maximus

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 in PathTracker

From the AssessmentPro Home Page

You must submit an Admission Notice on EVERY new resident, regardless of paysource or 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.	
STEP 3: Complete the person's **last name** and **social security number**. Click *Continue* to proceed.	
STEP 4: Enter the *Admission Date* and *Expected Length of Stay.*	

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 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 assessment/screen for this admission. Be sure to select the correct screen from the table.

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

If no assessment/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

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.**

📠 Action Required   📝 Drafts   🔍 Clinical Review   ✔ Recent Outcomes   📌 PathTracker

📋 Admittance Queue   ↕ Census

Admittance Queue

🔍 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

|◀ ◀ **1** ▶ ▶| 1 - 2 of 2 items

PathTracker—Searching for an Individual to Admit in PathTracker

From the AssessmentPro Home Page

STEP 1: If the person admitting to your facility does not appear in your Admittance Queue: Select *Individual not shown? Click here to search.*	
STEP 2: Select your **search criteria** from the dropdown. Enter the **search information.** Click the **magnifying glass** to begin the search.	
STEP 3: Locate the individual from the search results. Click *Admit* and follow the process outlined in **PathTracker—Admitting an individual in PathTracker**	

PathTracker—Adding an Individual to Admit in PathTracker
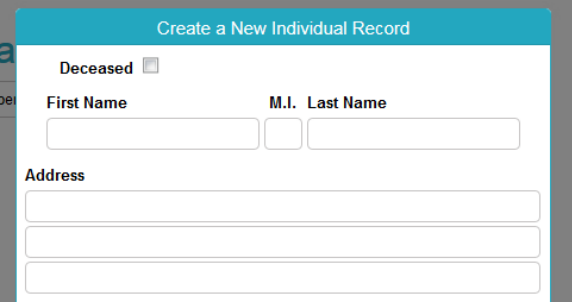
From the AssessmentPro Home Page

STEP 1: If the person admitting to your facility does not appear in your Admittance Queue: Select *Individual not shown? Click here to search.*	

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 Passport ID Temporary Resident ID
STEP 3: If no results found, the person has not been screened through AssessmentPro. Select *Click here to create a new individual.*	Select search criteria: Social Security Number ▼ **No results were found.** + Click here to create a new individual **If the individual has an approved assessment/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.	**Create a New Individual Record** Deceased ☐ **First Name** **M.I. Last Name** **Address**
STEP 5: Repeat **STEP 2.**	**PathTracker Search** Select search criteria: Social Security Number ▼ Social Security Number Passport ID Temporary Resident ID
STEP 6: Locate the individual from the search results. Click *Admit* and follow the process outlined in **PathTracker—Admitting an individual in PathTracker.**	**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 DEM / DON / 06/30/1900 / Social Security Number / 2555 / Admit