

# PASRR

(Pre-Admission Screening Resident Review)

## **LOG-IN REGISTRATION** ***CREATING YOUR UMD*** ***(Utah Master Directory aka Utah ID)***

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>

195 N. 1950 W. Salt Lake City, Utah 84116  
Telephone (801) 538-3918  
Business hours are Monday through Friday 8:00 a.m.–5:00 p.m.

**[pasrradmin@utah.gov](mailto:pasrradmin@utah.gov)**

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

GO TO WEBSITE: <https://login.utah.gov/user/portal>

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. **Do not share your ID with anyone.**

3. Enter your name.

Your name must match what is listed on the Facility Update Form.

The screenshot shows a web browser window with the URL <https://login.utah.gov/user/create>. The page title is "Utah-ID Account Creation". The browser's address bar shows several tabs: "Apps Admin", "PASRR", "Pre-Admission Screening ...", "Utah-ID", "DHS REDI", "Gateway Employee Gate...", "DTS HELP", and "UtahResponds". The page header includes "UTAH.GOV SERVICES", "AGENCIES", "My Account", "Portal", and a search bar for "Utah gov".

The main content area features a "Utah-ID Creation" form. On the left side of the form, there is a sidebar with the following text:

- Steps needed to Access Mini Portal
- (1) Create Account
- (2) Provide Information Needed
- (3) Activate Account
- Return to Login

The form fields include:

- Choose a Utah-ID (with a question mark icon) - A yellow arrow labeled "2" points to this field.
- Your Name: First and Last (with a question mark icon) - A yellow arrow labeled "3" points to the Last name field.
- Email Address
- Repeat Email Address (with a question mark icon)
- Alternate Email Address (with a question mark icon and a "no hand" icon) - This field is marked as optional.
- New Password (with a question mark icon) - Includes a "Password Strength" indicator.
- Verify Password
- Mobile (with a question mark icon and a "no hand" icon) - This field is marked as optional.
- Providers (with a "no hand" icon and a dropdown arrow)

A blue "Create Account" button is located at the bottom of the form.

**NOTE: DO NOT fill out the Althernate Email Address or the Mobile Phone information!!!**

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

4. E-mail Address.\*

This is the e-mail address we will respond to when you click the help button. This email address must match the email address listed by your name on the Update Form.

**\*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.***

The screenshot shows the 'Utah-ID Creation' web form. On the left, there is a sidebar with 'Steps needed to Access Mini Portal' including: (1) Create Account, (2) Provide Information Needed, (3) Activate Account, and a link to 'Return to Login'. The main form fields are: 'Choose a Utah-ID' (PASRR2016), 'Your Name' (Utah, Pasrr), 'Email Address' (PASRRAdmin@utah.gov) with a red error message 'This email is in use on another account' and a yellow arrow pointing to it with the number '4', 'Repeat Email Address' (PASRRAdmin@utah.gov), 'Alternate Email Address' (Optional, with a 'no hand' icon), 'New Password' (with a 'Password Strength' indicator), 'Verify Password', 'Mobile' (Optional, with a 'no hand' icon), and 'Providers' (with a 'no hand' icon). A blue 'Create Account' button is at the bottom.

**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.--DO NOT FILL THIS OUT!**

7. New Password

Your password needs to be at least 8 characters and must include at least 3 of these 4:

A Capital Letter, A Lower Case Letter, a Number, or a Special Character.

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

8. Verify Password

Retype the password you just created.

