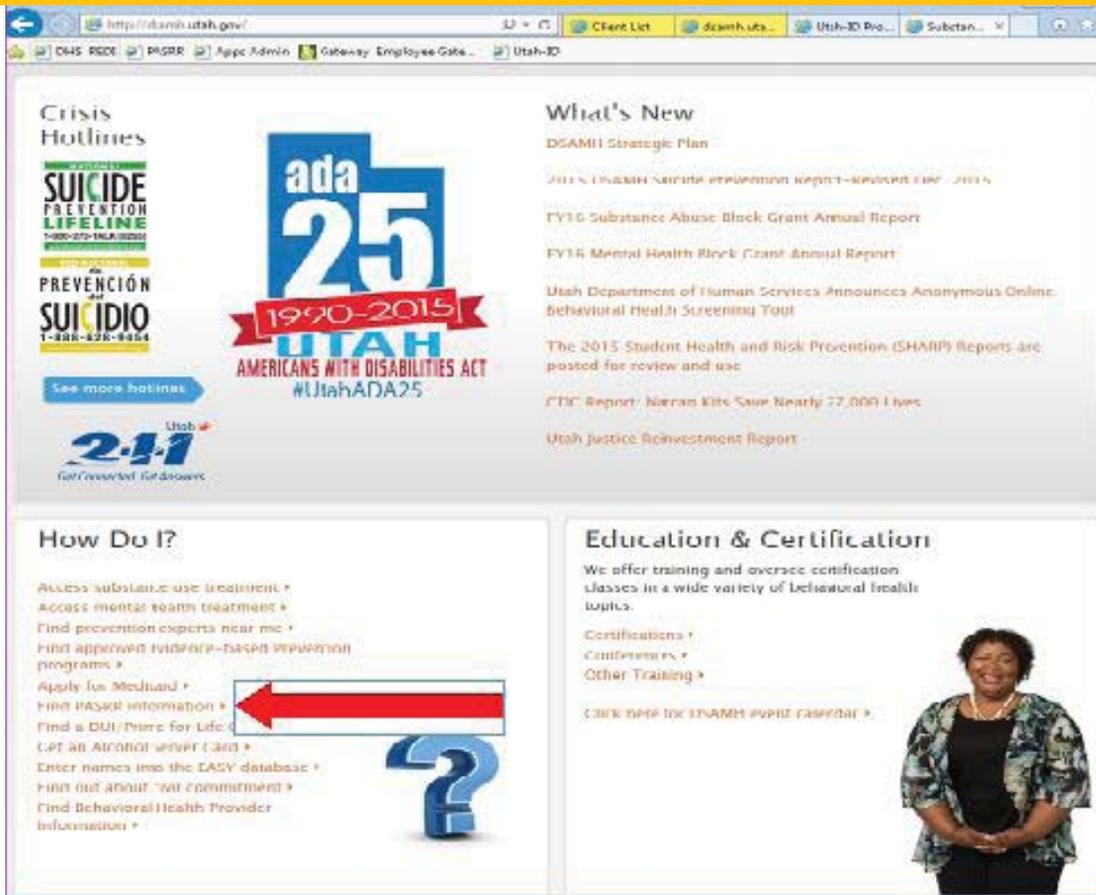
**<https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do>**

## 2.2 Alternate Link

Occasionally the direct link will be updated and will create a broken link or a 'blank white page.' Fix this by following the instructions below to get to a new home page. Once you have the new home page up you will want to re save it to your favorites.

**<http://dsamh.utah.gov>**

1. Scroll down past "How Do I?". (Pic 1)
2. Click the link "Find PASRR information." (Pic 1)
3. This will bring up the next page: (Pic 2)
4. Scroll down to "Training Resources" (Pic 2)
5. Click the link right above "Training Resources" that says "Click here to log into the secure web-based PASRR system." (Pic 2)
6. Save to your favorites again.



Pic 1

Pic 2



# Website Log-in

## 3.1 Facility Update Form

One of our goals is to keep the PASRR web-based system as secure as possible. To assist in that the following form needs to be completed and submitted to the State PASRR Office any time there is a change in personnel who need access to PASRR. To further assist in maintaining the most updated information we will send out a quarterly update form. Failure to complete the form could result in temporary denial of access to the PASRR system. Please complete the form and either scan and e-mail the completed form to [pasrradmin@utah.gov](mailto:pasrradmin@utah.gov) or fax it to 801-538-4696.

1. Name of Nursing Facility.

Please list current name and most recent name if there has been a change.

2. Business Address

This is the physical address of the facility

3. Business Phone Number

Please list the number we should call first should we need to contact your facility

4. Business E-mail\* (for automated correspondence from our system)

This is the e-mail address used for notifications for the Letter of Determination (LOD), Trainings, system updates, etc.. Please make sure that those who need it have access to it do. This might require a forwarding system to ensure those people receive the important notifications. This e-mail normally belongs to the person in your facility who works with the PASRR system the most often.

5. Administrator/employees authorized to access the PASRR website:

These people will be authorized to have their own UMD log-in for our PASRR website.

**\*NOTE** The e-mail used to log-in to the PASRR website may not be the same as the Business e-mail. The e-mail associated with the log-in will be the e-mail address that the Help Button will respond to when used.



State of Utah

GARY R. HERBERT  
Governor

SPENCER J. COX  
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES  
ANN SILVERBERG WILLIAMSON  
Executive Director

Division of Substance Abuse and Mental Health  
DOUG THOMAS  
Director

**Nursing Facility Update for State PASRR  
(Pre-Admission Screening Resident Review)**

**PLEASE PRINT (all fields are required)**

1. Name of Nursing Facility: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Business Phone Number: \_\_\_\_\_
4. Business E-mail (for correspondence from our system): \_\_\_\_\_
5. Administrators/employees authorized to access the PASRR website:

_____	_____	_____
Position & Name	Phone	E-mail Address
_____	_____	_____
Position & Name	Phone	E-mail Address
_____	_____	_____
Position & Name	Phone	E-mail Address
_____	_____	_____
Position & Name	Phone	E-mail Address

I understand that it is my responsibility to notify the State PASRR office immediately upon a change of authorization.

