

PASRR

(Pre-Admission Screening Resident Review)

STATE OF UTAH PASRR SYSTEM MANUAL NURSING FACILITY 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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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

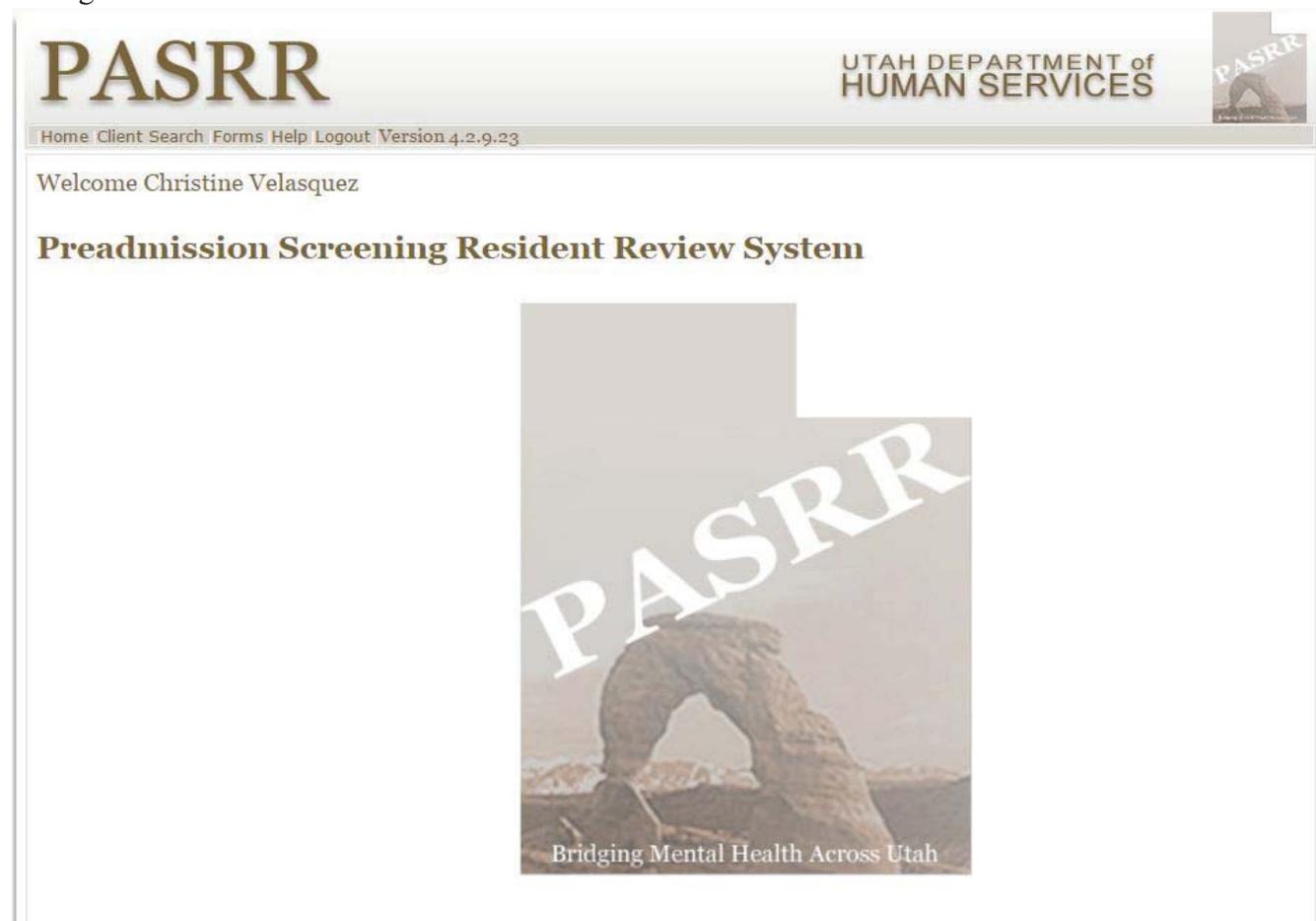
For Your Notes:

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 correlated 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. 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 of the interface. 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, semi-transparent graphic of the state of Utah. Overlaid on this graphic is the text "PASRR" in a large, white, sans-serif font. At the bottom of the graphic, the slogan "Bridging Mental Health Across Utah" is written in a smaller, white, sans-serif 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 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 2 digit month, 2 digit day, and 4 digit year.
- Forgetting Collateral —When entering a new evaluation (including a No Significant Change) 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 2 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 or Google Chrome.