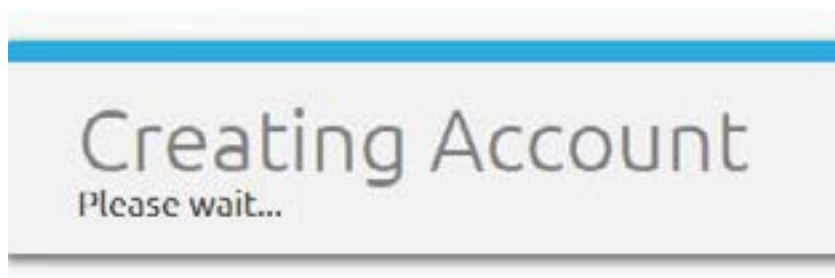
The image shows a screenshot of a web browser displaying the "Utah-ID Creation" registration form. The browser address bar shows "https://login.utah.gov/user/create". The page has a navigation bar with "UTAH.GOV SERVICES", "AGENCIES", "My Account", and "Portal". A sidebar on the left lists "Steps needed to Access Mini Portal": (1) Create Account, (2) Provide Information Needed, (3) Activate Account, and a "Return to Login" link. The main form fields are: "Choose a Utah-ID" (text box with "kiliki37"), "Your Name" (text box with "kiliki" and a dropdown with "Pasrr"), "Email Address" (text box with "kiliki37@gmail.com"), "Repeat Email Address" (text box with "kiliki37@gmail.com"), "Alternate Email Address" (text box with "Optional" and a red hand icon), "New Password" (password field with a strength indicator), "Verify Password" (password field), "Mobile" (text box with "Optional" and a red hand icon), and "Providers" (dropdown menu with a red hand icon). A blue "Create Account" button is at the bottom. Three yellow arrows with numbers point to the "Repeat Email Address" field (labeled 5), the "Alternate Email Address" field (labeled 6), and the "New Password" field (labeled 7). A fourth yellow arrow with the number 8 points to the "Verify Password" field.

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

**9. Mobile--DO NOT FILL THIS OUT!**

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

The screenshot shows a web browser window at <https://login.utah.gov/user/create>. The page title is "Utah-ID Account Creation". The navigation bar includes "UTAH.GOV SERVICES", "AGENCIES", "My Account", and "Portal". A sidebar on the left lists "Steps needed to Access Mini Portal": (1) Create Account, (2) Provide Information Needed, (3) Activate Account, with a "Return to Login" link. The main form area is titled "Utah-ID Creation" and contains the following fields: "Choose a Utah-ID" (filled with "kiliki37"), "Your Name" (filled with "kiliki" and "Pasrr"), "Email Address" (filled with "kiliki37@gmail.com"), "Repeat Email Address" (filled with "kiliki37@gmail.com"), "Alternate Email Address" (filled with "Optional" and marked with a red hand icon), "New Password" (filled with "\*\*\*\*\*" and a green progress bar), "Verify Password" (filled with "\*\*\*\*\*"), "Mobile" (filled with "Optional" and marked with a red hand icon), and "Providers" (marked with a red hand icon). A blue "Create Account" button is at the bottom. A yellow arrow labeled "10" points to the "Create Account" button, and another yellow arrow labeled "9" points to the "Providers" dropdown menu.



**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

The screenshot shows a web browser window with the URL <https://login.utah.gov/user/create.do?Dispatch=processCreate>. The page title is "Utah-ID Account Required". The navigation bar includes "UTAH.GOV SERVICES", "AGENCIES", "Welcome: Kiki Pasrr", "Portal", and "Logoff".

**Steps needed to Access Mini Portal**

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

[Return to Login](#)

**Information Needed**

Review/update your security questions

Recovery Question 1  
Select a Question  
Your Answer

Recovery Question 2  
Select a Question  
Your Answer

Recovery Question 3  
Select a Question  
Your Answer

**Submit**

Yellow arrows labeled 11 point to the "Select a Question" dropdowns for Recovery Questions 1, 2, and 3. A yellow 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)**

13. Open a new window and check your e-mail for your verification code.

Welcome to 'Utah Central Authentication' for access to Mini Portal

Inbox x

UtahID Service <UtahIDService@utah.gov> 12:01 PM (6 minutes ago) ☆

to me

Utah-ID Account Information for Access to Mini Portal

**Do not reply to this message. If you did not create this account, please contact us at our help desk. [Click Here for Help Desk Contact Information.](#)**

**Please Verify Your Email Address**

Please confirm that this is your email address.  
Click on the link below and then enter your validation code.

[Important! Please click here to verify this email address.](#)

Your Utah-ID: kiliki37
Your Email Address: <a href="mailto:kiliki37@gmail.com">kiliki37@gmail.com</a>
Validation Code: HNNO

Note: We rely on having your e-mail address accurate in our files so we can communicate with you. If you forget your password, this email address will be used to send you information to recover your password.  
If your e-mail address changes, please update your profile.