I understand that changes not made through the quarterly change report must be done on Nursing Facility letterhead, signed by the Administrator, please email to [pasrradmin@utah.gov](mailto:pasrradmin@utah.gov).

Administrator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

State PASRR Office use only		
Date received:	Facility number:	Updated Info:

DSAMH, 195 North 1950 West, Salt Lake City, Utah 84116  
telephone (801) 538-3939 • facsimile (801) 538-4696 • [www.dsamh.utah.gov](http://www.dsamh.utah.gov)



## **3.2 PASRR Log-in**

Each authorized personnel listed will need their own log in. To do so they will need to follow the Utah Master Directory (UMD) instructions. Please note that even if you create a UMD log in, you will only be granted access if your name appears on the most recent Facility Update Form which must be signed by the nursing facility administrator.

## Pre-Admission Screening Resident Review (PASRR) LOG-IN REGISTRATION CREATING YOUR UMD (Utah Master Directory or Utah ID)

1. GO TO WEBSITE: <https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do>
2. Click Create Account *(Note: you may need to log out first)*



# Pre-Admission Screening Resident Review (PASRR) LOG-IN REGISTRATION CREATING YOUR UMD (Utah Master Directory or Utah ID)

## 3. Create your account

**Steps needed to Access**  
pasrr.dhs.utah.gov

- (1) Create Account
- (2) Provide Information Needed
- (3) Activate Account

- [Return to Login](#)

