

Getting Started For Agency Staff

Colorado Level I PASRR System

Welcome to the Web Based Colorado Level I PASRR System. Please read the following information to begin using the Web Based System. If you have any questions, please contact help@ascendami.com.

Step 1

Your supervisor will request user privileges through the system for you. Contact your supervisor to obtain user privileges. **Ascend does not issue user names and passwords.**

Step 2

Once your supervisor has requested privileges, you will receive an email with a link from Ascend to change your password. Click on the link and change your password.

Step 3

Now you are ready to begin using the Web Based Level I PASRR System. Log onto www.pasrr.com. Locate the link on the right labeled “Colorado Web Based System” and click the link to get started.

Step 4

Print and review the following documents:

- 1) *Web Based Level I PASRR Tutorial*
- 2) *Level I Pre-Admission Screening and Resident Review Instructions*
- 3) *GDS List*
- 4) *Beer's List*
- 5) *Level I PASRR Form*

Step 5

Complete the paper copy of the *Level I PASRR Form*. Question #28 indicates if the form requires further review through Ascend. If question #28 indicates:

- **“NO”**- further review is not necessary through Ascend.
Sign the bottom of the form and send it to the nursing home with the individual.
Do not send to Ascend.
- **“YES”**- further review is required; you can fax to Ascend or submit online. To submit online:
 - Go to www.PASRR.com
 - Click on the Colorado Web Based System link and “Login to complete a Level I Screen”.
 - Using the paper version you previously completed, fill in the online form.
 - Press “submit” at the bottom of the screen.

Step 6

Once you have submitted, a screen will appear that allows you to print the completed form with the outcome.

- If your submission requires further review, Ascend will contact you with the outcome or further questions.
- If you get a PASRR Authorization number, send a copy of the printed screen to the nursing home. **Ascend does not send web based approvals to the nursing home.**

If you have printing problems, refer to the handout labeled “Printing Problems”

If you do not have internet, or you are unable to submit Level I's online, fax the Level I PASRR form to Ascend at 877-431-9568.