

# PASRR

(Pre-Admission Screening Resident Review)

## SYSTEM MANUAL EVALUATOR VERSION *2016 EDITION*

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>

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# For Your Notes:

# 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	Advance Behavioral Care	801-478-2780
Salt Lake	Center for Family Evaluations & Treatment	801-265-3895
Salt Lake	Valley Behavioral Health	801-293-7422
Salt Lake	Wasatch Mental Health	801-367-7513
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 Care	801-478-2780
Avalon Valley Rehab	Advanced Behavior Care	801-478-2780

# Local Mental Health Authorities

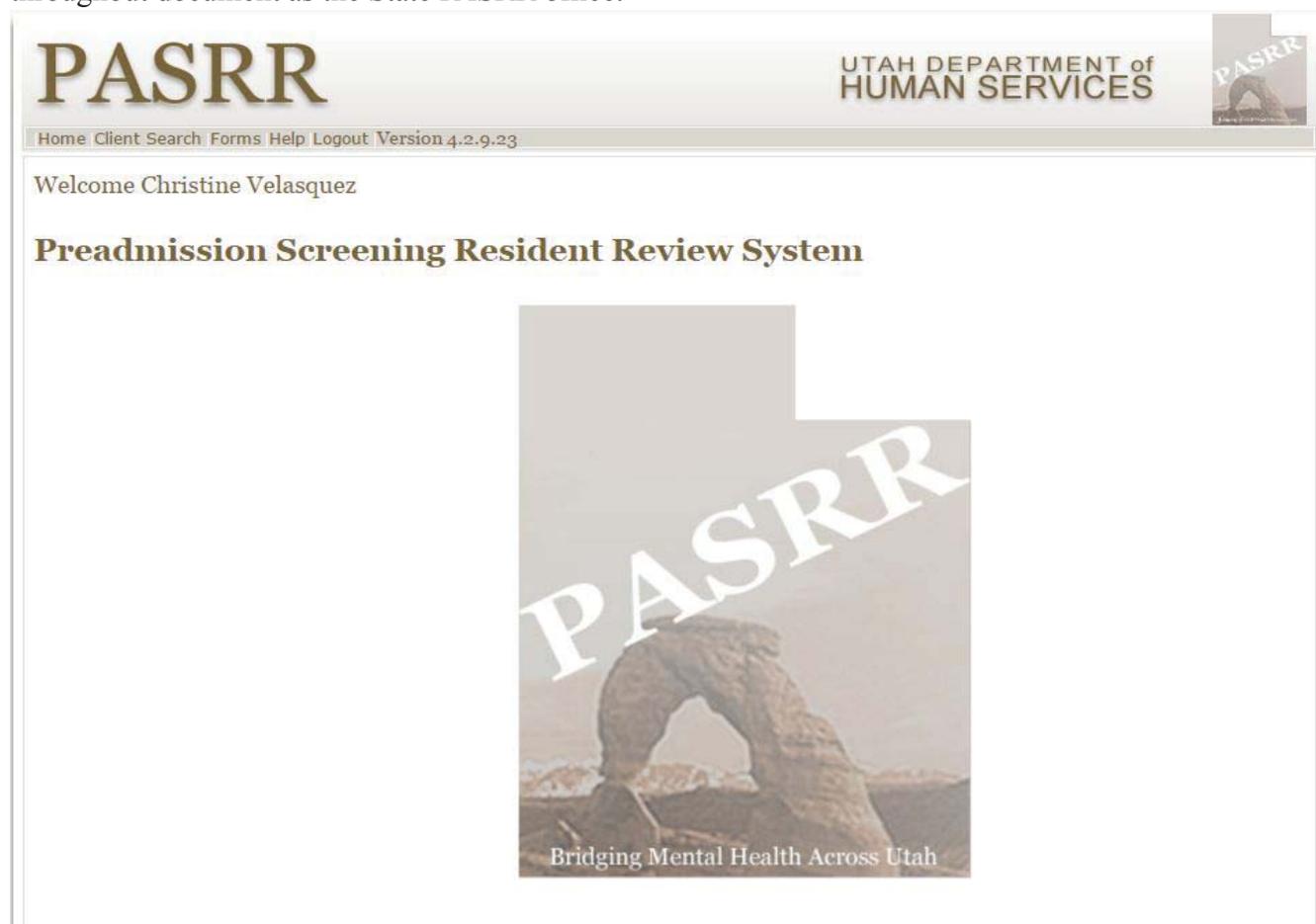
County	City	Agency	Contact	Phone
Beaver	Beaver	Southwest Behavioral HS	Michael Dalton	435-438-1450
Box Elder	Brigham City	Bear River Mental Health	Jeff Scott	435-734-3347
Cache	Logan	Bear River Mental Health	Craig Buttars	435-755-1850
Carbon	Price	Four Corners Community BH	Jake Mellor	435-636-3271
Daggett	Manila	Northeastern Counseling Center	Karen Perry	435-784-3218
Davis	Farmington	Davis Behavioral Health	Bret Millburn	801-451-3200
Duchesne	Duchesne	Northeastern Counseling Center	Greg Todd	435-738-1132
Emery	Castle Dale	Four Corners Community BH	Keityh Brady	435-239-7931
Garfield	Panguitch	Southwest Behavioral HC	David Tebbs	435-676-1100
Grand	Moab	Four Corners Community BH	Elizabeth Tubbs	435-259-1346
Iron	Cedar City	Southwest Behavioral HC	Dale Brinkedrhoff	435-586-3925
Juab	Mona	Central Utah Counseling Center	Rick Carlton	435-623-3407
Kane	Kanab	Southwest Behavioral HC	Jim Matson	435-644-4902
Millard	Fillmore	Central Utah Counseling Center	Alan Roper	435-864-1409
Morgan	Morgan	Morgan School District Office	Daryl Ballantyne	801-845-4011
Piute	Marysville	Central Utah Counseling Center	Darin Bushman	435-326-4255
Rich	Woodruff	Bear River Mental Health	Bill Cox	435-757-8248
Salt Lake	Salt Lake City	SLCo Behavioral Health	Tim Walen	801-468-3351
San Juan	Blanding	San Juan Counseling Center	Tammy Squires	435-678-2411
Sanpete	Ephraim	Central Utah Counseling Center	Claudia Jarrett	435-851-1540
Sevier	Richfield	Central Utah Counseling Center	Gordon Topham	435-527-4339
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	Bill Stringer	435-781-5383
Utah	Provo	Wasatch Mental Health	Larry Ellerton	801-851-8133
Wasatch	Heber	Wasatch County Family Clinic	Richard Hatch	435-654-3003
Washington	St. George	Southwest Behavioral HC	Victor Iverson	435-634-5700
Wayne	Bicknell	Central Utah Counseling Center	Dennis Blackburn	435-836-2888
Weber	Ogden	Weber Human Services	James Ebert	801-399-8590

# Welcome to the PASRR Web-Based System

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

This web-based system will allow PASRR Evaluators and Nursing Facilities to securely submit 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 Letter of Determinations. The system also enables 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. Below this, a navigation bar contains links for "Home", "Client Search", "Forms", "Help", "Logout", and "Version 4.2.9.23". A small logo with the text "PASRR" and a bridge image is located 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, serif font. The central part of the page features a large graphic of the state of Utah with the text "PASRR" overlaid in a large, white, sans-serif font. At the bottom of this graphic, the text "Bridging Mental Health Across Utah" is visible.