<https://login.utah.gov/user/account>

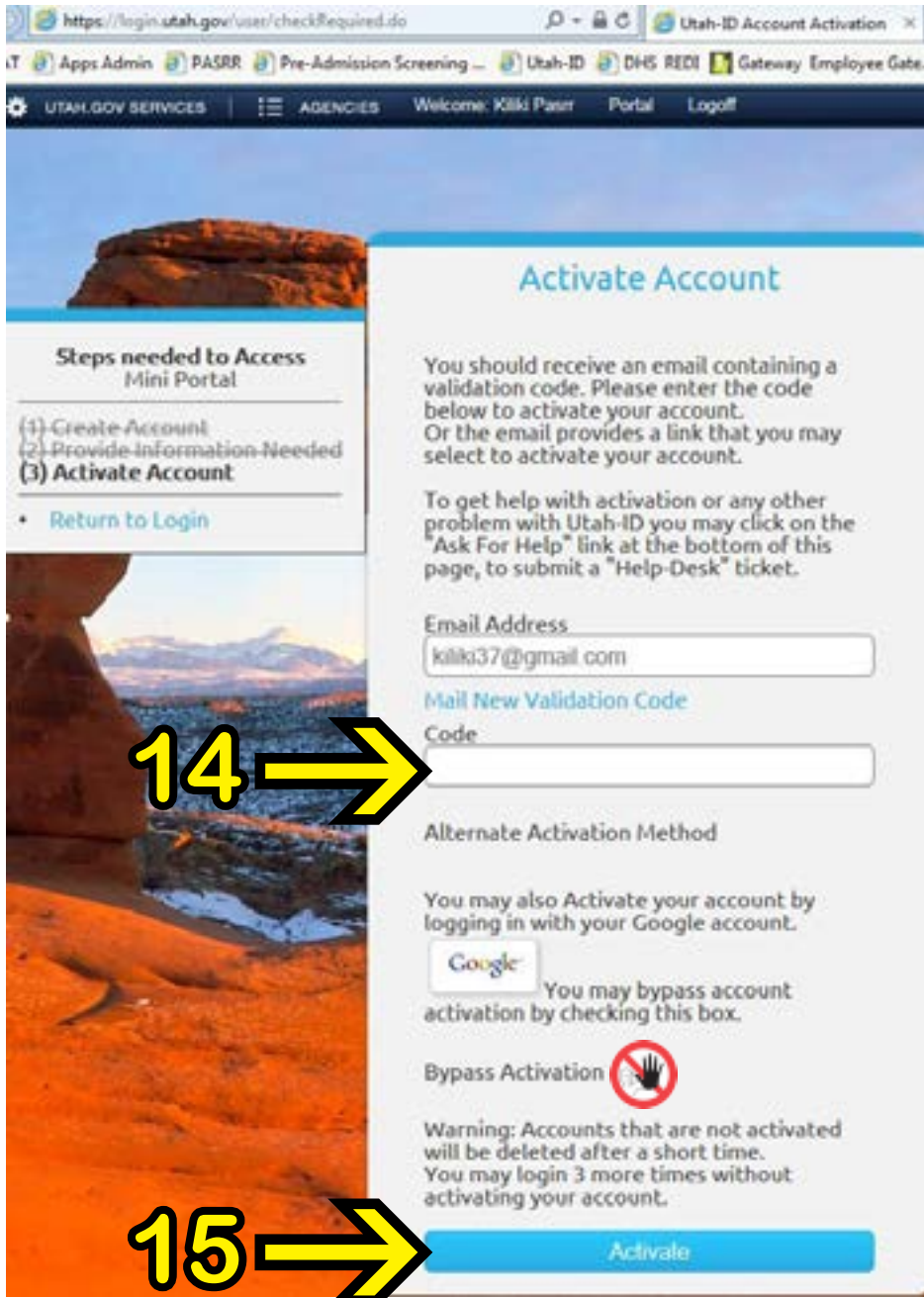
---

**13** →



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

