

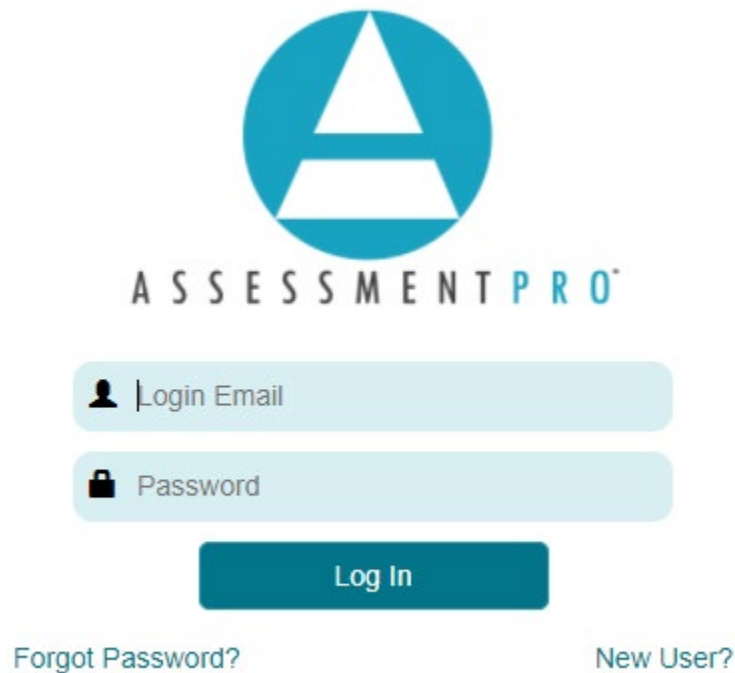
3/25/2022

Quarterly Provider Newsletter: Best Practice Reminders + Process Update - Illinois PASRR Program Now in AssessmentPro

PROCESS UPDATE: Illinois PASRR Assessments Now in AssessmentPro System

Effective Monday, March 14, the **Illinois PASRR program** was added to the AssessmentPro system. As a facility in a nearby state, you may need to enter a Level I screen for someone who is going to a Nursing Facility (NF) in Illinois. you will need to complete an Illinois PASRR Assessment. To do this, follow the step-by-step instructions below:

Step one: Log into AssessmentPro with your **username and password**.



ASSESSMENTPRO

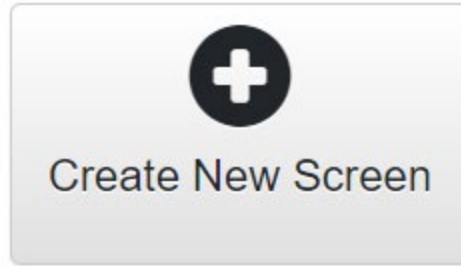
Login Email

Password

Log In

[Forgot Password?](#) [New User?](#)

Step two: Select the option to **Create New Screen**.



Step three: Select the state location of the NF that the person will be admitted to in dropdown box for **State of Admittance**.

(**Example** – the individual is in an Indiana hospital and going to an Illinois Nursing facility, then you choose Illinois).

A screenshot of a software interface titled "Assessment Initialization" in a teal header bar. Below the header, there is a form with two main sections. The first section is labeled "State of Admittance" and features a dropdown menu with "Illinois" selected and a downward arrow. The second section is labeled "Screening Types" and contains a radio button followed by the text "I need a PASRR screen or evaluation (Level I, Level II, status change)" and a help icon. At the bottom center of the form is a gray "Cancel" button.

Step four: Follow the remaining prompts and complete the Level I screen. Once the PASRR is complete and you have an outcome, you can print that off and give it to the NF.

BEST PRACTICES: PASRR Process and System Reminders

1. Make sure that your facility has **more than one Facility Administrator** set up in the AssessmentPro system. This is a critical step to help ensure that PASRR processes can continue moving forward in case the other Administrator is out of the office.
2. Be sure to **discharge patients** who are no longer in AssessmentPro. Payment is not dependent on keeping the individual's record listed in their facility, even if they are no longer there.
3. Don't wait for a Level of Care (**LOC**) to expire.
4. Be mindful that an **1135 waiver is valid for 30 days**. Per FSSA, a retrospective level of care cannot be approved without a compliant PASRR.

5. Always remember to check the **Submitting Location** information and change if necessary, to avoid submitting for the wrong facility.
6. Make sure someone is available for a PASRR Level II interview. If it is not the Level I submitter who should be contacted, please make sure to put the Level II contact person in the Communication box, so that the IN PASRR support team is aware of who to call to complete the Level II interview.
7. Always [contact the Help Desk](#) to cancel a Level II as soon as possible, if the individual discharges or is admitted to the hospital.