# 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 account information.
- If you must have two windows open you need to have two different browsers with only one PASRR tab per browser.

## 7 Common Errors

- Multiple Open Windows—Having more than one PASRR window (tab) open at a time creates problems (see above).
- Dates—Use the full date with the two digit month, two digit day, and four digit year.
- Forgetting Collateral—When entering a new evaluation collateral must be added.
- File Name for Collateral—Must be under 25 characters with no symbols
- File Size for Collateral—Needs to be less than 5mb or 5120kb
- File Type for Collateral—Must be a PDF file only
- Back Button—Do not use the back button. It acts much the same way as having two tabs open. It can also create ghost entrees which get lost.

# 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.

**<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 "PASRR Web-based System Access" (Pic 2)
5. Click the link right below "PASRR Web-based System Access" that says "Click here to log into the secure web-based PASRR system." (Pic 2)
6. Save to your favorites again.

HUMAN SERVICES DHS SERVICES AGENCIES POLICY QUESTIONS search all of DHS

About | Contact Select Language

## Substance Abuse & Mental Health

Mental Health Prevention Substance Use Disorders Data Providers

### Crisis Hotlines





See more hotlines

### What's New

- 2015 DSAMH Annual Report
- DSAMH Strategic Plan
- 2015 DSAMH Suicide Prevention Report—Revised Dec. 2015
- Utah Department of Human Services Announces Anonymous Online Behavioral Health Screening Tool
- The 2015 Student Health and Risk Prevention (SHARP) Reports are posted for review and use
- Utah Justice Reinvestment Report

Pic 1

### How Do I?

- Access substance use treatment
- Access mental health treatment
- Find prevention experts near me
- Find approved Evidence-based Prevention programs
- Apply for Medicaid
- Find PASRR Information
- Find a DUI/Prime for Life Class
- Get an Alcohol Server Card
- Enter names into the EASY database
- Find out about civil commitment
- Find Behavioral Health Provider Information



### Education & Certification

We offer training and oversee certification classes in a wide variety of behavioral health topics:

- Certifications
- Conferences
- Other Training

Click here for DSAMH event calendar



Pic 2

Home > Provider Information > Pre-Admission Screening Resident Review (PASRR)

## Pre-Admission Screening/Resident Review (PASRR)

PASRR stands for Pre-Admission Screening/Resident Review and is part of the Federal Omnibus Budget Reconciliation Act. The rules regarding the PASRR process are found in the Code of Federal Regulations Part 483, Subpart C, Volume 57, No. 230. This federal law was enacted for three purposes:

- To ensure that people with mental illnesses in Medicaid-funded nursing homes are being adequately diagnosed and treated
- To ensure that those with mental illness or a developmental disability only (and no substantial physical problems), are not being warehoused in nursing homes
- To ensure that the federal government is not paying for long term care of the mentally ill or developmentally disabled in nursing homes that do not meet nursing facility criteria

- The PASRR process consists of two levels of assessment or evaluation: Level I and Level II. The Level I contains demographic information, medical, psychiatric and developmental diagnoses. It also serves to document when and if a Level II is needed and is requested.
- The PASRR Level II evaluation is an in-depth review of medical, social, and psychiatric history, as well as ADL functioning. It also documents nursing care services that are required to meet the person's medical needs. This comprehensive evaluation is funded by federal money, which is managed separately by State mental health and Developmental disability authorities. There is no charge to the patient.
- There are advantages to the patient because of the PASRR process. First, he/she receives an in-depth evaluation of his/her psychiatric status, which is reviewed by a psychiatrist. This service is provided at no cost to the patient. Second, recommendations made in the Level II are closely monitored by the State Bureau of Medicare/Medicaid Program Certification and Resident Assessment, which provide oversight and approves payment to the nursing facility from Medicaid. This helps to ensure better care and monitoring by staff in the nursing facility.
- The need to complete the PASRR process is fairly specific and all nursing facilities that accept Medicaid as a primary payment must complete a Level I on every resident, regardless of how the individual resident will be paying for his/her nursing facility stay.

### Forms

- Click here to request a Level One form.
- Click here to download the 2014 Revised PASRR Level Two form.

### Local Contact Directories

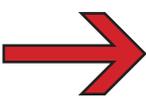
- Click here to access the Local PASRR and ID-RC Agencies by county.
- Click here find the Local Mental Health Authority Agencies by county.

### PASRR Web-based System Access

- Click here to log into the secure, web-based PASRR system.

### Training Resources

- Click here to view the PASRR Training Video: Transition to the New Process
- Click here to access the 2014 PASRR Training Manual.
- Click here to view the PASRR System User Manual for nursing facilities.



# Website Log-in

## 3.1 PASRR Log-in

Each authorized evaluator will need their own login. To do so they will need to follow the Utah Master Directory (UMD) instructions which are on the following pages. Once you have created your account and it has been synced with our PASRR System, you will have access to the system to upload your evaluations.

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

GO TO WEBSITE: <https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do>

1. Click Create Account.

**Note:** You may need to log out first which means also closing your browser and starting with a fresh browser.



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

2. Choose a Utah-ID  
This will be your log-in ID. Choose something easy for you to remember.
3. Enter your name.  
Your name must match what is listed on the Facility Update Form.