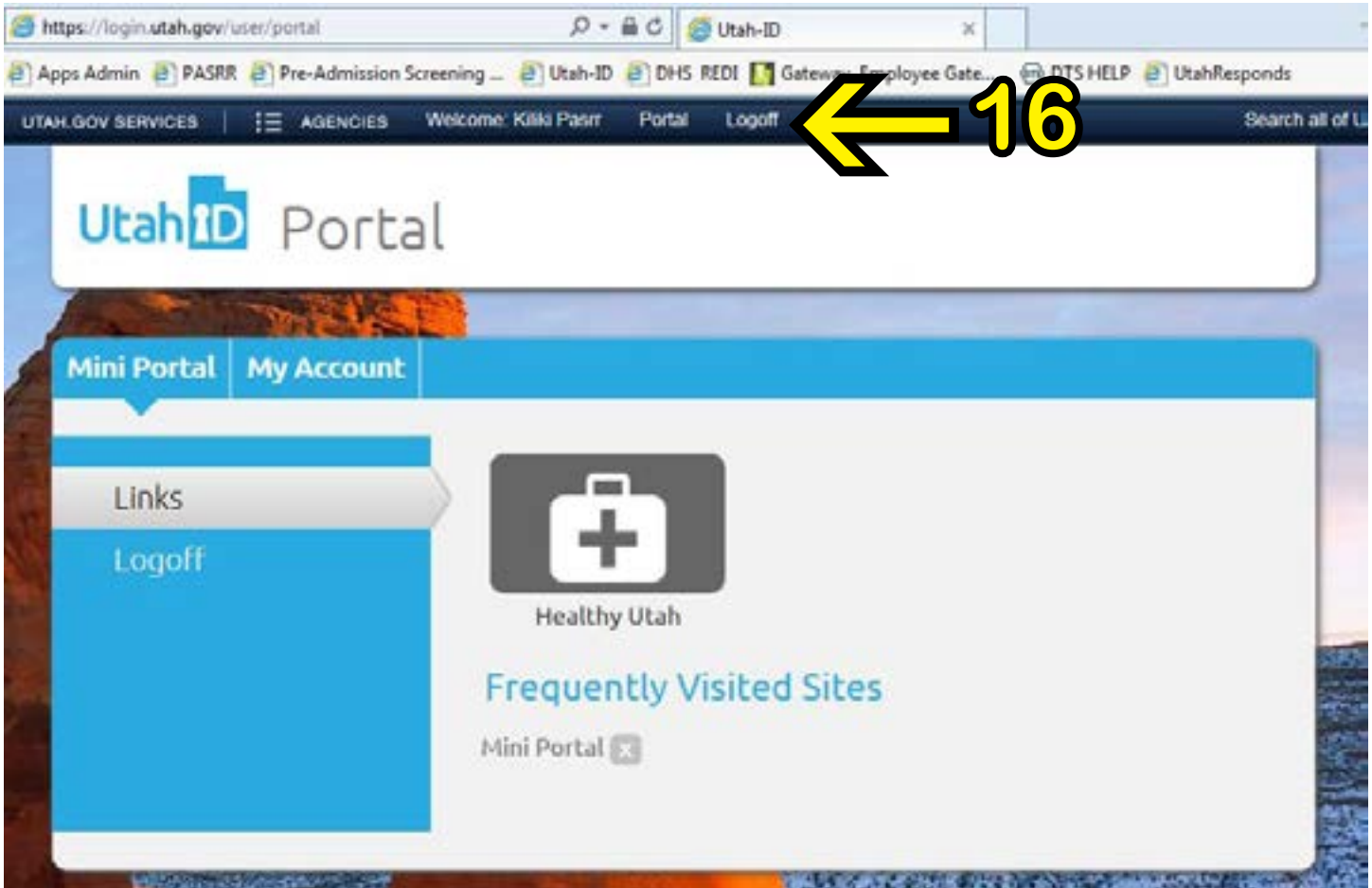
14. Enter your verification code. **Do not click Bypass Activation!**
15. Click Activate this will Redirect you to the Utah ID Home Page.



