

Supervisors responsible for oversight of facility staff who will submit screening information are designated to manage sign-on privileges for all subordinate staff at the facility that will use Maximus's proprietary web-based Level I/LOC screening site at www.ascendami.com.

STAFF REGISTRATION FOR PASRR.COM

Step 1: The agency supervisor requests user privileges through the system for each individual staff.
Maximus does not issue user names and passwords.

Step 2: Maximus forwards an email within **two (2) business days** that includes authorization for the employee and an access link. Use the access link provided in the email to reset the password. The **employee** should click on the link to change the password.

Step 3: Log onto www.ascendami.com. Click the link labeled **North Dakota Web Based PASRR/LOC System** to get started. After resetting the password, sign the electronic user agreement that will automatically appear on the Login page.
The agreement asserts that the user will use the application only for the intended purpose and will comply with privacy regulations.

Step 4: Review the screening documents and tutorial.

Step 5: Follow instructions for submitting the screening form.

Some Level I screens may receive an automatic system approval. If approved, a screen will appear that prompts you to print the completed form with the outcome. If your submission requires further review by a Maximus clinician, a message will appear notifying you of the next steps. Sign onto www.ascendami.com to check the status of the review and to retrieve messages from the Maximus reviewer. Following a determination, a screen will appear that prompts you to print the completed form with the outcome.

Review Section D of this subsection for helpful information regarding submission of web-based information.

Enter your unique username and password.

Note the user agreement specifications associated with attestation of information accuracy.

Choose No.

Passwords should never be saved on the computer.

Your username for this system is the first letter of your first and full last name, without spaces. If this is your first time logging into the system and you are not a supervisor, please use the password that was given to you by your supervisor or sent to your email address. If you are a supervisor, please use the password that you entered on your registration form.

Username:

Password:

User Agreement:
Attestation, By using this system, I attest that, under penalty of law, the information I submit will be accurate to the best of my knowledge. I also understand that this information is required by federal law, and any falsification is subject to penalties toward both myself and the agency I represent.

[Forgot Password?](#)

AutoComplete Passwords

Do you want Internet Explorer to remember this password?

Internet Explorer can remember this password so you don't have to type it again the next time you visit this page

Don't offer to remember any more passwords

[Learn about AutoComplete](#)

INFORMATION FOR USERS

If you do not have internet, or you are unable to submit Level I screens online, fax the Level I PASRR form to Maximus at 877.431.9568.

IMPORTANT INFORMATION ABOUT ELECTRONIC SCREENING SUBMISSION

Obtaining passwords. Agency supervisors must be designated to issue privileges to staff within the facility.

Form omissions and saving capabilities. Complete the form using instructions provided in [Level of Care Instructions](#) and the [Long-term Care Provider Manual](#). If you have not completed all required areas on the screening form, the system will not permit submission and those required sections that are not completed will turn pink. If you need additional information to enable accurate submission of the form, save the Level I and/or LOC form and obtain required information.

Saving the forms. After 48 hours, the submission will automatically be deleted.

Form submission and printing. Once all items are complete, press the **submit** button at the bottom of the form. The system will determine if the screen will require further review by a Maximus clinician.

Note that all LOC screens require review by a Maximus clinician.

Level I screens **may** be approved via the system. If approved, the submitter will be directed to a page to print the screen. It is important to use this page to direct any printing.

Never use the browser print functionality to print your screen.

If the system determines that the screen requires further Maximus clinician involvement, you will receive a message that identifies necessary subsequent steps.

At the conclusion of the Level I process, regardless of the outcome (e.g., Level I approved, Level II required), the submitter may print the completed screen for the client's record.

If a Level II is required, the same process applies, and the referral source may print the final Level II outcome from the system once the evaluation is complete. In the interim, any information needed by a Maximus reviewer will be posted on your history page, available after logging in.

LOC screening data will always be reviewed by a clinician before approval occurs. The referral source may print the final outcome at the conclusion of the process. In the interim, any information needed by a Maximus reviewer will be posted on your history page, available after logging in.

Obtaining disposition information. If the screen was submitted on-line, the individual that submitted the screening information may obtain disposition information by signing onto pasrr.com and following log in steps.

- **Approvals.** If approval was provided through the system, the individual may be admitted to the Medicaid certified nursing facility.
- **Deferrals for Physician Review.** If further Maximus review is needed by a Maximus physician for a potential denial, the system disposition screen will indicate the estimated time the Maximus reviewer will call with questions or approval.