The image shows a screenshot of the 'Utah-ID Creation' registration form. On the left, there is a sidebar with the title 'Steps needed to Access pasrr.dhs.utah.gov' and a list of steps: (1) Create Account, (2) Provide Information Needed, (3) Activate Account, and a link for 'Return to Login'. The main form area contains the following fields: 'Choose a Utah-ID' (with a yellow arrow labeled '2' pointing to it), 'Your Name' (with sub-fields for 'First' and 'Last', and a yellow arrow labeled '3' pointing to the 'Last' field), 'Email Address' (with a yellow arrow labeled '4' pointing to it), 'Repeat Email Address', 'Alternate Email Address' (Optional), 'New Password' (with a 'Password Strength' indicator), 'Verify Password', and 'Mobile' (Optional, with a 'Providers' dropdown menu). A blue 'Create Account' button is at the bottom of the form. The background of the screenshot is a scenic view of a desert landscape with a large rock formation and a body of water.

4. E-mail Address.\*  
This is the e-mail address we will respond to when you click the help button.

**\*NOTE:** Do not use a Yahoo e-mail address!!! We have found it is not as secure as gmail or your facility's/agency's e-mail. **ALSO if it says that you have entered an e-mail address that is already associated with an account then stop right here and call the PASRR office at 801-538-3918.**

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

5. Repeat E-mail Address.

Retype the E-mail Address you just entered.

6. Alternate E-mail.

This is OPTIONAL, you do not have to put anything in here if you do not want. However this is helpful for a password recovery.

The image shows a screenshot of the 'Utah-ID Creation' registration form. On the left, a sidebar titled 'Steps needed to Access pasrr.dhs.utah.gov' lists: (1) Create Account, (2) Provide Information Needed, (3) Activate Account, and a link for 'Return to Login'. The main form fields are: 'Choose a Utah-ID' (dropdown), 'Your Name' (First and Last), 'Email Address', 'Repeat Email Address' (with a yellow arrow and the number 5 pointing to it), 'Alternate Email Address' (Optional, with a yellow arrow and the number 6 pointing to it), 'New Password' (with a yellow arrow and the number 7 pointing to it), 'Verify Password', and 'Mobile' (Optional and Providers dropdown). A 'Create Account' button is at the bottom. The background is a scenic view of a desert landscape with a large rock formation.

7. New Password

This will be your password for PASRR. Make it secure and easy to remember.

Your password needs to be at least 8 characters and must have at least one lower case, one upper case and one number in it.

8. Verify Password

Retype the password you just created.

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

9. Mobile.

This is OPTIONAL, you do not have to put anything in here if you do not want. However this is helpful for a password recovery.

10. Once all information has been entered, click Create Account... **and wait.**

The screenshot shows the 'Utah-ID Creation' registration form. On the left, a sidebar lists 'Steps needed to Access pasrr.dhs.utah.gov' with three steps: (1) Create Account, (2) Provide Information Needed, and (3) Activate Account. A 'Return to Login' link is also present. The main form fields include: 'Choose a Utah-ID' (dropdown), 'Your Name' (First and Last), 'Email Address', 'Repeat Email Address', 'Alternate Email Address' (Optional), 'New Password' (with Password Strength indicator), 'Verify Password', and 'Mobile' (Optional, with Providers dropdown). A blue 'Create Account' button is at the bottom. Two yellow arrows with numbers point to the 'Providers' dropdown (labeled '9') and the 'Create Account' button (labeled '10').

Creating Account  
Please wait...

5

**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.)
12. Click Submit
13. Open a new window and check your e-mail for your verification code.

The image shows a screenshot of a web form titled "Information Needed" overlaid on a scenic background of a rock archway. The form contains the following elements:

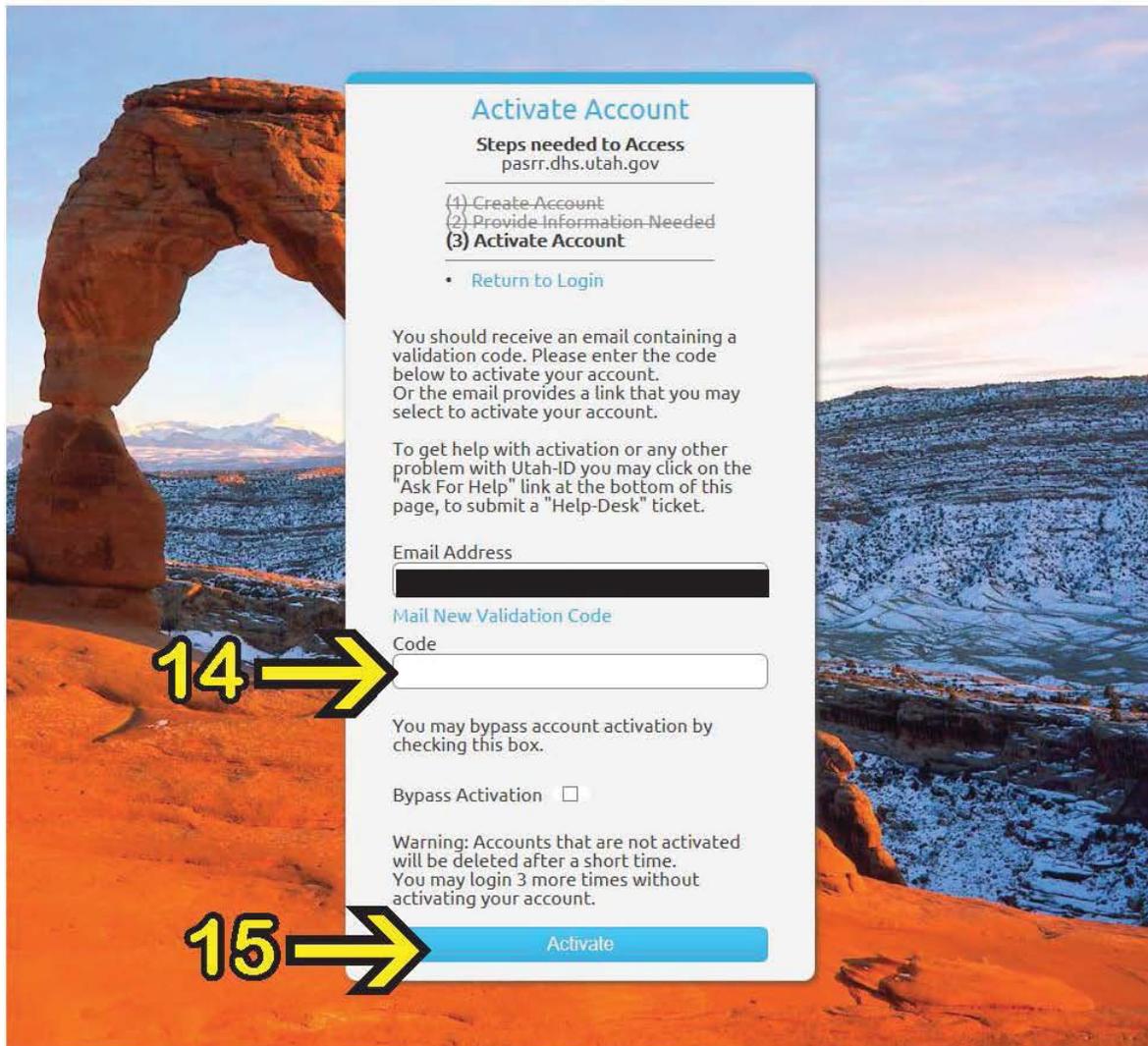
- Steps needed to Access pasrr.dhs.utah.gov**
  - (1) Create Account
  - (2) Provide Information Needed**
  - (3) Activate Account
- [Return to Login](#)
- Review/update your security questions**
- Recovery Question 1**
  - Select a Question (dropdown menu)
  - Your Answer (text input)
- Recovery Question 2**
  - Select a Question (dropdown menu)
  - Your Answer (text input)
- Recovery Question 3**
  - Select a Question (dropdown menu)
  - Your Answer (text input)
- Submit** (blue button)

