

Maximus provides this user guide as an overview of system operations. Maximus will always support the current and most recent versions of Google Chrome or Microsoft Edge. Maximus recommends Adobe Reader 10 or later.

Ensure that your firewall does not block our URL.

To maintain proprietary content protection, this user guide does not capture all system fields.
All information appearing in this guide does not represent true and actual individuals.

PathTracker—Admitting an individual to a Nursing Facility (NF Providers Only)

From the AssessmentPro Home Page

You must submit an Admission Notice on EVERY new resident, regardless of paysource or PASRR status.

STEP 1:

Click the **PathTracker** tab.

STEP 2:

Review the partial demographics provided to determine if the person has arrived in your facility.

Click **Admit** if the person has entered your facility.

The screenshot shows the AssessmentPro navigation bar with the PathTracker tab highlighted in a red box. Below it, the 'Admittance Queue' section is visible, with the 'Admittance Queue' button also highlighted in a red box. The table below contains the following data:

First Three Letters of First Name	First Three Letters of Last Name	Date of Birth	Identification Type	Last Four of Identification Number	Actions
DEM	DON	07/01/1900	Social Security Number	2555	Admit Remove from Queue

The 'Admit' button in the Actions column is highlighted with a red box and a mouse cursor.

STEP 3:

Complete the person's **last name** and **social security number**.

Click **Continue** to proceed.

The 'Admit to Facility' form displays the following information and input fields:

- First name: DEM
- Last name: DON
- Social Security Number: 2555
- Please confirm the individual's date of birth: 7/1/1900

Buttons for 'Cancel' and 'Continue' are at the bottom.

Do not repeat information provided.

For example:

Information for last name given = **SMI**

Enter = **TH**

To complete the last name = **SMITH**

Information for the SSN = **last 4 digits**

Enter = **First 5 digits**

To complete the **9-digit number**

STEP 4:

Enter the **Admission Date** and **Expected Length of Stay**.

Admit to Facility

Individual Name: Demo Donna

Admitting Facility: ALEXANDRIA CARE CENTER

Admitting Facility Address:
XXXXX XXXXX XXXXX
XXXXX, IN 55555

Admission Date: 5/6/2020

Expected Length of Stay: Less than 30 days

STEP 5:

Indicate if the person is being admitted from a known facility or other location.

Select the facility or location from the fields.

Indicate the person's PASRR status.

The person's information will move from the Admittance queue to the Census queue.

Is the individual being admitted from a known facility? Known facility
 Other location

Known facility state: North Dakota

Known facility:

Show facility contact information...

What is the individual's PASRR condition? A mental health condition
 An intellectual disability
 A condition related to intellectual disability
 No known or suspected PASRR condition

STEP 6:

Select the associated PASRR assessment for this admission. Be sure to select the correct screen from the table.

If the assessment is not listed, enter the **date of determination**.

If no PASRR screen is on record, select the correct option and complete a screen to ensure your facility remains in compliance.

Click **Submit** to complete the tracking notice.

The person's information will move from the Admittance queue to the Census queue.

Select the PASRR assessment for this admission:

AID	Type	Outcome	LOS	Determination I...	End Date	Submitting Facility
1450426	Level I	No Level II Required – No SMI/ID/RC		08/23/2021		Aberdeen Living Center

- PASRR assessment not listed
 Date of PASRR assessment not known
 No PASRR was submitted for this admission

Date of PASRR determination:

Completed by: Stephanie Provider

Phone: (467) 875-6555 Ext. ____

Date: 8/25/2021

Cancel

Submit

PathTracker—Removing an Individual from the Admittance Queue (NF Providers Only)

From the AssessmentPro Home Page

If the person identified in the **Admittance queue** is unfamiliar or is not admitting to your facility:

Select **Remove from Queue**.