**Utah-ID Creation**

Choose a Utah-ID

Your Name  
First Last

Email Address

Repeat Email Address

Alternate Email Address  
Optional

New Password  
Password Strength

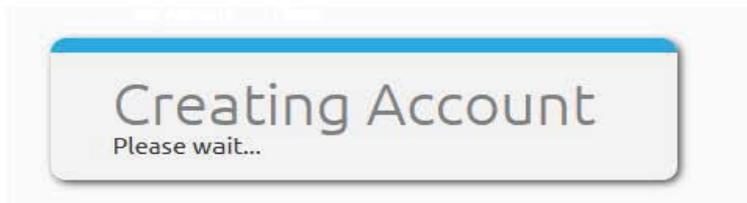
Verify Password

Mobile  
Optional Providers

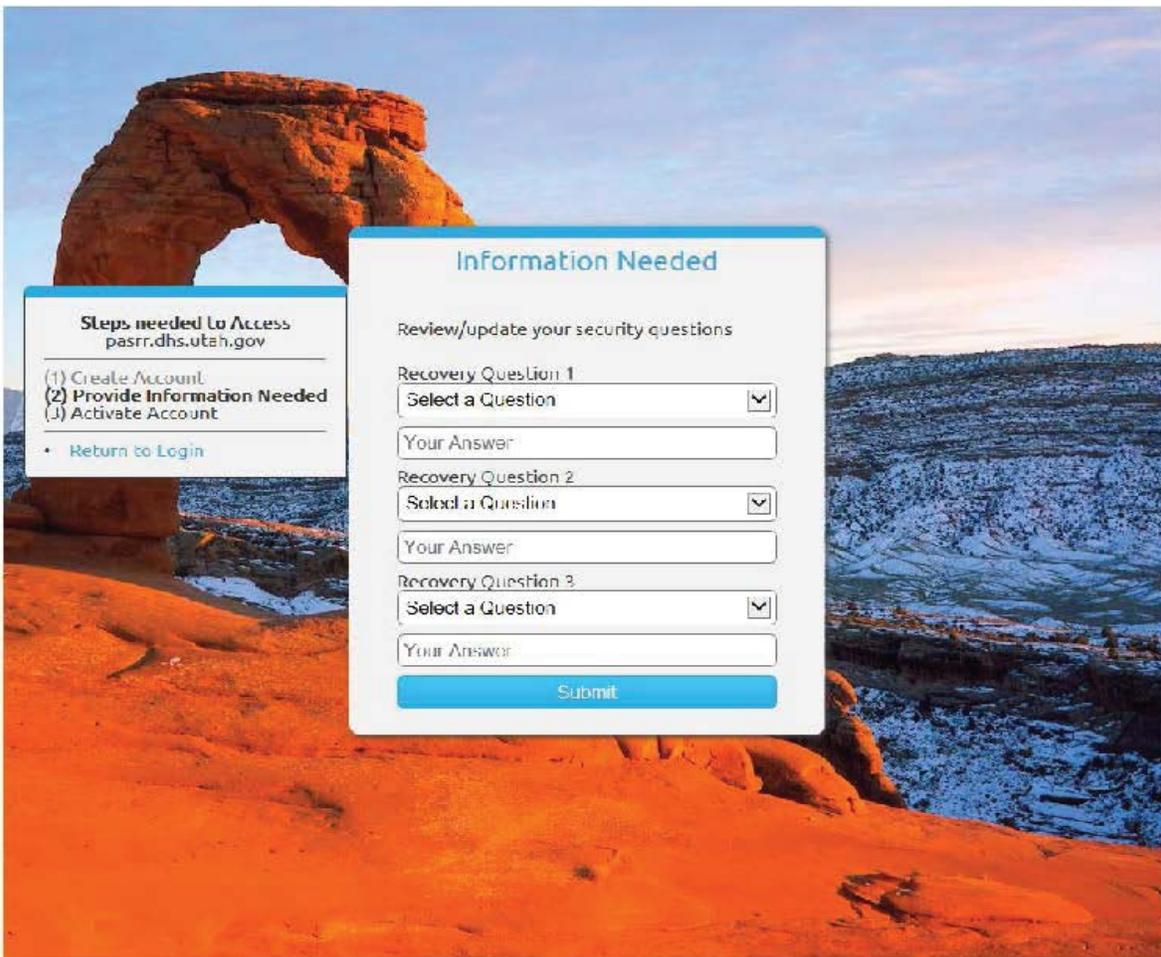
Create Account

4. Choose a Utah-ID (This will be your log-in ID. Choose something easy for you to remember)
5. Email Address—this is the email address we will respond to when you click the help button ***\*NOTE: do not use a Yahoo email address!!! We have found it is not as secure as gmail or your facilities email. ALSO if it says that you have entered an email address that is already associated with an account then stop right here and call the State PASRR office at 801-538-3918.***
6. Alternate Email—it is OPTIONAL, you do not have to put anything in here if you do not want. However this is helpful for a password recovery.
7. New Password—this will be your password for PASRR. Make it secure and easy to remember. We do not have access to it.
8. Verify Password—retype the password you just created.
9. Mobile—it is OPTIONAL, you do not have to put anything in here if you do not want.
10. Once all information has been entered, click Create Account...and wait.

# Pre-Admission Screening Resident Review (PASRR) LOG-IN REGISTRATION CREATING YOUR UMD (Utah Master Directory or Utah ID)



11. Fill out your security questions. (HINT! Do not use any "Favorite" questions as our favorites change over time.)



**Steps needed to Access**  
pasrr.dhs.utah.gov

- (1) Create Account
- (2) Provide Information Needed**
- (3) Activate Account

[Return to Login](#)

### Information Needed

Review/update your security questions

Recovery Question 1  
Select a Question   
Your Answer

Recovery Question 2  
Select a Question   
Your Answer

Recovery Question 3  
Select a Question   
Your Answer

12. Click Submit

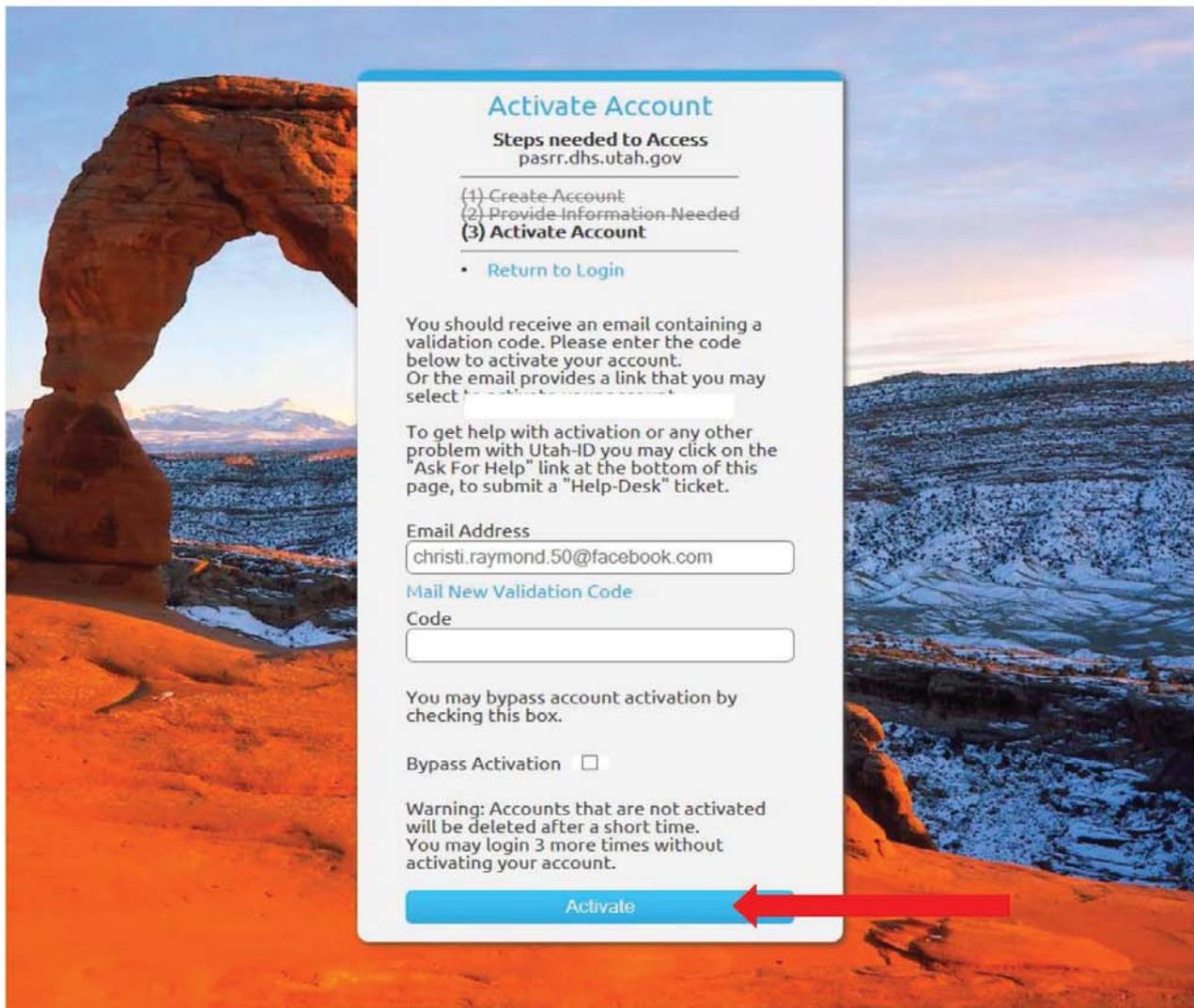
## Pre-Admission Screening Resident Review (PASRR)

