

# Web Supervisor Registration

Iowa Department of Human Services

Ascend Management Innovations  
www.Ascendami.com

Web 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 screening site at [www.pasrr.com](http://www.pasrr.com).

## Web Supervisor Registration

Individuals employed by nursing homes or hospitals in Iowa as supervisors (or, alternatively, as the sole individual at a facility who would submit screens), may request supervisor privileges to set up users at that facility.

**Web supervisors must be designated to maintain their agency user information. Facilities may appoint multiple WEBSTARS™ web supervisors to monitor and manage facility-wide user access to Iowa’s Level I system.**

**In order to become a web supervisor, you must submit a letter to Ascend (fax: 877-431-9568) on facility letterhead from an authorized officer of the facility with the following statement:**

*“I affirm that I am authorized to grant approval for access to protected facility information. I affirm that the following individuals have been granted permission by this facility to act in the role of the WEBSTARS™ Supervisor for the purposes of monitoring and managing facility-wide user permissions to access the WEBSTARS™ system.”*

**And the letter must include the following information for each facility-approved web supervisor:**

- Name
- Title
- Phone (with extension)
- Fax
- Email
- Facility Medicaid Provider ID
- Does your facility have a psychiatric unit? (Yes/No)
- Does your facility have both nursing facility and hospital beds? (Yes/No)

**In cases where a parent company owns or operates multiple distinct facilities needing access, a separate list must be submitted for each distinct facility and their respective web supervisors.**

**Once Ascend receives the letter, you will be sent an email with your username (temporary password is your email address) and a link to activate your account. Or you can follow the following steps once you have been set up as a web supervisor:**

**Step 1:** Log onto [www.pasrr.com](http://www.pasrr.com).

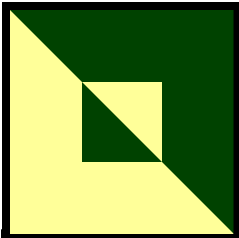
**Step 2:** Locate the link on the right labeled **Iowa PASRR** and click the link to enter.

**Step 3:** Click the **Supervisor Login** icon under the **Supervisor Tools** section.

**Step 4:** Enter the user name and password. If you have not previously been registered as a user for Iowa WEBSTARS™, you will be prompted to create your password after logging in with your temporary password.

**Supervisors can ONLY set up agency users they supervise and will be required to update their facility users frequently.**





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## Updating or Removing Users

The agency web supervisor is responsible for maintaining user updates, including adding and deleting users. Web supervisors may assist users under their supervision with user names by logging in under the supervisor log-in at Iowa WEBSTARS™. All **new users** will have a temporary password consisting of their email address, which will be used the first time they log into the system. Once the new user logs in with his/her user name and temporary password, the system will prompt the user to create a password.

**Step 1:** At [www.pasrr.com](http://www.pasrr.com), the supervisor must locate the link labeled **Supervisor Login**. Sign on using your unique user name and password.

**Step 2:** To **add a new user**, click the link labeled **Add User**, and complete the form. Press **Save** when complete. WEBSTARS™ will send an email to the user's email address that you provided. The email will provide instructions on how to reset a password. Once the password is reset, the user will begin to submit reviews to Ascend using WEBSTARS™.

To **remove log in privileges for a user**, locate the user in the table of users. Click on the user you wish to edit. WEBSTARS™ will take you into the form for that user. Change the status to **terminated**.

The agency supervisor is responsible for maintaining user updates, including adding and deleting users.

*If you need assistance with log-in issues or updating users, please contact Ascend: 877-431-1388 ext 3403.*

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