



User's Guide for the PASRR Web-based System

Version 1

(Suggested browsers are
Internet Explorer or Mozilla Firefox)



Utah State Division of Substance Abuse
and Mental Health
120 North 200 West #209
Salt Lake City UT 84103

Welcome to the PASRR Web-based system.

PASRR (Pre-Admission Screening/Resident Review). This web-based system will allow PASRR Evaluators to submit the Level II Evaluation and collateral to the State Mental Health Authority: Division of Substance Abuse and Mental Health (DSAMH) *. This system will decrease processing time of the Level II Evaluations and enable Evaluators and Facilities to access an Evaluation, the letter of determination and Level II /collateral while still maintaining security and client confidentiality.



The PASRR process consists of two levels of assessment or evaluation: the Level I and Level II. The Level I contains demographic information, medical, psychiatric and developmental diagnoses. It also serves to document when and if a Level II is needed and is requested.

The PASRR Level II evaluation is an in-depth review of medical, social, and psychiatric history, as well as ADL functioning. It also documents nursing care services that are required to meet the person's medical needs. This comprehensive evaluation is funded by federal money, which is managed separately by State mental health and Developmental disability authorities.

* Evaluations that include MR/DD, please contact Division of Services for People with Disabilities (DSPD).

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Frequently asked questions; Click [here](#).

Nursing Facility; Click [here](#).

Evaluator; Click [here](#).

Provider; Click [here](#).

APPENDIX A: To register with the Utah Master Directory (UMD) and create a new user ; Click [here](#).

* To navigate most effectively, use the link bar found at the top of each screen.

Frequently asked questions:

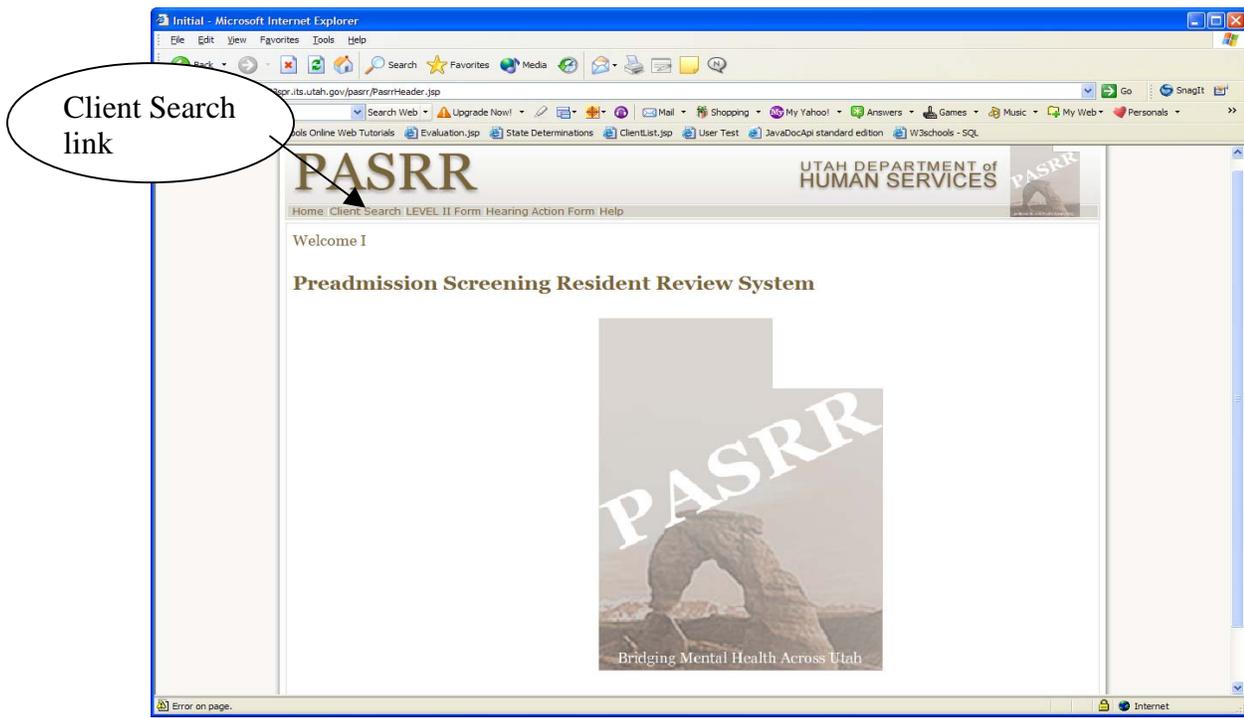
1. What do I need to know about scanning in an Evaluation and collateral?
 - Make sure you have the software that can create a PDF document, such as Adobe Acrobat Professional.
 - Include the Level One Number on the Front Page of the Level II.
 - Scan the Level II in-as the First document.
 - Name the PDF document in the following format and Save: First Name, Last Initial and Level One Number.