### LOG-IN REGISTRATION

### CREATING YOUR UMD (Utah Master Directory or Utah ID)

13. Open a new window and check your email for your verification code.
14. Enter your verification code. **Do not click Bypass Activation!**
15. Click Activate

**16. STOP!!!! Do NOT Log-in!!!**



**Activate Account**

Steps needed to Access  
pasrr.dhs.utah.gov

(1) Create Account  
(2) Provide Information Needed  
(3) **Activate Account**

- [Return to Login](#)

You should receive an email containing a validation code. Please enter the code below to activate your account. Or the email provides a link that you may select

To get help with activation or any other problem with Utah-ID you may click on the "Ask For Help" link at the bottom of this page, to submit a "Help-Desk" ticket.

Email Address

[Mail New Validation Code](#)

Code

You may bypass account activation by checking this box.

Bypass Activation

Warning: Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account.

17. Call the State PASRR Office at 801-538-3918 and let them know you are ready to activate your PASRR account.

## Pre-Admission Screening Resident Review (PASRR)

### LOG-IN REGISTRATION

### CREATING YOUR UMD (Utah Master Directory or Utah ID)



18. Once the State PASRR Office has activated your account, you will need to wait 5-10 minutes before you can log-in.

# What can I view?

As a part of our security we limit what can be viewed without authorized access. As a nursing facility without access you will only be able to view a applicant/residents basic information. Under the Client Search Screen you will be able to search for your client.

## 4.1 Search screen view

The fastest way to find your client is the Level I number as it is unique to only them. Use the search button to find them. As you can see from the picture, searching by the name will bring up every client with that name.

If you want a list of all clients your facility has access to then enter a % in the “Last Name” box and click the “Your Facility Only” button. Use the “Your Facility Only” button if you know you already have access.

Home Client Search Forms Help Logout Version 4.2.9.20

### Client Search Screen

Level I Number

Last Name

First Name

Client Name	Birth Date	Last 4 SSN	Evaluation Date	Status	PASRR
<a href="#">Test T</a>	06/26/1959	7012	12/29/2009		<a href="#">999998</a> <a href="#">999999</a>
<a href="#">test t</a>	06/26/1959	3333	11/04/2014	--	
<a href="#">test t</a>	01/01/2000	0989		--	
<a href="#">test t</a>	01/01/2000	3333		--	

\* To add a new PASRR Evaluation for an existing client, search and select client by last name  
 \*\* To modify an existing PASRR Evaluation select the correct PASRR Level I Number

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## 4.2 Applicant/resident Information

You can click their name to see their information. If you see a client's name is incorrectly spelled or that a date of birth or last 4 of their social security number is incorrect, please contact the State PASRR Office so we can review it and make sure it is the same person.

Here is where you can see all the episodes of care (Level II) your client has.



The screenshot shows the PASRR Client Entry Screen. At the top, it displays the PASRR logo and the Utah Department of Human Services logo. Below the logos is a navigation bar with links: Home, Client Search, Forms, Help, Logout, and Version 4.2.9.20. The main content area is titled "Client Entry Screen" and contains two columns of information. The left column lists client details: First Name: Test, Middle Name: (blank), Last Name: Test, SSN: 7012, Date of Birth: 06/26/1959, and Gender: M. The right column lists legal guardian details: Legal Guardian, First Name: Joe, Last Name: Test, Address: 159 N Davis Blvd, City: Roy, State: UT, Zip: 84010, and Phone: 801 833 1111. Below this information is a "PASRR History" table with three columns: Level I Number, Evaluation Date, and Determination Date. The table contains two rows of data. A small red asterisk indicates a required field.

Level I Number	Evaluation Date	Determination Date
999998	03/24/2011	03/29/2011
999999	12/29/2009	01/05/2010

\* indicates required field

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## 4.3 PASRR Information

As a nursing facility without access you will only be able to view a client's basic information. If you click on the PASRR number and you do not have access you will get the following screen.



The screenshot shows the PASRR error message screen. At the top, it displays the PASRR logo and the Utah Department of Human Services logo. Below the logos is a navigation bar with links: Home, Client Search, Client Evaluation, Determination, Forms, Help, Logout, and Version 4.2.9.20. The main content area contains a large red error message: "SORRY, you are not authorized to view this Client's information." Below the error message is a copyright notice: "© 2006 State of Utah Department of Human Services. All Rights Reserved."

© 2006 State of Utah Department of Human Services. All Rights Reserved.

## 4.4 Forms

- Level II Forms
  - You will not need these. These are for evaluators only.
- Hearing/Action Form
  - This form is for anyone who disagrees with the letter of determination and would like to dispute it.
- Hearing/Action Form (Spanish)
  - Same as above in Spanish
- Level One Form Generator
  - Please note that each Level I Number is unique and therefore must not be copied. Please enter how many forms you might need. It says up to 50 at a time, but please only do 5 at a time as we have found that on occasion it will duplicate numbers if you do more than 5 at a time.



The screenshot shows the PASRR website interface. At the top left is the PASRR logo, and at the top right is the Utah Department of Human Services logo. Below the logos is a navigation bar with links for Home, Client Search, Forms, Help, and Logout, along with the version number 4.2.9.20. The main content area contains four blue hyperlinks: LEVEL II Form, Hearing/Action Form, Hearing/Action Form (Spanish), and Level One Form Generator. At the bottom of the page, there is a copyright notice: © 2006 State of Utah Department of Human Services. All Rights Reserved.

## 4.5 Help Button

The help button is the most efficient way to contact the State PASRR Office. You should expect a reply within one full business day. If you call the State PASRR Office you will likely be referred back to this button. It helps to keep records where our memories fail.