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

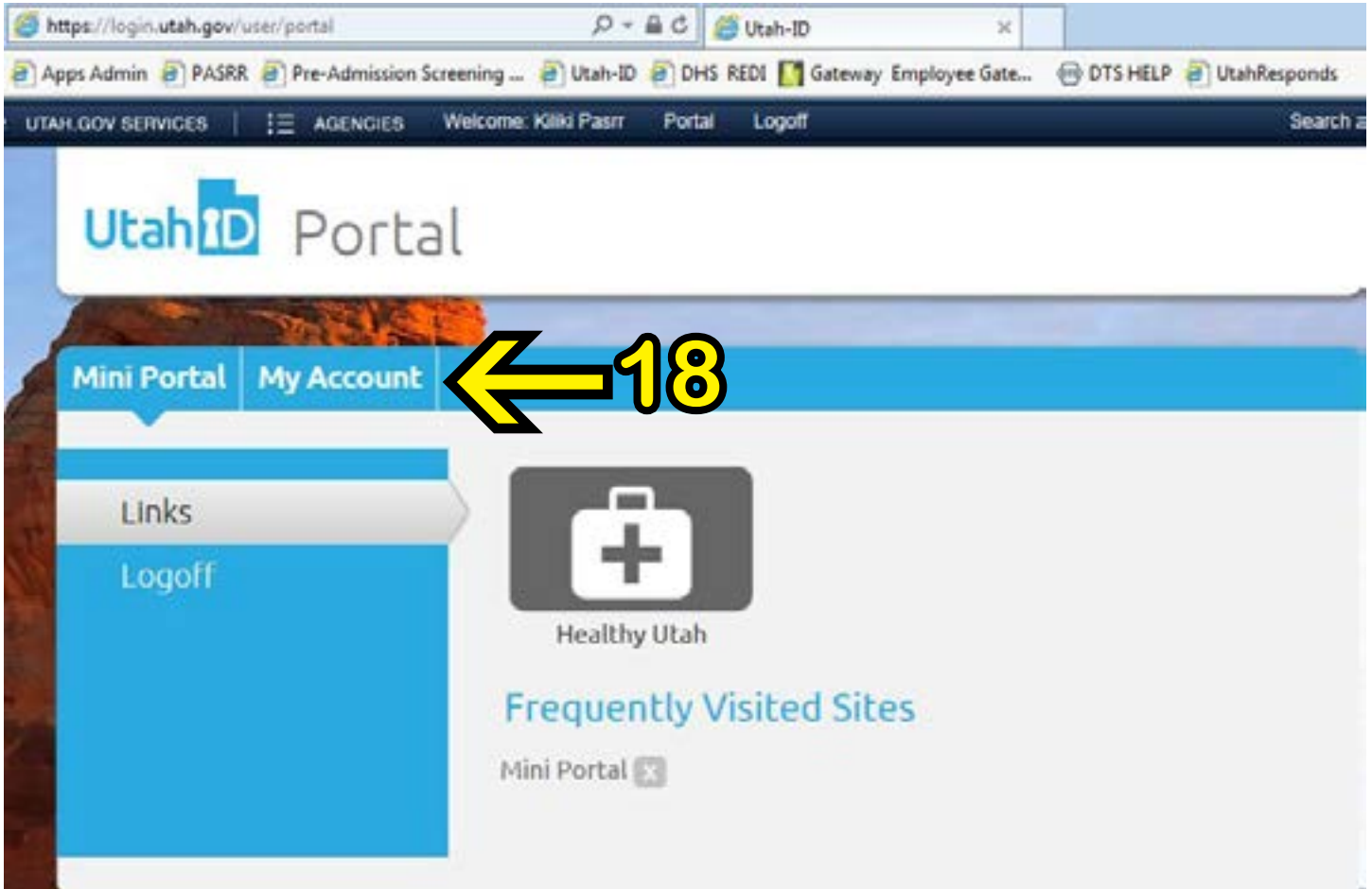
16. STOP!!!! Logoff!!!

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



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

18. After you have called the PASRR Office you must go back to [www.login.utah.gov](http://www.login.utah.gov). Log in and click the button “My Account”.



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

19. Click the “Security Settings” button. To avoid future log in problems/complications you need to change the Password Expiration Interval Days.

Welcome  
Kiliki Pasrr

- General Information
- Change Password
- Security Settings ← 19
- Two Factor
- Other Passwords
- External Associations
- History
- Remove Account
- Mini Portal
- Logoff

\* = Required Fields  
✓ = Validated Fields

Save

\*First Name Kiliki  
Initial  
Last Name Pasrr  
\*Utah-ID UserName kiliki37  
Change your Utah-ID with caution. Some applications link to your account using your Utah-ID.  
✓Email Address kiliki37@gmail.com  
Alternate Email Address  
Password Edit Password

Work Information Edit Validate

Welcome  
Kiliki Pasrr

- General Information
- Change Password
- Security Settings
- Two Factor
- Other Passwords
- External Associations
- History
- Remove Account
- Mini Portal
- Logoff

### Account Security Settings

Password Expiration Interval Never ←

#### If You Forget Your Password

You will need to know the answer to your security question to recover access to your account. Please select an answer that you can remember, and one that cannot easily be guessed by others.