Yellow arrows and numbers are used as annotations: two arrows labeled "11" point to the "Select a Question" dropdown menus for the first two recovery questions, and one arrow labeled "12" points to the "Submit" button.

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

14. Enter your verification code. **Do not click Bypass Activation!**
15. Click Activate

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



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

17. Call the State PASRR Office at 801-538-3918 and let them know you are ready to activate your PASRR account.
18. Once the State PASRR Office has activated your account, you will need to wait 5-10 minutes before you can log-in.



Congratulations and welcome to PASRR. Please visit our web page and review the training materials that apply to you.

<http://dsamh.utah.gov/provider-information/pre-admission-screeningresident-review-pasrr/>

# What can I view?

As a part of our security we limit what can be viewed without authorized access. Under the Client Search Screen you will be able to search for your Applicant/Resident. As an evaluator without access you will only be able to view and update an Applicant/Resident's basic information through the Client Entry Screen.

## 4.1 Client Search

You have three options to choose when searching for your Applicant/Resident, Level I number, Last Name, or First Name. It is important to exhaust all options to keep from creating a duplicate account. It is equally important to check the system before completing an evaluation to make sure someone else has not completed it before you were able.

If you want a list of all Applicant/Residents you have evaluated then enter a % in the "Last Name" box and click the "Your Evaluations Only" button. You can also use the "Your Evaluations Only" button if you know you already have access to your Applicant/Resident.

Home Client Search Forms Help Logout Version 4.2.9.23

### 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	03/24/2011		999998 999999
<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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## Client Entry Screen

Click their name to see their information. If you see a Applicant/Resident's name is incorrectly spelled, a date of birth or last 4 of their social security number is incorrect, please review it carefully and make sure it is the same person before making changes.

You can also see all the episodes of care (Level I numbers) your Applicant/Resident has on this screen.

The screenshot shows the PASRR Client Entry Screen. At the top, it says "PASRR" and "UTAH DEPARTMENT of HUMAN SERVICES". Below that is a navigation bar with "Home Client Search Forms Help Logout Version 4.2.9.23". The main heading is "Client Entry Screen".

The form contains the following fields:

- \*First Name: Test
- Middle Name: (empty)
- \*Last Name: Test
- \*Medicaid Number: (empty)
- \*SSN: 7012
- \*Date of Birth: 06/26/1959 (MM/DD/YYYY)
- \*Gender: M
- \*Race: Select (dropdown)
- \*Ethnicity: Select (dropdown)
- Legal Guardian:  Yes
- First Name: Joe
- Last Name: Test
- Address: 159 N Davis Blvd
- City: Roy
- State: UT Zip: 84010
- Phone: 801 833 1111

Buttons: Update, Add New Evaluation

**PASRR History**

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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## No Authorized Access

As an evaluator without access you will only be able to view and/or update a Applicant/Resident's basic information. If you click on the PASRR number and you do not have access you will get the following screen. To gain access, click the help button and request access.

The screenshot shows the PASRR "No Authorized Access" error screen. At the top, it says "PASRR" and "UTAH DEPARTMENT of HUMAN SERVICES". Below that is a navigation bar with "Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.20".

The main message is: **SORRY, you are not authorized to view this Client's information.**

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## 4.2 Forms

- Level II Forms
  - This is the form you will use to complete your evaluation.
- Hearing/Action Form
  - This form is for anyone who disagrees with a Denial Letter 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 the number of forms you might need. Please only do 5 at a time as we have found that on occasion it will duplicate numbers if you do more.



PASRR

UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Forms Help Logout Version 4.2.9.20

[LEVEL II Form](#)  
[Hearing/Action Form](#)  
[Hearing/Action Form \(Spanish\)](#)  
[Level One Form Generator](#)

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## 4.3 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.



PASRR

UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Forms Help Logout Version 4.2.9.23

**Help Request Screen**

[PASRR WEB USER MANUAL](#)  
[PASRR TRAINING MANUAL](#)

Level I Number

Client Name  First Name, First Initial of Last Name

Reason For The Request

Evaluator

Facility

Hospital

Comments   
Christine  
801-538-3918

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## 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 name from the evaluator 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.

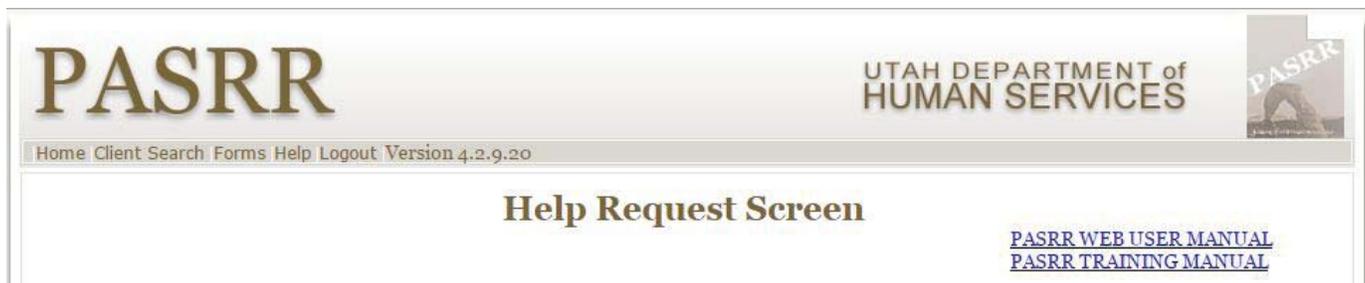
## PASRR SYSTEM MANUAL

This manual is to help you through the process of using the PASRR web-based system. Please refer to your 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.