The screenshot shows the PASRR Help Request Screen. At the top left is the PASRR logo, and at the top right is the Utah Department of Human Services logo. Below the logos is a navigation bar with links for Home, Client Search, Forms, Help, and Logout, along with the version number 4.2.9.20. The main content area is titled "Help Request Screen" and contains a form with the following fields:

- Level I Number:
- Client Name:  (with a tooltip: First Name, First Initial of Last Name)
- Reason For The Request:
- Evaluator:
- Facility:
- Hospital:
- Comments:

At the bottom of the form is a "Submit Help Request" button. In the top right corner of the form area, there are two links: PASRR WEB USER MANUAL and PASRR TRAINING MANUAL. At the bottom of the page, there is a copyright notice: © 2006 State of Utah Department of Human Services. All Rights Reserved.

## Information you will need when using the help button:

- Level I number (if no number is available list N/A or Unknown in the space given).
- Applicant/resident's First name and the initial of their last name.
- Select the reason for your help request from the drop down.
  - Request Access, Denial Report, Billing, Status, Training, Technical Issues, or Other
- Select your facility name from the facility drop down. Not doing so can delay the reply.
- Details for your request in the comment section. The more details (with dates if appropriate) the better.

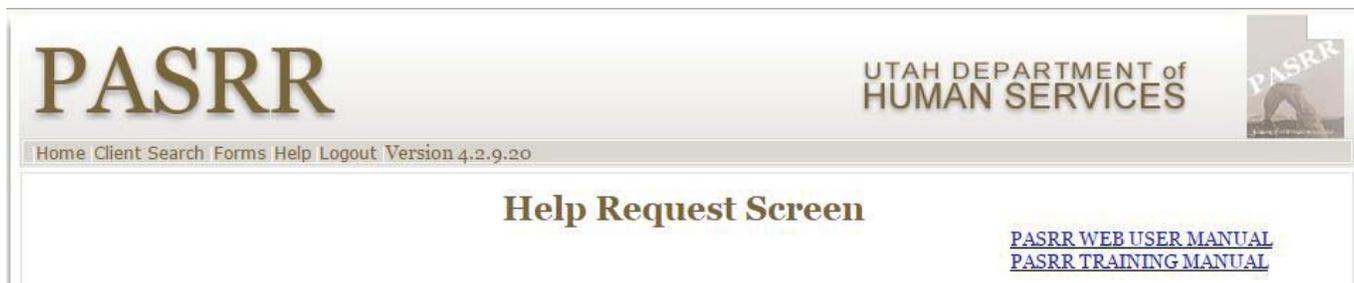
## PASRR WEB USER MANUAL

This manual will be updated when things change. If you find a change and it has not been updated please use the help button and let us know you found something that is not in the manual.

This manual is to help through the process of using the PASRR web-based system. Please refer to this manual before contacting the State PASRR Office. However, please feel free to contact the State PASRR Office if you cannot find what you are looking for.

## PASRR TRAINING MANUAL

This manual is a comprehensive manual. It gives details to all the PASRR process, from filling out forms to listing rules and guidelines. Please refer to this manual before contacting the State PASRR Office. However, please feel free to contact the State PASRR Office if you can not find what you are looking for.



The screenshot shows the top portion of a web application. On the left is the 'PASRR' logo. To its right is the text 'UTAH DEPARTMENT of HUMAN SERVICES'. Further right is a small square icon with 'PASRR' written on it. Below these elements is a horizontal navigation bar with links for 'Home', 'Client Search', 'Forms', 'Help', and 'Logout', followed by the text 'Version 4.2.9.20'. The main content area below the navigation bar has the title 'Help Request Screen' centered. To the right of this title are two underlined links: 'PASRR WEB USER MANUAL' and 'PASRR TRAINING MANUAL'.

## 4.6 Log Out

For security, log out when finished using the PASRR web based system. Once logged out, close the window and the browser (leaving the browser open does not guarantee a completed log out.) We suggest that you use a separate browser from all other programs for PASRR (preferably Internet Explorer.)

# Gaining Access

## 5.1 Applicant/resident has transferred from another nursing facility to ours.

When a Applicant/resident has transferred from another nursing facility to yours, you will need to click the Help Button. Fill out the Level I Number, Applicant/resident Name (First name, Initial of Last name), Reason for Request (Request Access), Facility (your facility name) and comment: Applicant/resident transferred to our facility on (enter date) from (enter previous facility name).

You will receive access in one business day and an email will be sent to notify you.

## 5.2 Applicant/resident has admitted to our nursing facility from the community or a hospital.

### Initial Evaluation

An Initial evaluation means the Applicant/resident is already in a nursing facility at the time of the evaluation. The evaluator will enter the nursing facility's name and the date the Applicant/resident was admitted. Once the Letter of Determination (LOD) is completed the nursing facility will gain instant access to the LOD. In addition the nursing facility's name will be listed on the LOD and the PASRR system will automatically send a notification to the e-mail address listed for that nursing facility to let them know the LOD is now a completed and available to view.

### Pre-Admission Evaluation

Completed Determination for: Peggy G.

1. Determinations x



pasrradmin@utah.gov  
to klarson

8/31/15 ☆



A new PASRR Level II Determination is available for Peggy G. Level I Number: 596141. Go to <https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do> to view this determination.

A pre-admission evaluation means the Applicant/resident was either in a hospital or the community at the time of the evaluation. The evaluator will not know where the Applicant/resident is going or when they will be admitted. This will cause the system to set the facility as ‘pending.’ Access will not be granted until the LOD is completed. Once the LOD is completed the system will allow a nursing facility to admit the Applicant/resident into their facility using the PASRR system online.

