3/25/2022

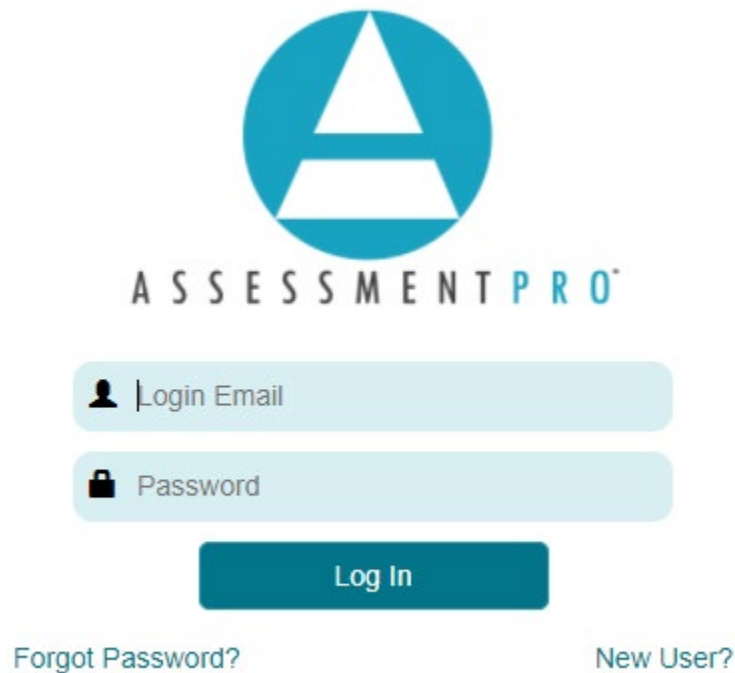**Quarterly Provider Newsletter: Best Practice Reminders + Process Update - Illinois PASRR Program Now in AssessmentPro**

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:

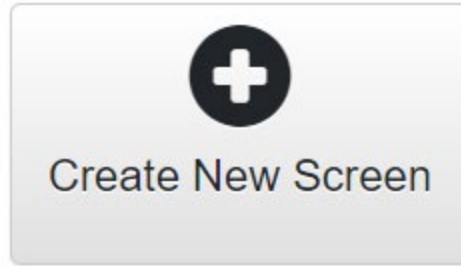**Step one**: Log into AssessmentPro with your **username and password**.

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

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).

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):

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**