2. Why are there occasional errors in the referral date or assessment dates of determination letter?
 - As Evaluators, all information you enter on the Evaluation and Recommendation page, is the same information that will appear in the determination letter.
 - Please ensure accuracy.

Section 1: Nursing Facilities

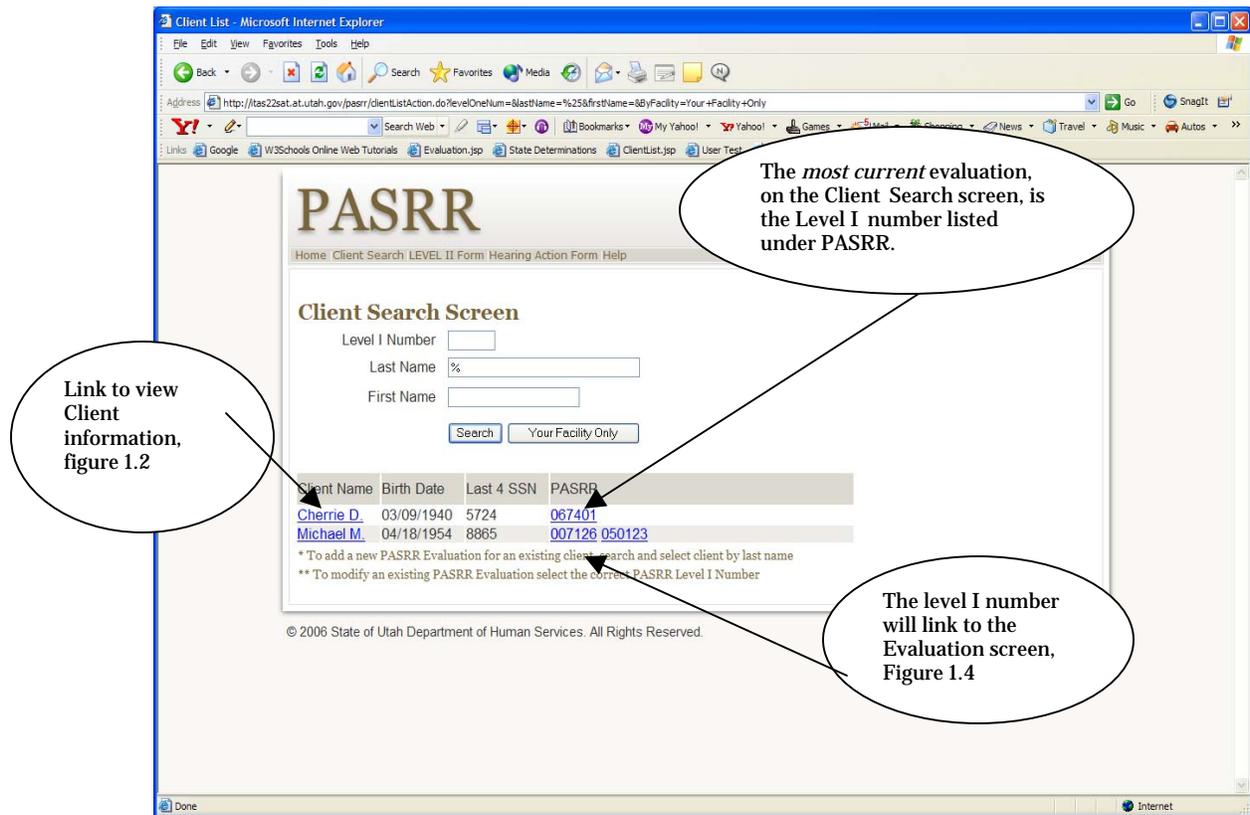
Nursing Facilities cannot add or modify data in the PASRR System; Only authorized facility personnel are allowed “view” only access for this facility. In addition to view only access, Facility personnel may only see an evaluation for an individual that resides within their Facility.

1. From any screen in the PASRR system, select the ‘Client Search’ link from the navigation bar at the top of the screen (see figure 1.1).