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.

## UNDERSTANDING THE PASRR PROGRAM MANUAL

This manual is a full manual. It gives details to all of the PASRR program. 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.



## 4.4 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).

# What Can I Access?

## 5.1 Gaining Access

**Applicant/Resident has been referred to you for a Level II evaluation.**

When an Applicant/Resident has been referred to you for Level II evaluation, 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), Evaluator (your name) and comment: Applicant/Resident has been referred to me for a Level II evaluation. Please grant access.

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

HELP COMMENTS FROM: advancedbehavioralcare@comcast.net for Level I Number: 602411   

 **advancedbehavioralcare@comcast.net** 10:06 AM (3 hours ago) ☆  

to me 

Advanced Behavioral Care, Inc. Mental Health Agency is sending this email for client: Harold Wardle

For the following reason: Request Access

For Evaluator: Elizabeth Earle-Boyer

For Hospital: Provo Behavioral Hospital

The following notes were added to the request:  
Harold has also been referred for an IDRC level 2 per Pat Parkinson's recommendation. I'd like to review his records to determine if he can be screened out.  
Thanks - Betsy Earle-Boyer

 **PASRRADMIN DHS DHS** <pasrradmin@utah.gov> (sent by caraymond@utah.g 10:14 AM (3 hours ago) ☆  

to advancedbehavi. 

**granted** 

...

## 5.2 Applicant/Resident's Information

This screen is view only. Please refer back to Chapter 4.1.

## 5.3 PASRR Evaluation and Recommendations

As long as the Applicant/Resident has been referred to you for an evaluation you may have access to their Letters of Determination (LOD) and corresponding information.

Once you have access you will then be able to click the Level I number (or others if requested) to review for your evaluation.



The screenshot shows the PASRR Client Search 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: Home, Client Search, Forms, Help, Logout, and Version 4.2.9.20. The main heading is "Client Search Screen". There are three input fields: "Level I Number" with the value "999998", "Last Name", and "First Name". Below these fields are two buttons: "Search" and "Your Facility Only". A table displays search results with columns: Client Name, Birth Date, Last 4 SSN, Evaluation Date, Status, and PASRR. The first row shows "Test T.", "06/26/1959", "7012", "12/29/2009", "999998", and "999999". Below the table are two instructions: "\* To add a new PASRR Evaluation for an existing client, search and select client by last name" and "\*\* To modify an existing PASRR Evaluation select the correct PASRR Level I Number". At the bottom left is the copyright notice: "© 2006 State of Utah Department of Human Services. All Rights Reserved."

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

When you click that number you 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.



The screenshot shows the PASRR Evaluation and Recommendations 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: Home, Client Search, Client Evaluation, Determination, Forms, Help, Logout, and Version 4.2.9.20. The main heading is "PASRR Evaluation and Recommendations". On the right side, there is a summary of client information: "Test Test", "Level I: 999998", "Status: In Determination", "Test", "Assessment Date: 03/22/2011", and "Admission Date: 03/14/2011". Two red arrows point down from the top of the screen towards the "Client Evaluation" tab in the navigation bar.

## 5.4 Determination

From this tab you can review

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

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>		<a href="#">View</a>	
<a href="#">Initial</a>	03/24/2011	<a href="#">Reassessment End of Convalescent Stay</a>	<a href="#">Binder1.pdf</a>		<a href="#">View</a>	

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Note that an Applicant/Resident may have several LODs. They will be in order from oldest to newest. 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 which the State PASRR office uses to make the determination. You can only view this screen.

Home Client Search Client Evaluation Determination **Forms** Help Logout Version 4.2.9.20

### State Determinations

Determination  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

Categorical  Convalescent Stay

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

Date  To

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

This date is the date an 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.

## Level II/Collateral



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

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"/>	

## 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

## 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>		<a href="#">View</a>	
<a href="#">Initial</a>	03/24/2011	<a href="#">Reassessment End of Convalescent Stay</a>	<a href="#">Binder1.pdf</a>		<a href="#">View</a>	



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# 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](#)

- 291.0 Alcohol Withdrawal Delirium
- 
- 
- 
- 
-

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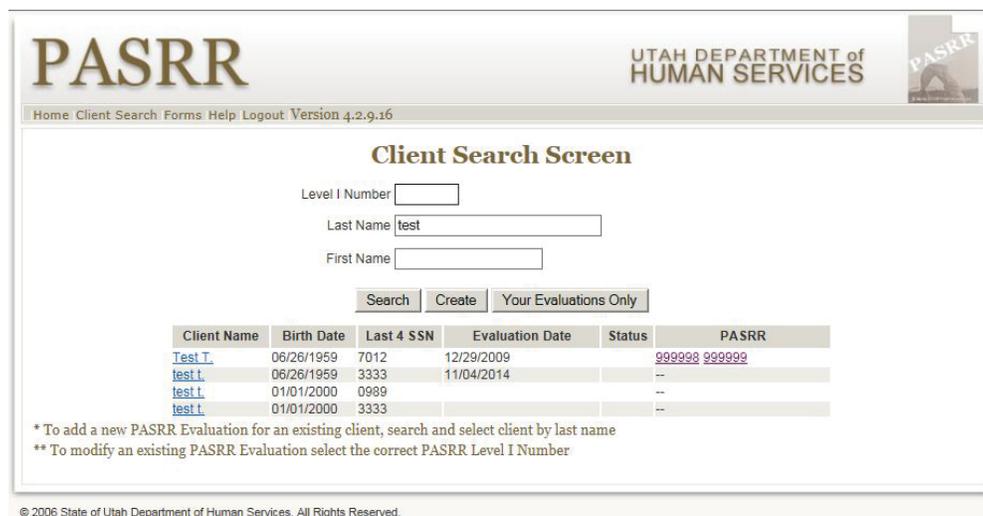
**For your notes**

# How to...

## 6.1 Enter New Applicant/Resident Information

You will need to check both the Level I number and the Applicant/Resident's name to make sure neither have already been entered into the system.

1. Click the Client Search tab to open the Client Search Screen.



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Home Client Search Forms Help Logout Version 4.2.9.16

### Client Search Screen

Level I Number

Last Name

First Name

Client Name	Birth Date	Last 4 SSN	Evaluation Date	Status	PASRR
<a href="#">Test I</a>	06/26/1959	7012	12/29/2009		999999 999999
<a href="#">test I</a>	06/26/1959	3333	11/04/2014		--
<a href="#">test I</a>	01/01/2000	0989			--
<a href="#">test I</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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2. After searching all options and not finding your Applicant/Resident, click "Create"
  - This will take you to the Client Entry Screen.