**Admitting a new resident using the web-based system**

After you have searched for the Applicant/resident and you have found their Level I number in the system you will click on their most recent Level I. If the LOD has not been completed it will give you an error that says you do not have access. If the LOD has been completed it will give you the option of choosing to “View Patient Information” or “Admit Patient.”

**View Patient Information**

**PASRR** UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.20

**State Determinations Selection**

Penni Gallegos  
Level I: 222257  
Status: In Determination

View Patient Information	By clicking on the (View Patient Information) button, you are considering admitting the patient to your Nursing Facility and accept all liability and acknowledge the sensitivity of the information being transmitted and the need to protect this private healthcare information. Please note it is prohibited against unauthorized duplication and/or unauthorized re-disclosure as per the Health Insurance Portability Accountability Act (HIPAA). Your access to this patient will expire in 7 days. Thank you, the Utah State PASRR office.
Admit Patient	By clicking on the (Admit Patient) button, you acknowledge that the patient is being admitted to your Nursing Facility today. The date and time you click on the Admit button will be incorporated into the Letter of Determination for your information. You agree to accept all liability and acknowledge the sensitivity of the information being transmitted and the need to protect this private healthcare information. Please note it is prohibited against unauthorized duplication and/or unauthorized re-disclosure as per the Health Insurance Portability Accountability Act (HIPAA). Thank you, the Utah State PASRR office.

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If you are just looking to see if the Applicant/resident will fit well within your nursing facility then choosing the View Patient Information will allow you access to the LOD and collateral without admitting the Applicant/resident. Please be aware that if you decide to admit the applicant/resident you will need to go back in and do so. Also, while viewing the Applicant/resident you will notice the red warning that you are only viewing the Applicant/resident's information. There will be a new tab at the top of the page that says "Facility Acceptance." Clicking this button will admit the Applicant/resident into your facility giving you full access to the collateral and put your name on the LOD.

## Admit Patient

PASRR

UTAH DEPARTMENT of  
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[Home](#) | [Client Search](#) | [Client Evaluation](#) | [Determination](#) | [Forms](#) | [Facility Acceptance](#) | [Help](#) | [Logout](#) | Version 4.2.9.20

!!! \*\* REMINDER : YOU ARE ONLY VIEWING THIS PATIENT, YOU HAVE NOT ACCEPTED THIS PATIENT INTO YOUR FACILITY \*\* !!!

### PASRR Evaluation and Recommendations

LEVEL I Document Number

Reference LEVEL I Number

Assessment Date

Assessment Type  Initial

Initial Significant Change  
 Over 30 Day MD Stay  
 End of Provisional Stay

Reassessment Type  End of Stay

Recommendations  Denial

NSMI  
 Long Term Care  
 Convalescent Stay

Facility: Pending

Hospital: Community

Evaluator: Test, Test

Possible MR/DD

Referral Date

Pre-Admission

End Of Respite

Significant Change in Condition

NSMI Significant Change

Severity of Illness

Terminal Illness

Admitted Date

Penni Gallegos  
 Level I: 222257  
 Status: In Determination  
 Pending  
 Assessment Date: 01/27/2016  
 Admission Date:

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If the Applicant/resident you are inquiring about is admitted into your nursing facility then choose the Admit Patient Button. By choosing this option your nursing facility's name will be printed on the LOD along with the date that you admitted the Applicant/resident online\* and give you instant access to the LOD and collateral.

**Note\*** Resident Assessment is aware that the 'admit' date on the LOD may not be the date that the Applicant/resident was admitted to your facility. They will review your paperwork from your 10A. The State PASRR Office will not change the 'admit' date unless there is a discrepancy based on information the evaluator entered.

PASRR

UTAH DEPARTMENT of  
HUMAN SERVICES



[Home](#) [Client Search](#) [Client Evaluation](#) [Determination Forms](#) [Help](#) [Logout](#) Version 4.2.9.20

## PASRR Evaluation and Recommendations

Penni Gallegos  
 Level I: 222257  
 Status: In Determination  
 Test  
 Assessment Date: 01/27/2016  
 Admission Date: 02/11/2016

LEVEL I Document Number <input style="width: 50px;" type="text" value="222257"/>	<input type="checkbox"/> Possible MR/DD
Reference LEVEL I Number <input style="width: 50px;" type="text"/>	
Assessment Date <input style="width: 50px;" type="text" value="01/27/2016"/>	<input style="width: 50px;" type="text" value="01/27/2016"/> Referral Date
Assessment Type <input type="checkbox"/> Initial	<input type="checkbox"/> Pre-Admission
<input type="checkbox"/> Initial Significant Change	<input type="checkbox"/> End Of Respite
<input type="checkbox"/> Over 30 Day MD Stay	
<input type="checkbox"/> End of Provisional Stay	
Reassessment Type <input type="checkbox"/> End of Stay	<input type="checkbox"/> Significant Change in Condition
Recommendations <input type="checkbox"/> Denial	<input type="checkbox"/> NSMI Significant Change
<input type="checkbox"/> NSMI	<input type="checkbox"/> Severity of Illness
<input type="checkbox"/> Long Term Care	<input type="checkbox"/> Terminal Illness
<input type="checkbox"/> Convalescent Stay	
Facility: Test	<input type="checkbox"/> <input style="width: 50px;" type="text" value="02/11/2016"/> Admitted Date
Hospital: Community	
Evaluator: Test, Test	
<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="No Significant Change"/>	

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# What Can I Access?

## 6.1 Applicant/resident's Information

This screen is view only. Please refer back to Chapter 4.2.

## 6.2 PASRR Evaluation and Recommendations

As long as the Applicant/resident is in your Nursing Facility you may have access to their most recent Letter of Determination (LOD) and corresponding information.