(figure 1.1, Client Search link)

* NOTE: As a Nursing Facility user, you are only allowed “view” access to evaluations for clients that reside inside of your facility. To help direct you, we have placed a search button on the screen that limits the search to only those clients that are associated to your facility (see figure 1.2). By pressing the Search button, you will see a list of all clients within PASRR, however viewing evaluation data is allowed only for clients in your facility.



(figure 1.2, Client Search screen)

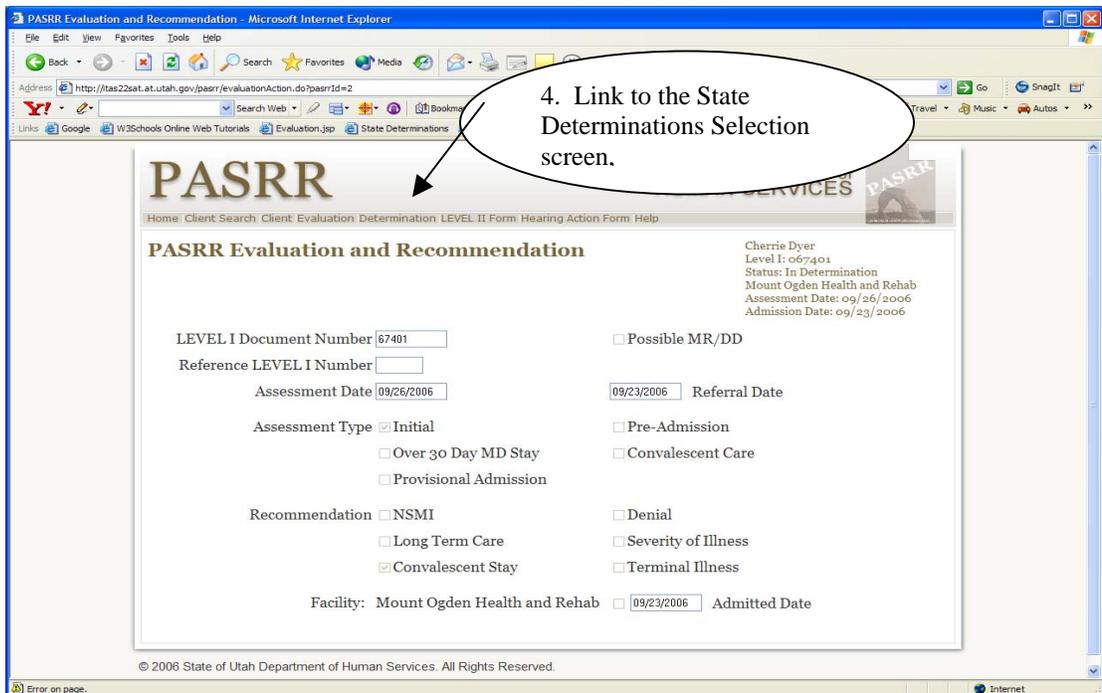
2. To **view all clients** within your facility type a % in the Last Name field and press the **'Your Facility Only'** button.
 - a. Successful response: A list with the name and Level I number of clients that reside within your facility.
 - b. Less than successful response: **'No results for that search'**, this response can mean that:
 1. No data exists in the database for the criteria searched on.
 2. Data does exist, but a system error occurred
 3. In either case, please click on 'HELP' and enter the Level I Document Number, the name of your Facility and/or the name of the patient you are searching for and request permission be given to view this clients information. We will respond to your request within 1 working day.

- c. Navigation from the Client Search screen stems from links displayed after a successful search.
1. To **verify client information** (see figure 1.3) click on the client's name that is now a link on the Client Search screen.



o (figure 1.3, Client Entry screen)

2. To **view client evaluation information** (see figure 1.4) click on the Level I number that is now a link on the Client Search screen.