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Home Client Search Forms Help Logout Version 4.2.9.16

### Client Entry Screen

Legal Guardian  Yes

\*First Name

Middle Name

\*Last Name

\*Medicaid Number

\*SSN

\*Date of Birth  MM/DD/YYYY

\*Gender

\*Race

\*Ethnicity

First Name

Last Name

Address

City

State  Zip

Phone

\* Indicates required field

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3. From this screen you will enter all required information.
  - If the Medicaid number is not available enter 9999.
  - Leave the Legal Gardian section blank unless the Applicant/Resident truly has a Legal Gardian and they have requested a copy of the evaluation.
4. When completed click “Save.”

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Home Client Search Forms Help Logout Version 4.2.9.23

### Client Entry Screen

Legal Guardian  Yes

\*First Name       First Name   
 Middle Name       Last Name   
 \*Last Name       Address   
 \*Medicaid Number       Address   
 \*SSN       City   
 \*Date of Birth  MM/DD/YYYY      State  Zip   
 \*Gender       Phone    
 \*Race       \*Ethnicity

### PASRR History

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

\* Indicates required field

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## 6.2 Correcting Applicant/Resident Information

Every once in a while you will come across mis-entered information and/or a duplicate Applicant/Resident. Please review all Applicant/Resident information before correcting it in the system. If you find a duplicate entry for an Applicant/Resident or are having difficulties verifying Applicant/Resident information then please call the State PASRR Office.

Fixing mis-entered Applicant/Resident information:

1. From the Client Search Screen identify your Applicant/Resident.
2. Click your Applicant/Resident’s name to pull up the Client Entry Screen.
3. Enter your corrections.
4. Click Update.

# 6.3 Enter a New Evaluation

## When should I add a new evaluation?

A new evaluation with a new Level I number is needed when there is a new episode of care. These are the most usual new episodes of care:

- This is a new Applicant/Resident and no Level II evaluations have ever been completed before.
- A Break in Stay has created a need for a new Level I number.
- End of Provisional Stay, End of 30 M.D. Certified Stay, End of Respite.

Please see the Understanding the PASRR Program Manual for full details about what may constitute a new episode of care.

**PASRR** UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Forms Help Logout Version 4.2.9.23

---

**PASRR Evaluation and Recommendations** Test Test  
Level I:  
Status:

LEVEL I Document Number <input type="text"/>	<input type="checkbox"/> Possible MR/DD
Reference LEVEL I Number <input type="text"/>	<input type="text"/> <input type="text"/> Medical Date
Referral Date <input type="text"/>	<input type="text"/> <input type="text"/> Assessment 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 checked="" type="checkbox"/> Assessment Update
<input type="checkbox"/> End of Provisional Stay	<input type="checkbox"/> Significant Change in Condition
Reassessment Type <input checked="" type="checkbox"/> End of Stay	
Recommendation <input type="checkbox"/> Denial	
<input type="checkbox"/> NSMI	<input type="checkbox"/> NSMI Significant Change
<input type="checkbox"/> Long Term Care	<input type="checkbox"/> Severity of Illness
<input type="checkbox"/> Convalescent Stay	<input type="checkbox"/> Terminal Illness
<input type="checkbox"/> Evaluation Not Completed - Left Early	
<input type="checkbox"/> Evaluation Not Completed - Deceased	

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

Facility:    Admitted Date

Hospital

# How to add a new evaluation

## ***PASRR Evaluation and Recommendations***

1. From the Client Entry Screen you will click “Add New Evaluation.” This will take you to the PASRR Evaluation and Recommendation screen.
2. Enter the Level I number.
3. Enter all corresponding dates (make sure to use the full date-two digit month, two digit day, four digit year).
4. Choose an assessment type.
5. Choose your recommendation.
6. Check the box above the facility **ONLY** if the Applicant/Resident is currently admitted into a nursing facility.
  - If Applicant/Resident is in the nursing facility add the admitted date.
7. If the applicant is not in a nursing facility you will choose either hospital or community (if not in a hospital).
8. Click “Save and Add Collateral”.

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Home Client Search Forms Help Logout Version 4.2.9.23

### PASRR Evaluation and Recommendations

Test Test  
Level I:  
Status:

LEVEL I Document Number

Reference LEVEL I Number

Referral Date

Medical Date

Assessment Date

Possible MR/DD

Assessment Type  Initial  Pre-Admission

Initial Significant Change  End Of Respite

Over 30 Day MD Stay  Assessment Update

End of Provisional Stay

Reassessment Type  End of Stay  Significant Change in Condition

Recommendation  Denial  NSMI  NSMI Significant Change

Long Term Care  Severity of Illness

Convalescent Stay  Terminal Illness

Evaluation Not Completed - Left Early

Evaluation Not Completed - Deceased

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

Facility:  Admitted Date

Hospital

## Adding Collateral

Clicking “Save and Add Collateral” will take you to the Client Level II/Collateral page shown below.

1. Click the check box if your evaluation was a Rural Evaluation.

# PASRR

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Home Client Search Client Evaluation Determination Forms Reports Maintenance Invoice and Payment Screen Help Logout Version 4.2.9.42

Evaluation phase one is complete. Collateral and DSM code(s) must now be entered.

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

## Client Level II / Collateral

Check here to indicate Rural Evaluation

Documented Collateral

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

DSM-IV Codes

Select One

Select One

Select One

Select One

Select One

Select One

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2. Click “Choose File” to search your files and add the PDF file you have for this Applicant/Resident and upload all collateral for your evaluation.
  - Must be in this order: Level II, Level I, other collateral.

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Home Client Search Client Evaluation Determination Forms Reports Maintenance Invoice and Payment Screen Help Logout Version 4.2.9.42

Evaluation phase one is complete. Collateral and DSM code(s) must now be entered.

**Client Level II / Collateral**

Check here to indicate Rural Evaluation

Documented Collateral

Please select the Client's Level II / collateral file  D Jackson 611475.pdf

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

3. Choose from the drop downs for the ICD 10 codes pertaining to this Applicant/Resident. In the example below we added a Dementia code.
4. Click Save. You will see that the Green notice says your collateral was added successfully.

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Home Client Search Client Evaluation Determination Forms Reports Maintenance Invoice and Payment Screen Help Logout Version 4.2.9.42

Evaluation phase one is complete. Collateral and DSM code(s) must now be entered.