Once you have access you will then be able to click the most recent Level I number. If you see the Applicant/resident has more than one Level I number, choose the one furthest left. In the example below that number would be 999998.

**PASRR** UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Forms Help Logout Version 4.2.9.20

### Client Search Screen

Level I Number

Last Name

First Name

Client Name	Birth Date	Last 4 SSN	Evaluation Date	Status	PASRR
<a href="#">Test T.</a>	06/26/1959	7012	12/29/2009		<a href="#">999998</a> <a href="#">999999</a>

\* To add a new PASRR Evaluation for an existing client, search and select client by last name  
 \*\* To modify an existing PASRR Evaluation select the correct PASRR Level I Number

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You will click that number and will be taken to the PASRR Evaluation and Recommendations screen. Notice you will now have more tabs at the top of the screen to access.

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Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.20

### PASRR Evaluation and Recommendations

Test Test  
 Level I: 999998  
 Status: In Determination

## 6.3 Determination

From this tab you can view

- Determination Type
- Evaluation Received Date
- Letter of Determination (if completed)
- Level II Collateral



The screenshot shows the PASRR web application interface. At the top, the logo 'PASRR' is on the left, and 'UTAH DEPARTMENT of HUMAN SERVICES' is on the right. A navigation bar contains links: Home, Client Search, Client, Evaluation, Determination, Forms, Help, Logout, and Version 4.2.9.20. A red arrow points to the 'Determination' link. Below the navigation bar is the 'State Determinations Selection' section. On the right side of this section, there is a summary box with the following information: Test Test, Level I: 999998, Status: In Determination, Test, Assessment Date: 03/22/2011, and Admission Date: 03/14/2011. Below this is a table with columns: Determination Type, Evaluation Received Date, Letter of Determination, Level II/Collateral, Rural Flag, Edit Collateral, and NSC. The table contains two rows of data, both with 'Initial' as the Determination Type and '03/24/2011' as the Evaluation Received Date. The first row has 'LTC' as the Letter of Determination and 'Binder1.pdf' as the Level II/Collateral. The second row has 'Reassessment End of Convalescent Stay' as the Letter of Determination and 'Binder1.pdf' as the Level II/Collateral. There are 'View' buttons in the Edit Collateral column for both rows. At the bottom left of the page, there is a copyright notice: © 2006 State of Utah Department of Human Services. All Rights Reserved.

Note that an Applicant/resident may have several LODs. They will be in order from top to bottom. Top being the oldest.

Also note that the nursing facility from the original LOD will be listed. A transfer of facilities will not create a new LOD.

### The Determination Type

If you click on the link under this heading you will be shown the screen in which the state office uses to make the determination. You can only view this screen.



The screenshot shows the 'State Determinations' page in the PASRR application. The navigation bar is the same as in the previous screenshot. The main content area is titled 'State Determinations'. On the right side, there is a summary box with the following information: Test Test, Level I: 999998, Status: In Determination, Canyonlands Care Center, Assessment Date: 03/22/2011, and Admission Date: 03/15/2011. Below this is a list of determination types with checkboxes:
 

- Pending
- Revised Date:
- Verifiable Serious Mental Illness
- Documented Cognitive Disorder
- Needs Nursing Facility Services
- Needs Community Mental Health Services (out patient)
- Admit / Long Term Care
- NSMI
- NSMI Significant Change
- Denial

 At the bottom left, there is a 'Categorical' dropdown menu with 'Convalescent Stay' selected. At the bottom right, there are 'Date' and 'To' input fields.

## Evaluation Received Date (previously known as Determination Date)

This date is the date in which the evaluator entered their final evaluation to the PASRR web-based system.

## Letter of Determination

This space will be blank until a Letter of Determination (LOD) is completed. Once the LOD is completed then a link will appear. If you click the link you will see the LOD.



State of Utah

GARY R. HERBERT  
*Governor*

SPENCER J. COX  
*Lieutenant Governor*

DEPARTMENT OF HUMAN SERVICES  
ANN SILVERBERG WILLIAMSON  
*Executive Director*

Division of Substance Abuse and Mental Health  
DOUG THOMAS  
*Director*

### PASRR LETTER OF DETERMINATION

Determination Date: 03/29/2011

LTC

Admit Date: 03/15/2011

Mr. Test Test, NF Resident - Level I 999998  
Care Of: Joe Test  
159 N Davis Blvd  
Roy UT 84010

**\*Note** In most cases the Determination Date on the LOD is the date that Resident Assessment will use with your 10A for billing purposes. We always advise not admitting a Applicant/resident until the LOD is completed. The exception to the rule would be a less than 30 Day Stay and/or end of stay. In most cases Resident Assessment will use the referral date on an end of stay providing they were referred to the local PASRR office within the correct time frame.

## Level II/Collateral

The link under this heading will provide the collateral that was used to complete the LOD. It will have the Level II, Level I and applicable medical records and notes.

# PASRR

UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.20

## State Determinations Selection

Test Test  
Level I: 999998  
Status: In Determination  
Test  
Assessment Date: 03/22/2011  
Admission Date: 03/14/2011

Determination Type	Evaluation Received Date	Letter of Determination	Level II/Collateral	Rural Flag	Edit Collateral	NSC
<a href="#">Initial</a>	03/24/2011	<a href="#">LTC</a>	<a href="#">Binder1.pdf</a>		<input type="button" value="View"/>	
<a href="#">Initial</a>	03/24/2011	<a href="#">Reassessment End of Convalescent Stay</a>	<a href="#">Binder1.pdf</a>		<input type="button" value="View"/>	



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## View Collateral

This will be a link that says View. Clicking this link will show the diagnosis codes that were entered based off the information on the Level II.

