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VERMONT
DEPARTMENT OF MENTAL HEALTH

Vermont PASRR

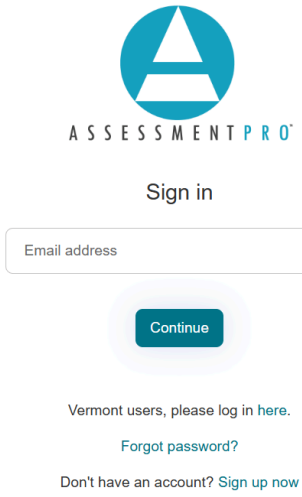
Important Program Reminders:
Complete Required System Account Registration Before November 16 Go-Live

As shared earlier this week, you now have access to register for an AssessmentPro account. It is essential that you set up your account before the November 16 transition launch.

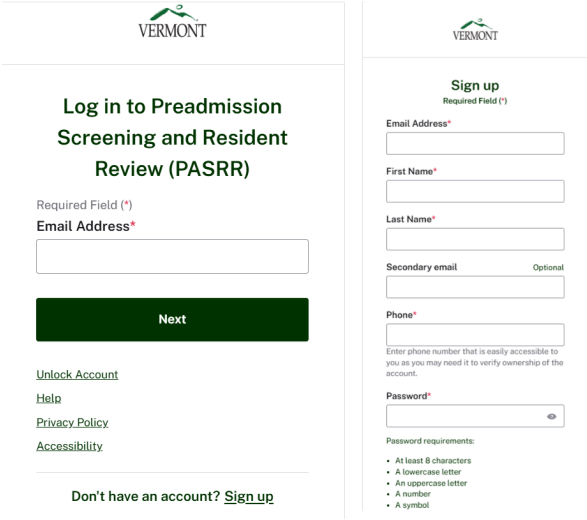
Review the steps below to register for an account, and review some important AssessmentPro resources available on the **VT PASRR Training page**.

REGISTER: AssesmentPro Account Sign-Up Instructions

Step One: Visit **AssessmentPro.com** > > Click *Vermont users, please log in here.*



Step Two: Complete the VT Single Sign-On (SSO) Process. Click *Sign Up Now* at the bottom to set up an account. If you already have a VT SSO account, log in with your email and password. Both options will require you to complete Multifactor Authentication (MFA).



Step Three: After completing the VT SSO process, you will be redirected to AssessmentPro. Complete the AssessmentPro Registration form.
Step Four: Enter data into the fields depicted at right and select **Vermont** from the ***State*** dropdown (even if your facility is in a nearby state), then an additional field will appear for ***Facility***. If you plan to choose the AssessmentPro Access Coordinator role, be sure to select the checkbox under ***Facility***, which says "Request AssessmentPro Access Coordinator Access". If you have requested Access Coordinator access, please return to AssessmentPro and log in using the Vermont Users button to access, download, and upload your Access Coordinator agreement.



If you will be a clinical or non-clinical user, please let your Access Coordinator know that you have created your account so they can approve your profile.

Step Five: Once your account has been activated, you will receive an email that you can log in. Return to **AssessmentPro.com** and click Vermont users, please log in

here. Complete the VT SSO process .

Step Six: Review *User Agreement* before first login > Click *Log in*
**Reminder: Your User Name will always be your email address associated with your VT SSO account.*

Browser requirements*: To ensure optimum system performance, usage and maintain HIPAA-compliant data security standards, AssessmentPro supports the two most recent versions of Microsoft Edge and Google Chrome. If you don't have the right browser, contact your IT Department for assistance.*

TOOLKIT: Explore VT PASRR Website and Resources

- **AssessmentPro Training Checklist**
- **VT PASRR Access Coordinator Agreement**
- **VT PASRR AssessmentPro System Training - Recording (1:27:30 mins)**

*New and updated resources will be added to the **VT PASRR Training page** in the coming weeks, so be sure to bookmark the site and check it regularly.*

SUPPORT: Contact the Help Desk

Have questions about the web-based PASRR program transition? You can contact your Vermont PASRR Help Desk for more information:

- Email: **VTPASRR@maximus.com**.
- Phone: Toll-Free number: **1.833.882.6047** | Local number: **1.802.705.9997** (available November 16, 2026)
- Fax: **1.877.431.9568** (available November 16, 2026)
- Hours: The Help Desk will be available **Monday – Friday, 8:00 a.m. – 5:30 p.m. ET**.

Are there others on your team who will need PASRR training or be aware of future program updates?

*Contact: **VTPASRR@maximus.com** with the subject line "Please add me to the VT PASRR contact list". Include the full name, title, facility name, and email address in the body of the message of any individuals in your organization who should be added to the list.*