**Client Level II / Collateral**

Check here to indicate Rural Evaluation

Documented Collateral

Please select the Client's Level II / collateral file  D Jackson 611475.pdf

DSM-IV Codes

F06.8 Other specified mental disorders due to known physiological condition

F03.91 Unspecified dementia with behavioral disturbance

Select One

Select One

Select One

Select One

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

- If dementia is listed in the codes you will be directed to determine if it is the primary diagnosis or not. Choose accordingly.

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Home Client Search Client Evaluation Determination Forms Reports Maintenance Invoice and Payment Screen Help Logout Version 4.2.9.42

Collateral successfully added, processing complete for this Client. **← 4**  
 One of the DSMs selected is DEMENTIA based, please press the button below if this evaluation is considered a PRIMARY Dx of DEMENTIA

**Client Level II / Collateral**

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

Check here to indicate Rural Evaluation

Documented Collateral

[D Jackson 611475.pdf](#)

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

DSM-IV Codes

F03.91 Unspecified dementia with behavioral disturbance ▼

F06.8 Other specified mental disorders due to known physiological condition ▼

Select One ▼

Select One ▼

Select One

Select One

← 5

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- The following example shows the notice you will get when you chose “No, this is NOT a Primary Dx of Dementia. If this is correct, click the Save button at the bottom of the page. If it is incorrect, click Cancel and start again.

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Home Client Search Client Evaluation Determination Forms Reports Maintenance Invoice and Payment Screen Help Logout Version 4.2.9.42

The evaluation was NOT Posted with a PRIMARY DIAGNOSIS OF DEMENTIA, thank you. **← 5**

**Client Level II / Collateral**

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

- The following picture shows the notice once you chose “Yes, this has a Primary Dx of Dementia.” Note the green notification verifying so. If this is correct, click the Save button. If it is incorrect, click Cancel and start again.

- This last example (below) you will see that this evaluation was entered with no Dementia codes.

6. Click “Save.”

- Notice the green notification verifies that the collateral was successfully added and processing complete for this Applicant/Resident.

7. Congratulations, you just entered a new evaluation, but you're not finished!
8. Check your work!
  - In the State Determinations Selection you will now see that the evaluation status is now "In Evaluation."
  - Going back to the PASRR Evaluation and Recommendations screen you will be able to see the status is now "In Evaluation" and the screen now has an "Update" button at the bottom.
  - You will be able to update this evaluation (if you find any errors) until the status has changed to "In Determination."
  - Do NOT use the back button at any time. It is not your friend.
9. SUCCESS!

# PASRR

UTAH DEPARTMENT of  
HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.23

## State Determinations Selection

Test Test  
Level I: 112233  
Status: In Evaluation  
Pending  
Assessment Date: 03/18/2016  
Admission Date:

Determination Type	Evaluation Received Date	Letter of Determination	Level II/Collateral	Rural Flag	Edit Collateral	NSC
<a href="#">Pre Admission</a>	03/18/2016	<a href="#">Diagnosis of Dementia</a>	<a href="#">Local PASRR Directory.pdf</a>		<input type="button" value="View"/>	

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## 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

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

Facility:   Admitted Date

Hospital

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

# 6.4 Entering a End of Stay Reassessment

## When should I enter an End of Stay Reassessment?

An End of Stay Reassessment evaluation on a previous Level I number is needed when the Applicant/Resident requires a longer stay than previously approved. This only occurs for Short Term Stays or Convalescent Stays.

Instead of entering a new evaluation you will locate the Applicant/Resident in the PASRR System.

Once you locate the Applicant/Resident you will click on their most recent Level I number. In the above example that number would be 999998. This is going to take you to the PASRR Evaluation and Recommendations Page.

On this page (see following page for examples) you will:

1. Enter current dates for your evaluation.
2. Update the Assessment Type.
3. Update the Recommendation.
4. Update the Facility and the Admitte Date.
5. Update the Hospital.
6. Add your name for the Evaluator.
7. Click the End of Stay Button.

The End of Stay button will automatically check the Reassessment Type on the PASRR Evaluation and Recommendations page. It will also direct you to the Client Level II/Collateral page to complete your evaluation.

**Please see 6.3, Adding Collateral on page 33 for the next steps to complete this evaluation.**



## PASRR Evaluation and Recommendations

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

LEVEL I Document Number

Reference LEVEL I Number

Referral Date

Possible MR/DD

Medical Date

Assessment Date



Assessment Type  Initial

Initial Significant Change

Over 30 Day MD Stay

End of Provisional Stay

Pre-Admission

End Of Respite

Assessment Update

Reassessment Type  End of Stay

Significant Change in Condition



Recommendation  Denial

NSMI

Long Term Care

Convalescent Stay

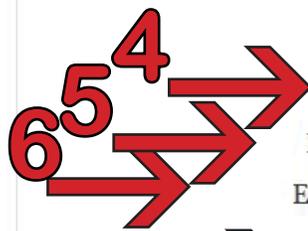
Evaluation Not Completed - Left Early

Evaluation Not Completed - Deceased

NSMI Significant Change

Severity of Illness

Terminal Illness



Facility

Admitted Date

Hospital

Evaluator



# 6.5 Enter an Assessment Update

This type of evaluation is used when an Applicant/Resident has had an evaluation within the last 30 days and there is a Break in Stay (see page 27 of the Understanding the PASRR Program Manual for details). Assessment Updates need to be coordinated with the nursing facility and the evaluator and prior approval is needed by the State PASRR office.

First click the help button and request approval to complete an Assessment Update. In the comment section you need to note the reason for the request along with all known changes for the Applicant/Resident.

Once you have received approval and are ready to enter your evaluation you will locate your Applicant/Resident in the PASRR System. Click on the corresponding Level I number to get to the Evaluations and Recommendations page.

Second update all needed information such as the Dates, Recommendation and Facility. When you have updated all the information on this page you will then click the “AU” button next to Assessment Update in the Assessment Type section.

### PASRR Evaluation and Recommendations

Status: In Determination  
Hobblecreek Care Center  
Assessment Date: 03/22/2011  
Admission Date: 03/14/2011

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 **AU** 

Significant Change in Condition

NSMI Significant Change

Severity of Illness

Terminal Illness

Facility   Admitted Date

Hospital

Evaluator

After you click the “AU” Assessment Update button you will see a pop up screen warning that this action “Requires previous approval from the Mental Health Authority, do you have approval?”

IF you have already received approval (through the help button), you can click the OK button and continue to enter your collateral and ICD 10 Codes.