# PASRR

UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.20

## Client Level II / Collateral

Test Test  
Level I: 999998  
Status: In Determination  
Canyonlands Care Center  
Assessment Date: 03/22/2011  
Admission Date: 03/15/2011

Check here to indicate Rural Evaluation

Documented Collateral

[Binder1.pdf](#)

1. 291.0 Alcohol Withdrawal Delirium	2.
3.	4.
5.	6.

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# No Significant Change

On the Evaluation and Recommendations page is where you will be able to complete a No Significant Change. Once you have determined that a No Significant Change needs to be completed click on the No Significant Change button to begin. Please note that a No Significant Change needs to be completed within 90 days from being discharge from the hospital.

## 7.1 When should a No Significant Change be completed?

1. When a client is at a nursing facility with a current Level II and is admitted to an acute psychiatric inpatient facility of a community hospital and there are no significant changes.
2. When a client is admitted to the Adult Recovery Treatment Center at the Utah State Hospital and is readmitted directly to a nursing facility with no break in stay and there are no significant changes.

**PASRR** UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.20

**PASRR Evaluation and Recommendations**

Test Test  
Level I: 999998  
Status: In Determination  
Test  
Assessment Date: 03/22/2011  
Admission Date: 03/14/2011

LEVEL I Document Number   Possible MR/DD

Reference LEVEL I Number   Pre-Admission

Assessment Date   Referral Date

Assessment Type  Initial  End Of Respite

Initial Significant Change  End Of Respite

Over 30 Day MD Stay  Significant Change in Condition

End of Provisional Stay

Reassessment Type  End of Stay  NSMI Significant Change

Recommendations  Denial  Severity of Illness

NSMI  Terminal Illness

Long Term Care  NSMI Significant Change

Convalescent Stay  Severity of Illness

Facility: Test  Admitted Date

Hospital: Community

Evaluator: Test, Test

## 7.2 How to completed a No Significant Change

1. Find your client.
2. Click the corresponding (most recent) Level I number. This should take you to the PASRR Evaluation and Recommendations page.
3. Scroll down and click on the No Significant Change Button at the bottom of the page. This will bring you to the No Significant Change page.

**PASRR** UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Reports Maintenance Invoice and Payment Screen Help Logout Version 4.2.9.23

### No Significant Change

Test Test  
Level I: 999998  
Status: In Determination  
Hobblecreek Care Center  
Assessment Date: 03/22/2011  
Admission Date: 03/14/2011

Facility Discharged From: Orchard Park Care Center Discharged Date: 02/09/2016

Psychiatric Inpatient Facility: Provo Behavioral Hospital

Readmit Facility: Alpine Valley Care Center Admitted Date: 03/01/2016

DSM Code: 291.1 Alcohol-Induced Persisting Amnesic Disorder

DSM Code: Select One

Documented Collateral

[Binder1.pdf](#)

Please select the Client's Level II / collateral file:  No file chosen

\* By clicking save on this No Significant Change screen you are declaring that the patient was discharged from a Nursing Facility and directly admitted into a facility for psychiatric treatment, the patient was then re-admitted directly to a Nursing Facility with no significant change in condition.

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4. Update the following information: Facility Discharged from, Discharged Date, Psychiatric Inpatient Facility, Readmit Facility, Admitted Date, DSM Codes.

5. Choose the new collateral to upload. (Note, this must be in PDF format and must be the discharge papers (orders) from the hospital only.)

DSM Code: Select One

Documented Collateral

[Binder1.pdf](#)

Please select the Client's Level II / collateral file:  Evaluator C...2.10.16.pdf

re on this No Significant Change screen you are declaring that the patient was discharged from a Nursing Facility and directly admitted into a facility fo

6. Click Save



7. When done successfully you will now see a green notation above the “No Significant Change” page that states, “No significant Change was successfully added.”

## 7.3 How to check your work was completed

Once completed you should be directed to the State Determination Selection page. A successful No Significant Change entry will look just like the picture below. It will have it’s own line and you will now see a ‘view’ under the NSC (No Significant Change) column.

Determination Type	Evaluation Received Date	Letter of Determination	Level III/Collateral	Rural Flag	Edit Collateral	NSC
<a href="#">Initial</a>	03/24/2011	<a href="#">LTC</a>	<a href="#">Binder1.pdf</a>		<input type="button" value="Edit"/>	
<a href="#">Initial</a>	03/24/2011	<a href="#">Reassessment End of Convalescent Stay</a>	<a href="#">Binder1.pdf</a>		<input type="button" value="Edit"/>	
<a href="#">Initial</a>	03/01/2016		<a href="#">Evaluator Contact INFO 2 10 16.pdf</a>		<input type="button" value="Edit"/>	<input type="button" value="View"/>

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- Double Check
  - Click the Evaluation tab
  - Going back to the evaluation screen you will be able to see the status has now “In Evaluation” and the screen now has an “Update” button.

Congratulations! You are finished.

## PASRR Evaluation and Recommendations

Mickey Mouse  
 Level I: 012345  
 Status: In Evaluation  
 Pending  
 Assessment Date: 10/29/2015  
 Admission Date:

LEVEL I Document Number

Reference LEVEL I Number

Referral Date

Assessment Type  Initial  
 Initial Significant Change  
 Over 30 Day MD Stay  
 End of Provisional Stay

Reassessment Type  End of Stay

Recommendation  Denial  
 NSMI  
 Long Term Care  
 Convalescent Stay  
 Evaluation Not Completed - Left Early  
 Evaluation Not Completed - Deceased

Possible MR/DD

Medical Date

Assessment Date

Pre-Admission

End Of Respite

Assessment Update

Significant Change in Condition

NSMI Significant Change

Severity of Illness

Terminal Illness

ONLY Check this box  If the individual is currently admitted to a Nursing Facility.

Facility:    Admitted Date

Hospital