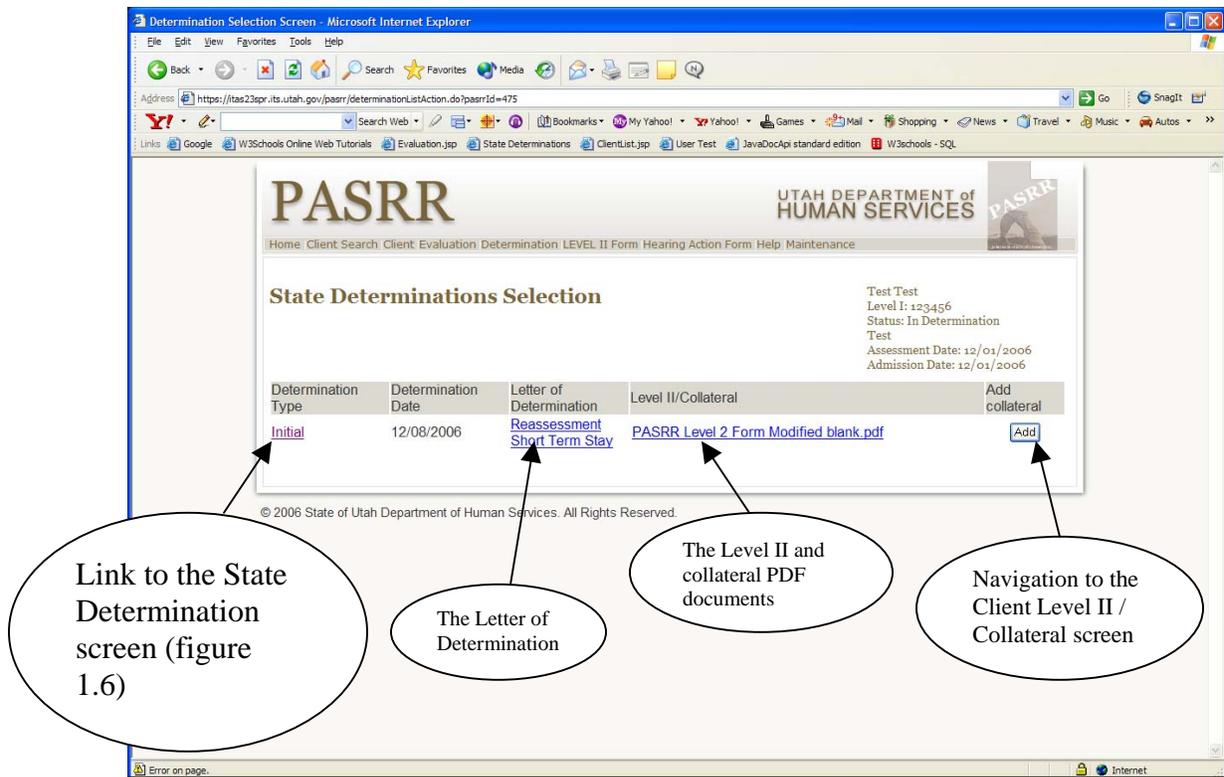


(figure 1.4, PASRR Evaluation and Recommendation screen)

3. To **print** a Letter of Determination and Level II Evaluation with Collateral.

From the PASRR Evaluation and Recommendation screen:

- a. Click on 'DETERMINATION' - This brings you to a 'State Determinations Selection' screen (see figure 1.5). The State Determinations Selection screen provides a link for the Letter of Determination and the Level II and Collateral documents.
- b. Click on the link below the 'Letter of Determination'. This will enable you to view and/or print a copy of the determination letter.
- c. Click on the link below the 'Level II/Collateral'. This will enable you to view and/or print a copy of the Level II and Collateral.



(figure 1.5, State Determination Selection screen)

a. To **view the DSM codes** (see figure 1.6) press the “View” button on the bottom right side of the State Determination Selection.

4. Note the Status of this Evaluation. The Status (top right of the screen), will state;

- Status: ‘In Evaluation’ – the Evaluation is being reviewed by our administrators, no determination letter is available.
- Status: ‘In Determination’ – this tells you that a determination has been completed and a letter is available to print. An email regarding notice of a completed determination will be sent to the primary email address for your facility.

Collateral Entry Screen - Microsoft Internet Explorer

Address: http://tas22sat.at.utah.gov/pasrr/determinationListAction.do?pasrrId=238&determinationId=418&view=View

PASRR UTAH DEPARTMENT OF HUMAN SERVICES

Home Client Search Client Evaluation Determination LEVEL II Form Hearing Action Form Help

Client Level II / Collateral

Harriet Kling
Level II: 376
Status: In Determination
Woodland Park Care Center
Assessment Date: 10/04/2006
Admission Date: 09/29/2006

Documented Collateral

1. 290.8 Other Specified Senile Psychotic Conditions	2. 311 Depressive Disorder Not Elsewhere Classified
3.	4.
5.	6.

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Done Internet

(figure 1.6 Client Level II / Collateral screen)

When you are finished reviewing/printing your documents, simply close the browser, or go back to ‘Client Search’.