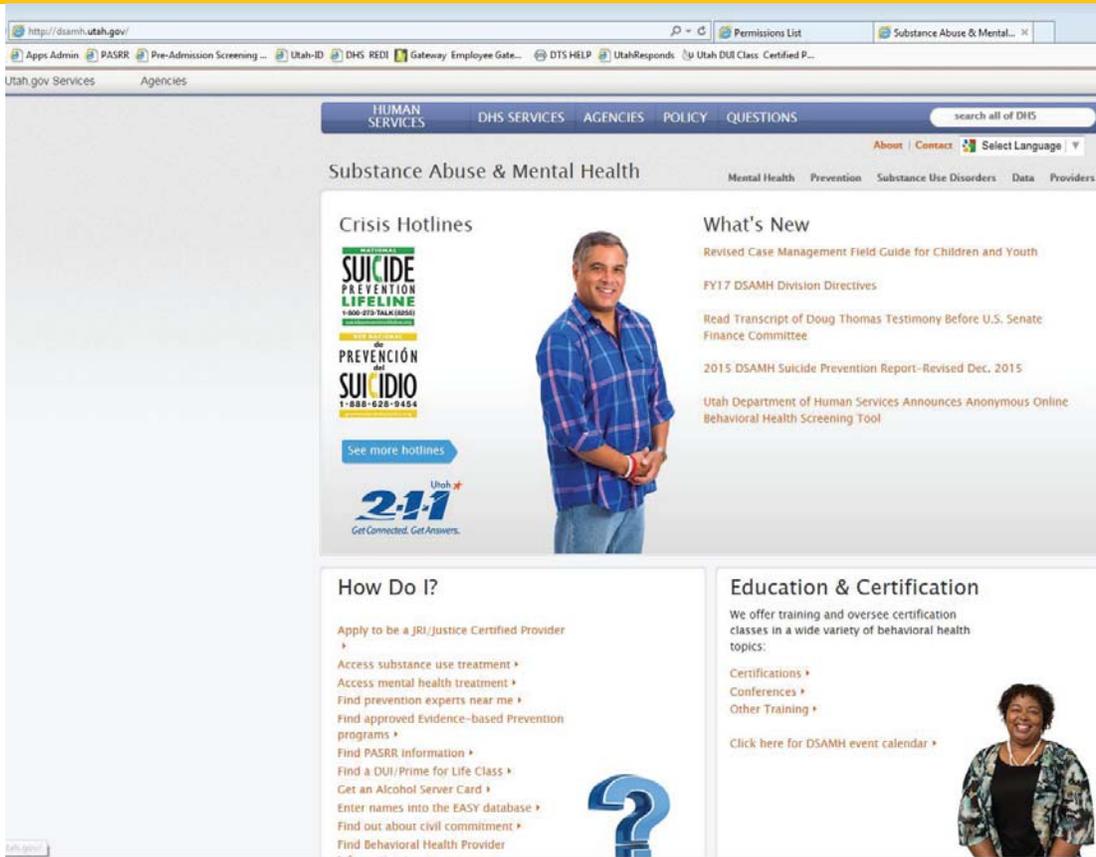
<https://pasrr.dhs.utah.gov/dhspasrr/pasrrHeaderAction.do>

