

Getting Started with PASRR for Iowa Providers

Please **Print** this document and post where PASRR functions are completed

The Iowa Department of Health and Human Services (IA HHS) and the IA PASRR Program team at Maximus intend this document to help all system users get started with PASRR. This document covers:

- [Who should train on PASRR](#)
- [Bookmarking the Iowa PASRR Providers site, reviewing materials, and requesting database access](#)
- [Attending available PASRR trainings](#)
- [Learning compliant care planning](#)

Facilities should make this document available to **all employees** involved in PASRR— on individual computers and in shared workspaces. Please refer all new staff to it, so they know how to get started with PASRR training. It is impossible to achieve compliance with PASRR unless you attend training.

Who Should Train on PASRR?

Iowa HHS recommends that all system users train at least two staff people in the PASRR process, including at least two **Access Coordinators, staff who will submit PASRR screens, staff who will develop care plans, and staff who will respond to compliance reviews**. Bigger facilities may need more trained staff— depending on the type of staff the facility has. At a minimum, these staff must be trained:

- **Social workers – all staff who write care plans, implement services, and plan discharges**
- **Directors of nursing**
- **Access Coordinators**
- **Any business office staff who submit admission, transfer, or discharge notices**

Bookmark the Iowa PASRR Site, Review Materials, Create Accounts, and Request Database Access

- Visit <https://maximus.com/svcs/iowa>. The page should say **Iowa PASRR, Provider Tools and Resources** at the top
- Bookmark the page in your internet browser and paste a shortcut to the site on your desktop.
- Tour the site. Familiarize yourself with the content under these headings:
 - **System Log In**
 - **PASRR Access Coordinator Registration**
 - **Contact the Help Desk**
 - **Announcements**
 - **Resources**
 - **Education & Training**
 - ***PASRR 101 Video Webinar, all new staff should view this ASAP, available 24/7/365***
 - **PASRR Tip of the Month**
 - **Service Matters**
- Familiarize yourself with the information found on the website. Sign up for the **Iowa PASRR update email list** by clicking [this link](#).
- Ask your facility's **Access Coordinators** to give you access to the PASRR database. If they have forgotten how to do this, they should contact the IA PASRR Helpdesk.

- Ask the helpdesk for assistance with access and/or to assign new Access Coordinator(s).

Trainings Available with Iowa's PASRR Program

The website has training descriptions and links to register. We will email you directly with invitations to training, using the email you gave us. These trainings include twice a month webinars and face-to-face trainings that happen twice a year. Because PASRR is complicated and training is updated all the time, HHS asks that you attend ALL trainings and periodically review the trainings you've gone to before.

This table lists available Maximus trainings and who must attend them:

Available Training	Required Participants
The full-day PASRR Roadshow	Everyone involved in PASRR should attend as soon as possible (Roadshows are 2x per year)
PASRR 101 Video or Webinar Training, ALL new staff should watch this video before starting to work with PASRR, available 24/7/365	Everyone involved in PASRR, before working with PASRR: https://vimeo.com/259952944
PathTracker Plus Training	Everyone submitting admission, transfer, or discharge information
How to Successfully Submit PASRR Level I Screens	Everyone who submits PASRR Level I screens
PASRR Status Change Training	Everyone who submits Level I screens, reads PASRRs, monitors expiration dates, or implements care plans
PASRR Compliance Training	Everyone who is actively involved in PASRR, writes or develops care plans, implements services, or delivers PASRR identified services
Completing a ServiceMatters Review	Everyone who writes or develops care plans, implements services, or arranges PASRR identified services
Developing a PASRR-Compliant Care Plans	Everyone who develops or writes care plans. Each facility should have at least two people trained to this

If you implement PASRR at an NF or NFMI, you should also attend all training not listed on this page.

Learning Compliant Care Planning

If Maximus or IA HHS has not trained you on writing PASRR compliant care plans, you **shouldn't** write them. Writing **compliant** care plans requires training. Before you write care plans, you must:

- Understand how to read PASRR Level II summaries of findings
- Understand the three distinct categories of services that PASRR will identify: **specialized services**, **rehabilitative services**, and **community placement supports**
- Understand how **Iowa** defines each of these services
- Be able to describe the three situations when you must care plan for community placement supports *in addition to* specialized and rehabilitative services
- Learn the **four criteria** for compliant care planning and know how to include **all four** in any care plan
- Get familiar with the **Iowa PASRR NF Level II Care Plan Tool**— IA HHS **does not** require you to use this tool. However, the state (HHS), licensing agency (DIAL), and Maximus (ServiceMatters) all find that care plans comply with PASRR **much more often** when it is used. Here are some tips for using the tool:
 - Watch the 13-minute video about how to use the tool, which you can find here: [Care Planning Tool—How To Video 01.30.2017](#)
 - Review the tool here: [Iowa PASRR NF Level II Care Plan Tool – Updated 2.15.23](#)
 - Use the Tool on your computer. Don't print it. It's long and designed only for computer use