\*Recovery Question 1 What was the make and model of your first car?  
The answer should be something that only you would know.  
\*Your Answer

\*Recovery Question 2 Where were you when you had your first kiss?  
The answer should be something that only you would know.  
\*Your Answer

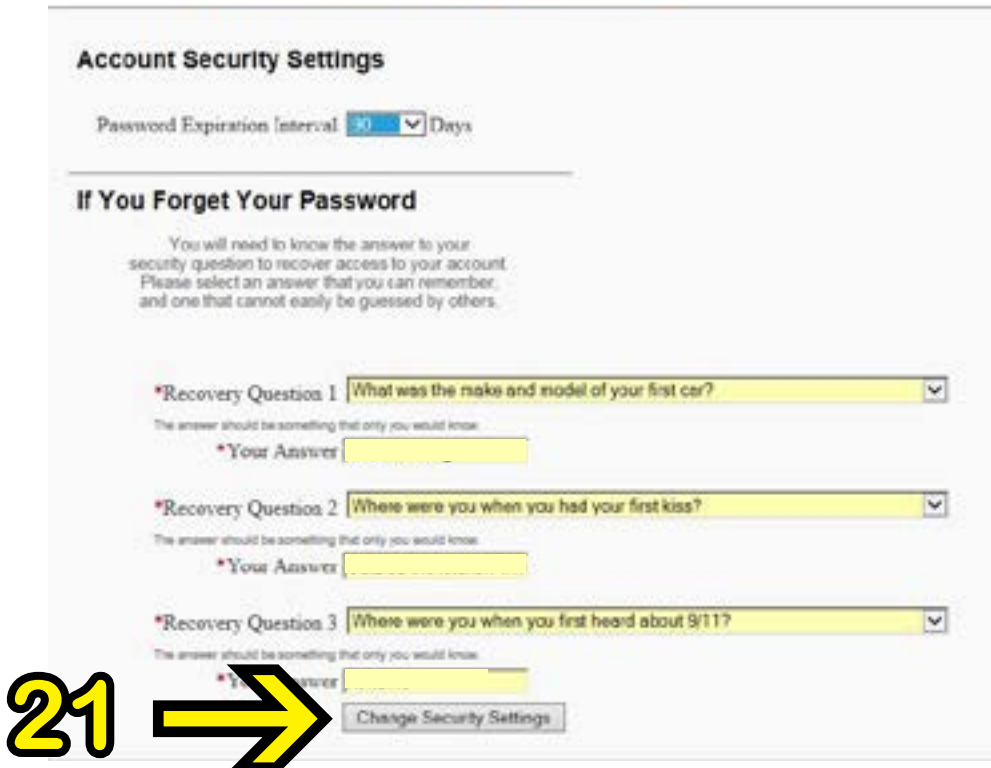
\*Recovery Question 3 Where were you when you first heard about 9/11?  
The answer should be something that only you would know.  
\*Your Answer

Change Security Settings

[Privacy Policy](#) | [Ask for Help](#)

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

- 20. Change the Password Expiration Interval from Never to 90 Days. **DO NOT** choose any other length of time.
- 21. Click Change Security Settings.



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

22. Go to the PASRR Training Page (save this page in your browser favorites):

<https://dsamh.utah.gov/providers/pasrr>

23. Scroll down to “System Access”. Click the first link “Log in to the PASRR System” which will take you to the PASRR site.



## Overview And Purpose

PASRR stands for Pre-Admission Screening/Resident Review and is part of the Federal Omnibus Budget Reconciliation Act. This federal law was enacted for three purposes:

1. To ensure that people with mental illnesses in Medicaid-funded nursing homes are being adequately diagnosed and treated
  2. To ensure that those with mental illness or a developmental disability only (and no substantial physical problems), are not being warehoused in nursing homes
  3. 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.

## System Access

- 1. Log In to the PASRR System
- 2. Create a PASRR User



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

24. If you have not called the State PASRR Office to have your UMD ID synced to the PASRR system you will receive this notification.

25. If you have already called the State PASRR Office and have waited until the time given by the State Office, you should now have access to the PASRR system. You should see a Welcome (your name). Just as you see in this example with my name.

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