SUPPORT: Contact the Indiana PASRR Help Desk

Phone: 833.597.2777
Email: pasrr@fssa.in.gov

6/09/ 2022

System Update: IP Address for AssessmentPro to be Updated on Wednesday, June 15, 2022

On the evening of **Wednesday, June 15**, the Maximus IT team will **update the IP address** for AssessmentPro.com. This change is not expected to affect any existing bookmark or site access for the majority of all system users.

In the unlikely event this change does affect your ability to access the site after the transition date, please contact your organization's IT support team. Notify them that you require updated access to the AssessmentPro site and forward the detail below so that they can add the information to their list of approved IP addresses.

Web Domain: www.AssessmentPro.com

New IP Address: 40.86.113.36

8/08/ 2022

System Update: IP Address for AssessmentPro to be Updated on Wednesday, June 15, 2022

EARNING OPPORTUNITY: Register for Next Provider Meeting

When you submit a PASRR Level I for a person who needs a Level II, there are some critical questions that need to be asked. Be sure to join the Indiana PASRR Program Team for the next insightful Provider Meeting, as they discuss the information required and the questions you may receive.

Click the link below to register for this upcoming hour-long event.

11/1/2022

SYSTEM UPDATE: Change Coming to AssessmentPro Login Process Tonight, Tuesday, November 1

Please be aware that this evening, **Tuesday November 1**, Maximus IT will publish **updates to the AssessmentPro system**. With these upgrades comes a new way for users to update their passwords. Currently, when users click the reset password button, a link will be sent to the email address you use to log into AssessmentPro, prompting you to create a new password.

Going forward, instead of receiving a link, a **verification code will be sent to your email address**, which you will enter on the AssessmentPro site, then create a new password (see below):

The image shows two screenshots of the AssessmentPro interface. The top screenshot is the 'Sign in' page. It features the AssessmentPro logo (a blue circle with a white triangle) and the text 'ASSESSMENTPRO'. Below the logo is the heading 'Sign in'. There is a text input field for 'Email address', a blue 'Continue' button, and a red-bordered box around the 'Forgot password?' link. A red arrow points from the 'Forgot password?' link to the bottom screenshot. Below the 'Forgot password?' link is the text 'Don't have an account? Sign up now'. The bottom screenshot is the 'Reset password' page. It has the heading 'Reset password' and the instruction 'Please click the button below to verify your email address.' There is a text input field containing a blurred email address. A red-bordered box highlights the 'Send verification code' button, with a red arrow pointing to it from the top screenshot. Below this button are 'Continue' and 'Cancel' buttons.

Reset password

Verification code has been sent to your inbox. Please copy it to the input box below.

Email address verified. You may now continue.

If you have any questions about this important process update, please reach out to your program **Help Desk**.

11/29/ 2022

Quarterly Provider Newsletter: Register for PASRR Process and Level I Training Session | Assessment Best Practice Tips & Reminders

LEARNING OPPORTUNITY: Register for PASRR Process and Level I Training | Tuesday, December 20 at 2 p.m. ET

Be sure to join the Indiana PASRR team as they provide a comprehensive review of the **PASRR process and Level I completion**. The team will also cover some helpful hints for **working in AssessmentPro**, including a brief demonstration of how to quickly navigate the system, and a review of how to accurately fill out an admission notice, transfer or discharge notice in PathTracker Plus.

This will be a system-based session, so no handouts will be available. We will also hold a **Q&A session** with the team, as time permits.

Click the link below to register for this upcoming hour-long event.

[Indiana PASRR – PASRR Process and Level I Training | 2 p.m. – 3 p.m. ET Tuesday, December 20](#)

Best Practices: Assessment Tips & Reminders

1. To prevent billing delays, be sure to **discharge or transfer patients out of PathTracker in a timely manner**, and admit the patient in PathTracker on **the day of admission**, or as soon as possible.
2. Keep in mind that the **assessment reference date** is the date that Medicaid billing begins.
3. **Preadmission screens** are for potential **nursing facility applicants**. Once the patient has been admitted to the facility, the reason for screen should be ***Nursing facility resident who is not currently in an inpatient psychiatric hospital/unit.***

SUPPORT: Contact the Indiana PASRR Help Desk

Email: pasrr@fssa.in.gov
Phone: **833.597.2777**