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>

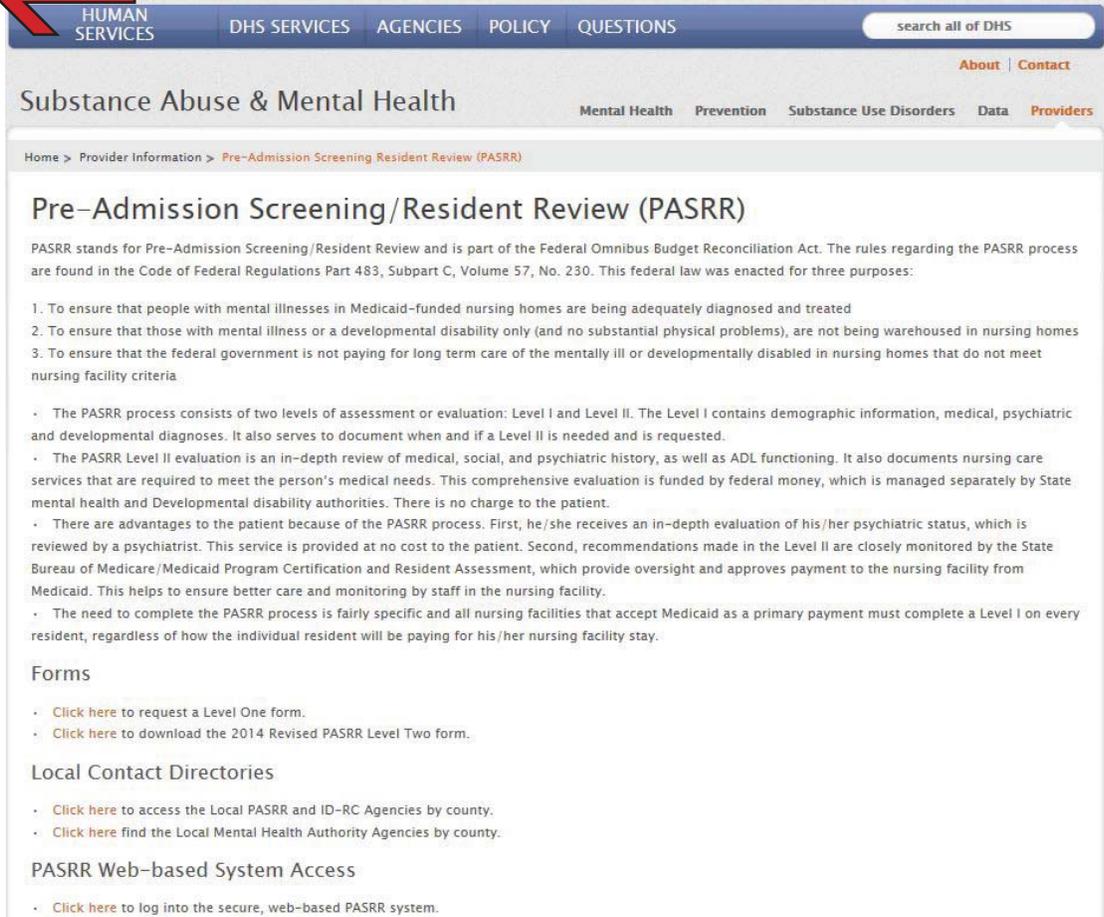
1. Scroll down past “How Do I?”. (Pic 1)
2. Click the link “Find PASRR information.” (Pic 1)
3. This will bring up the next page: (Pic 2)
4. Scroll down to “PASRR Web-based System Access” (Pic 2)
5. Click the link right below “PASRR Web-based System Access” that says “Click here to log into the secure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



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 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 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.

PASRR Nursing Facility Update Form

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. Please circle all that your facility specializes:

- | | | | |
|-----------------|------------------|-------------------------|----------------|
| Skilled Nursing | Behavioral Units | Dementia/Alzheimer Care | |
| Locked Units | Locked Building | Short Term Care | Long Term Care |

Other (please describe special services): _____

5. Administrators/employees authorized to access the PASRR website (not including administrator who signs below)

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.

Administrator's Name: _____ Date: _____

Administrator's Signature: _____ Email: _____

State PASRR Office use only

Date received: _____ Facility number: _____ Updated Info: _____



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)**

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. The form is overlaid on a background image of a desert landscape with a large rock formation. On the left side of the form, there is a sidebar with the following text: 'Steps needed to Access pasrr.dhs.utah.gov', '(1) Create Account', '(2) Provide Information Needed', '(3) Activate Account', and a link 'Return to Login'. The main form fields are: '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.