Navigation: Action Required, Drafts, Clinical Review, Recent Outcomes, PathTracker

Admittance Queue | Census

Individual not shown? Click here to search

First Three Letters of First Name	First Three Letters of Last Name	Date of Birth	Identification Type	Last Four of Identification Number	Actions
XXX	LAS	01/01/1990	Social Security Number	1706	Admit Remove from Queue
XXX	LAS	01/01/1990	Social Security Number	1749	Admit Remove from Queue

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PathTracker—Searching for an Individual to Admit to the NF (NF Providers Only)

From the AssessmentPro Home Page

STEP 1:

If the person admitting to your NF does not appear in your Admittance Queue:

Select **Individual not shown?**
Click here to search.

Navigation: Action Required, Drafts, Clinical Review, Recent Outcomes, PathTracker

Admittance Queue | Census

Individual not shown? Click here to search

First Three Letters of First Name	First Three Letters of Last Name	Date of Birth	Identification Type	Last Four of Identification Number	Actions
XXX	LAS	01/01/1990	Social Security Number	1706	Admit Remove from Queue

STEP 2:

Select your **search criteria** from the dropdown.

Enter the **search information**.

Click the **magnifying glass** to begin the search.

PathTracker Search

Select search criteria: Social Security Number

Social Security Number [input field] [magnifying glass]

- Social Security Number
- Passport ID
- Temporary Resident ID

STEP 3:

Locate the individual from the search results.

Click **Admit** and follow the process outlined in **PathTracker—Admitting an individual to a Nursing Facility**.

PathTracker Search

Select search criteria: Social Security Number 555-15-2555

First Three Letters of First Name	First Three Letters of Last Name	Date of Birth	Identification Type	Last Four of Identification Number	Actions
DEM	DON	06/30/1900	Social Security Number	2555	Admit

PathTracker—Adding an Individual to Admit to the NF (NF Providers Only)

From the AssessmentPro Home Page

STEP 1:

If the person admitting to your NF does not appear in your Admittance Queue:

Select **Individual not shown?**
Click here to search.

The screenshot shows the AssessmentPro Home Page navigation bar with links for Action Required, Drafts, Clinical Review, Recent Outcomes, and PathTracker. Below the navigation bar, there are buttons for Admittance Queue and Census. The main content area displays the Admittance Queue table with columns for First Three Letters of First Name, First Three Letters of Last Name, Date of Birth, Identification Type, Last Four of Identification Number, and Actions. A search button labeled "Individual not shown? Click here to search" is highlighted with a red box and a mouse cursor. Below the table, a sample row is shown with values: XXX, LAS, 01/01/1990, Social Security Number, 1706, and buttons for Admit and Remove from Queue.

STEP 2:

Select your **search criteria** from the dropdown.

Enter the **search information**.

Click the **magnifying glass** to begin the search.

The screenshot shows the PathTracker Search interface. It features a dropdown menu for "Select search criteria:" with options: Social Security Number, Social Security Number (highlighted), Passport ID, and Temporary Resident ID. A search input field is next to the dropdown, and a magnifying glass icon is to its right. The dropdown and search field are highlighted with red boxes.

STEP 3:

If no results found, the person has not been screened through AssessmentPro.

Select **Click here to create a new individual**.

The screenshot shows the PathTracker Search interface with the message "No results were found." Below this message is a button labeled "+ Click here to create a new individual" highlighted with a red box. To the right, a callout box contains the text: "If the individual has an approved Level I and/or LOC screen prior to AssessmentPro, do NOT enter a new screen. A new review is not required to complete admissions/discharges via PathTracker."

STEP 4:

Complete the demographics information.

Click **Save** to add the new record.

The screenshot shows the "Create a New Individual Record" form. It includes a "Deceased" checkbox, fields for "First Name", "M.I.", and "Last Name", and an "Address" section with three input fields.

STEP 5:

Repeat STEP 2.

The screenshot shows the PathTracker Search interface, identical to the one in Step 2, with the search criteria dropdown and search input field highlighted with red boxes.

STEP 6:

Locate the individual from the search results.

Click **Admit** and follow the process outlined in **PathTracker—Admitting an individual to a Nursing Facility**.

PathTracker Search

Select search criteria: Social Security Number

First Three Letters of First Name	First Three Letters of Last Name ↑	Date of Birth	Identification Type	Last Four of Identification Number	
DEM	DON	06/30/1900	Social Security Number	2555	<input type="button" value="Admit"/>