**Please see 6.3, Adding Collateral on page 33 for the next steps to complete this evaluation.**

**PASRR** UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.38

### PASRR Evaluation and Recommendations

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

LEVEL I Document Number   Possible MR/DD

Reference LEVEL I Number

Referral Date   Medical Date

Assessment Date

Assessment Type  Initial  Pre-Admission

Initial Significant Change

Reassessment  in Condition

Recommendation  NSMI  NSMI Significant Change

Long Term Care  Severity of Illness

Convalescent Stay  Terminal Illness

Evaluation Not Completed - Left Early  Evaluation Not Completed - Deceased

Facility:     Admitted Date

Hospital

Evaluator: Test, Test

## 6.6 Enter a Significant Change

Please see Chapter 5.6, Significant Change, page 27 of the Understanding the PASRR Program for detailed information on what would constitute a Significant Change.

Like an Assessment Update, you will need to click the help button and request approval for a significant change. In the comments section you will want to include the reasons for the request; including all changes in diagnoses.

Once you have received approval and are ready to enter your evaluation you will locate your Applicant/Resident in the PASRR System. Click on the corresponding Level I number to get to the Evaluations and Recommendations page.

On the PASRR Evaluation and Recommendations page you will need to update all information and then click the Significant Change in Condition button at the bottom of the page.

**Please see 6.3, Adding Collateral on page 33 for the next steps to complete this evaluation.**

**PASRR** UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.38

### PASRR Evaluation and Recommendations

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

LEVEL I Document Number   Possible MR/DD

Reference LEVEL I Number   Medical Date

Referral Date   Assessment Date

Assessment Type  Initial  Pre-Admission

Initial Significant Change  End Of Respite

Over 30 Day MD Stay  Assessment Update

End of Provisional Stay  Significant Change in Condition

Reassessment Type  End of Stay

Recommendation  Denial  NSMI Significant Change

NSMI  Severity of Illness

Long Term Care  Terminal Illness

Convalescent Stay

Evaluation Not Completed - Left Early

Evaluation Not Completed - Deceased

Facility   Admitted Date

Hospital



## 6.7 Enter a Denial

Please see Chapter 7.1, Denial, page 37 of the Understanding the PASRR Program for details of Denials.

You should submit your recommendation for a Denial through the Help Button to notify the State PASRR Office if you need staffing or not. Once you have submitted your Denial Recommendation through the Help Button you are ready to enter it into the system.

Locate the Applicant/Resident in the system and click the Level I number to get to the PASRR Evaluation and Recommendations. Update all information and click the appropriate button at the end of the page to continue to enter your collateral and ICD 10 Codes.

**Please see 6.3, Adding Collateral on page 33 for the next steps to complete this evaluation.**

# PASRR

UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.44

Evaluation successfully updated.

## PASRR Evaluation and Recommendations

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

LEVEL I Document Number

Reference LEVEL I Number

Referral Date

Assessment Type  Initial

Reassessment Type  End of Stay

Recommendation  Denial

Facility

Hospital

Possible MR/DD

Medical Date

Assessment Date

Pre-Admission

Initial Significant Change

Over 30 Day MD Stay

End of Provisional Stay

End Of Respite

Assessment Update

Significant Change in Condition

NSMI

NSMI Significant Change

Long Term Care

Severity of Illness

Convalescent Stay

Terminal Illness

Evaluation Not Completed - Left Early

Evaluation Not Completed - Deceased

# 6.8 Revising Collateral Prior to Determination

There are times where collateral needs to be changed after you entered your evaluation and prior to a Letter of Determination being completed. The following are instructions to do so.

1. After locating the Applicant/Resident in the system, click on the Level I number. That will take you to the Evaluation and Recommendation Page. Next click the Determination Tab.

**PASRR** UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Client Evaluation **Determination** Forms Reports Maintenance Invoice and Payment Screen Help Logout Version 4.2.9.42

**PASRR Evaluation and Recommendations**

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

2. Click the View button to access your collateral.

**PASRR** UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.38

**State Determinations Selection**

Test Test  
 Level I: 999998  
 Status: In Evaluation  
 Hobblecreek Care Center  
 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"/>	

3. Put a check in the box next to the collateral that you need to delete.
4. Click the Browse button to find your corrected collateral. Double click on your file or click it and click the open button to added it to the browse section.

**PASRR** UTAH DEPARTMENT of HUMAN SERVICES

Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.38

**Edit Level II / Collateral**

Check here to indicate Rural Evaluation

Document	Collateral
<input checked="" type="checkbox"/>	<a href="#">Binder1.pdf</a>

Please select the Client's Level II / collateral file

5. After you have marked your collateral that needs to be replaced and have the new collateral waiting in the Browse area, click the Save button.

6. You will now notice that your collateral has been replaced and you should have two green notifications at the top that say:

“Collateral successfully added, processing completed for this Client.”

“Selected Collateral was successfully deleted.”

7. Check your work by clicking the Determination Tab.

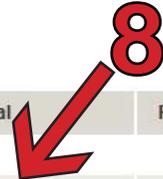
The screenshot shows the PASRR web application interface. At the top left is the PASRR logo. At the top right is the Utah Department of Human Services logo. Below the logos is a navigation menu with links: Home, Client Search, Client Evaluation, Determination, Forms, Help, Logout, Version: 2.9.38. A green notification banner at the top reads: "Collateral successfully added, processing complete for this Client. Selected Collateral was successfully deleted." Below the notification is the title "Client Level II / Collateral". On the right side, there is a summary of client information: "Test Test", "Level I: 999998", "Status: In Evaluation", "Hobblecreek Care Center", "Assessment Date: 03/22/2011", and "Admission Date: 03/14/2011". The main form area contains several sections: a checkbox for "Check here to indicate Rural Evaluation", a "Documented Collateral" section with a checkbox for a PDF link, a "Please select the Client's Level II / collateral file" section with a "Browse..." button, a "DSM-IV Codes" section with a dropdown menu showing "291.1 Alcohol-Induced Persisting Amnestic Disorder" and several "Select One" dropdowns. At the bottom of the form are three buttons: "Save", "Cancel", and "Delete Selected Collateral". Red arrows and numbers are overlaid on the image: arrow 7 points to the PASRR logo, arrow 6 points to the green notification banner, and arrow 5 points to the "Save" button.

8. You will now see the name of your corrected collateral showing under the Level II/Collateral area.

Congratulatoins, you have just corrected your collateral!

11001creek Care Center  
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="#">Visio-flow chart of web application.pdf</a>		<input type="button" value="View"/>	



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