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, 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, and (3) Activate Account. Below the list is a link for 'Return to Login'. The main form contains the following fields: 'Choose a Utah-ID' (dropdown), 'Your Name' (First and Last name fields), 'Email Address' (text field), 'Repeat Email Address' (text field with a yellow arrow labeled '5' pointing to it), 'Alternate Email Address' (Optional text field with a yellow arrow labeled '6' pointing to it), 'New Password' (text field with a yellow arrow labeled '7' pointing to it), 'Verify Password' (text field with a yellow arrow labeled '8' pointing to it), and 'Mobile' (Optional text field and a dropdown for Providers). 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 snow-capped hills under a blue sky.

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.**

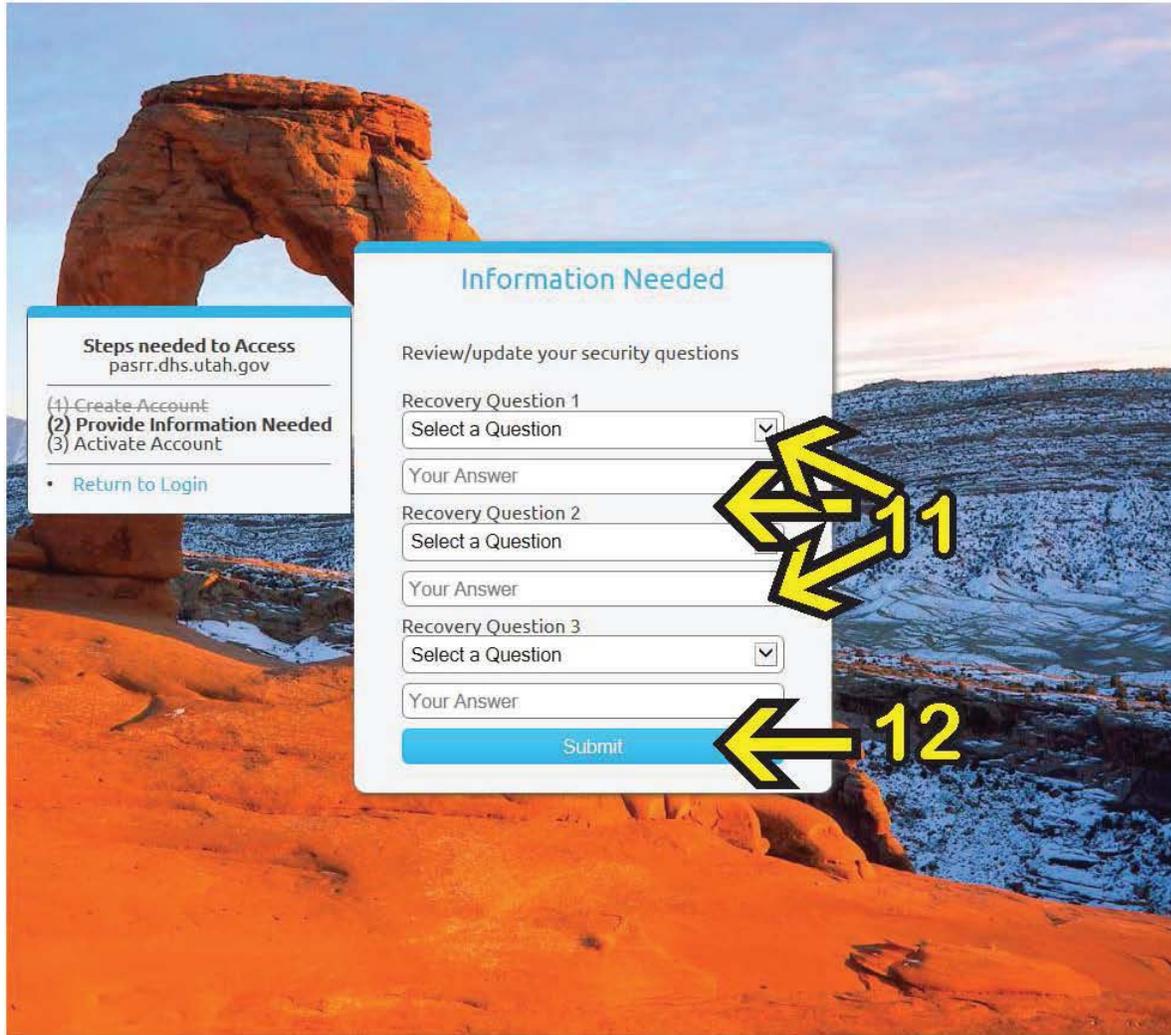
The screenshot shows the 'Utah-ID Creation' registration form. On the left, a sidebar lists the steps: 'Steps needed to Access pasrr.dhs.utah.gov', '(1) Create Account', '(2) Provide Information Needed', '(3) Activate Account', and a link for 'Return to Login'. The main form fields include: 'Choose a Utah-ID', 'Your Name' (split into 'First' and 'Last'), 'Email Address', '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. Two yellow arrows with numbers '9' and '10' point to the 'Providers' dropdown and the 'Create Account' button, respectively.

