

Getting Started for Agency Staff

Iowa Department of
Human Services

Ascend Management
Innovations
www.Ascendami.com

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 WEBSTARS™, Ascend's proprietary web-based Level I/LOC screening site at www.pasrr.com.

Staff Registration on PASRR.COM/WEBSTARS™

Step 1: The web supervisor activates user privileges through WEBSTARS™ for each individual staff. **Ascend does not issue user names and passwords for users.**

Step 2: Once the supervisor has set up user privileges for a particular staff member, Ascend will forward an email within two (2) business days which will include authorization for that employee and a link to WEBSTARS™. The new user may access the link provided in the email and reset his/her password (temporary password is the person's email address). The employee should click on the link and change the password.

Step 3: Log onto www.pasrr.com. Locate the link labeled "Iowa PASRR™" and click that link to get started. Click on the blue lock "Log In." The user will be asked to reset their password. Once the password been reset, sign the electronic user agreement, which will automatically appear on the Login page. The agreement confirms that the user will use the application only for the intended purpose.

Step 4: Review the PASRR **Provider Training Video** (available via the blue lock Log In on Iowa's pasrr.com page or via logging in at ascendami.com) and the **Ascend PASRR Provider Manual** (found under Educational Tools on pasrr.com)

Step 5: Follow instructions for submitting the screening form. Some Level I screens may be approved via WEBSTARS™. If approved, a screen will appear that prompts you to print the completed form with the outcome. If your submission requires further review by an Ascend clinician, a message will appear notifying you. Sign onto www.pasrr.com to check the status of the review and to retrieve messages from the Ascend reviewer. Once/if approved, print the completed form with the outcome.

Enter your unique name and password and note user agreement specifications associated with attestation of information accuracy.

Choose 'No'. Passwords should never be saved on the computer.

Important information about Electronic Screening Submission

- **Obtaining passwords.** Agency web supervisors must be designated to issue privileges to staff within the facility. Please see **Web Supervisor Registration** under Supervisor Tools on pasrr.com for instructions regarding how to register as a web supervisor and how to set up new users.
- **Form omissions and saving capabilities.** Complete the all sections of the Level I and Level of Care forms as applicable. If you have not completed all required areas on the screening forms, WEBSTARS™ will not permit submission, and those required sections which are not completed will turn pink. If you need additional information to enable accurate submission of the form, save the Level I form and obtain required information. **The form will be saved for 48 hours. After 48 hours, the submission will automatically be deleted.**
- **Form submission and printing.** Once all items are complete, press the next button at the bottom of the form. WEBSTARS™ will determine if the patient will require further review by an Ascend clinician.
 - ⇒ Level I screens *may* be approved via WEBSTARS™. If approved, the submitter will be directed to a page that will enable him/her 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 WEBSTARS™ determines that further involvement by an Ascend clinician is required, a message will appear notifying you. 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 Level I 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 WEBSTARS™ once the evaluation is complete. In the interim, any information needed by an Ascend reviewer will be posted on WEBSTARS™ for viewing by the referral source whenever s/he signs into the database.