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.



**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!!!!

The screenshot shows a web form titled "Activate Account" with the URL "pasrr.dhs.utah.gov". It lists three steps: (1) Create Account, (2) Provide Information Needed, and (3) Activate Account. A "Return to Login" link is provided. The form includes an "Email Address" field, a "Mail New Validation Code" link, and a "Code" input field. A "Bypass Activation" checkbox is present and unchecked. A warning message states: "Warning: Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account." At the bottom is a blue "Activate" button. Two yellow arrows with numbers "14" and "15" point to the "Code" field and the "Activate" button, respectively.

For Your Notes:

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 applicant/resident.

4.1 Search screen view

The fastest way to find your applicant/resident is the Level I number as it is unique to only them. Use the search button to see if their assigned Level I number is in our system. As you can see from the picture below, searching by the name will bring up every applicant/resident with that name.

If you want a list of all applicants/residents 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
Test T.	06/26/1959	7012	12/29/2009		999998 999999
test t.	06/26/1959	3333	11/04/2014		--
test t.	01/01/2000	0989			--
test t.	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 applicant/resident'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) an applicant/resident has.

The screenshot shows the PASRR Client Entry 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 content area is titled "Client Entry Screen" and contains two columns of information. The left column lists: *First Name: Test, Middle Name: , Last Name: Test, SSN: 7012, Date of Birth: 06/26/1959, and Gender: M. The right column lists: 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 section titled "PASRR History" with a table. The table has three columns: Level I Number, Evaluation Date, and Determination Date. The first row shows Level I Number 999998, Evaluation Date 03/24/2011, and Determination Date 03/29/2011. The second row shows Level I Number 999999, Evaluation Date 12/29/2009, and Determination Date 01/05/2010. A small red asterisk indicates a required field. At the bottom of the screen is the copyright notice: © 2006 State of Utah Department of Human Services. All Rights Reserved.

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

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 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 content area contains a large red message: "SORRY, you are not authorized to view this Client's information." At the bottom of the screen is the copyright notice: © 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 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 how many 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 than 5 at a time.



The screenshot shows the PASRR website home page. The header includes the PASRR logo and the Utah Department of Human Services logo. Below the header 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 underlined links: LEVEL II Form, Hearing/Action Form, Hearing/Action Form (Spanish), and Level One Form Generator. The footer contains the 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. The header includes the PASRR logo and the Utah Department of Human Services logo. Below the header 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: 999998
- Client Name: Test T (with a note: First Name, First Initial of Last Name)
- Reason For The Request: Request Access (dropdown menu)
- Evaluator: Select One (dropdown menu)
- Facility: Test (dropdown menu)
- Hospital: Select One (dropdown menu)
- Comments: Client has transferred to our facility. Please grant access. (text area with contact info: Christine, 801-538-3918)

There is a "Submit Help Request" button at the bottom of the form. The footer contains the 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.

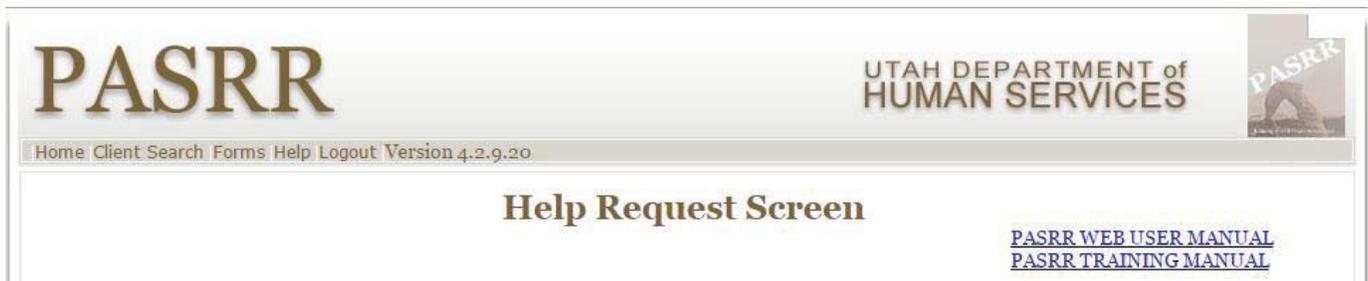
PASRR WEB USER MANUAL

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 the PASRR web application. At the top left is the 'PASRR' logo in a large, serif font. To its right is the text 'UTAH DEPARTMENT of HUMAN SERVICES' in a smaller, sans-serif font. Further right is a small graphic with the word 'PASRR' and an image of a person. Below these elements is a horizontal navigation bar containing the following text: 'Home Client Search Forms Help Logout Version 4.2.9.20'. The main content area below the navigation bar features the heading 'Help Request Screen' in a bold, serif font. To the right of this heading 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 within 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.

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.

Pre-Admission Evaluation

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."

The screenshot displays the PASRR web application 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: Home, Client Search, Client Evaluation, Determination, Forms, Help, Logout, and Version 4.2.9.20. The main content area is titled 'State Determinations Selection'. On the right side of this area, the user's name 'Penni Gallegos', Level I number '222257', and status 'In Determination' are displayed. Below this, there are two buttons: 'View Patient Information' and 'Admit Patient'. Each button is accompanied by a text box containing a disclaimer about liability and HIPAA compliance.

<input type="button" value="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.
<input type="button" value="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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View Patient Information

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 facility name on the LOD.

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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

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

LEVEL I Document Number <input type="text" value="222257"/>	<input type="checkbox"/> Possible MR/DD
Reference LEVEL I Number <input type="text"/>	
Assessment Date <input type="text" value="01/27/2016"/>	<input 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"/> Over 30 Day MD Stay	<input type="checkbox"/> End Of Respite
<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	<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
Facility: Pending	<input type="text"/> Admitted Date
Hospital: Community	
Evaluator: Test, Test	

Admit Patient

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.

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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

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: Test

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

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
Test T.	06/26/1959	7012	12/29/2009		999998 999999

* 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.

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

6.3 Determination

From this tab you can view

- 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
Initial	03/24/2011	LTC	Binder1.pdf		<input type="button" value="View"/>	
Initial	03/24/2011	Reassessment End of Convalescent Stay	Binder1.pdf		<input type="button" value="View"/>	

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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.



Home Client Search Client Evaluation Determination Forms Help Logout Version 4.2.9.20

State Determinations

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

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 Date To

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
Initial	03/24/2011	LTC	Binder1.pdf		View	
Initial	03/24/2011	Reassessment End of Convalescent Stay	Binder1.pdf		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.

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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 30 days from being discharge from the hospital.

7.1 When should a No Significant Change be completed?

1. When a Applicant/Resident 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 Applicant/Resident 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.

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

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: Test

Hospital: Community

Evaluator: Test, Test

➔

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

Possible MR/DD

Referral Date

Pre-Admission

End Of Respite

Significant Change in Condition

NSMI Significant Change

Severity of Illness

Terminal Illness

Admitted Date

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7.2 How to completed a No Significant Change

1. Find your Applicant/Resident.
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

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 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. Notice it does not yet have a Letter of Determination as you just created the evaluation to be reviewed by the State PASRR office. If you are showing a LOD, then call the State PASRR office immediately as it was not completed correctly.

Determination Type	Evaluation Received Date	Letter of Determination	Level II/Collateral	Rural Flag	Edit Collateral	NSC
Initial	03/24/2011	LTC	Binder1.pdf		<input type="button" value="Edit"/>	
Initial	03/24/2011	Reassessment End of Convalescent Stay	Binder1.pdf		<input type="button" value="Edit"/>	
Initial	03/01/2016		Evaluator Contact INFO 2.10.16.pdf		<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