








Getting Started- Nebraska Web Based PASRR System For Agency Staff

Welcome to the Nebraska Web Based PASRR System.

Please read the following information to begin using the Web Based System. If you have any questions, please contact help@ascendami.com or 877-431-1388 ext 3341.

Step 1	Agency staff is registered by their supervisor. <u>DDM Ascend does not issue user names and passwords.</u> Please contact your supervisor to obtain privileges to use the web based system. <i>If you are awaiting your user name and password from your supervisor, fax the Level I PASRR form in to DDM Ascend at 877-431-9568.</i>	Contact your supervisor to register you.
Step 2	Once your supervisor has requested privileges for you, an email with a link from DDM Ascend will be sent to your email address. The email will contain a link which you will need to click on, or you may need to copy and paste the link into your browser's address bar. <u>Once you click the link or paste it into your browser's address bar, you will be directed to a screen where you can set your password.</u>	Check your email for an address link.
Step 3	After you have set your password, you are ready to begin using the Web Based PASRR System. Go to www.pasrr.com . Locate the link on the right labeled "Nebraska Web Based System" and click the link to get started.	
Step 4	Once on the Nebraska Home Page, print and review the following documents to better understand how to use the Web Based System: <ul style="list-style-type: none"> • <i>Web Based System PASRR Tutorial</i> • <i>Getting Started for Agency Staff</i> 	
Step 5	It is helpful to print the paper copy of the <i>Nebraska Level I PASRR Form</i> and complete it before you enter it on the web. You can print from the purple icon labeled "Print a Copy of the Level I PASRR Form".	
Step 6	Once you are ready to log in and enter the Nebraska Level I PASRR Form, locate the blue icon on the Nebraska Home Page labeled " <u>Log In to Complete a Level I Screen</u> ".	
Step 7	To log in, you will be required to use enter your username and password.	
Step 8	Enter the Level I information and click "submit" at the bottom of the screen. You also have the option to "save" the Level I information for up to 24 hours. If you choose the save option, you will need to gather the remaining information and login to complete the screen. If you save, DDM Ascend will not see your screen until you log back in and click "submit."	
Step 9	Once you have submitted, you can print the completed form. The completed Level I PASRR form is received by DDM Ascend once you click "submit". DDM Ascend will process your request within 4-6 business hours.	In the toolbar at the top of the page, locate File and then print
Step 10	DDM Ascend will call you with the determination of the Level I screen within 4-6 business hours. To check the status of the Level I screen, you can log in and verify the status on PASRR activity up to 2 weeks. Once the receiving facility is identified, you can also print a copy of the Level I screen from your 2 week activity list. <u>You will only see the activity on the Level I reviews which you have entered.</u>	DDM Ascend will call with the outcome. 

DDM Ascend welcomes your feedback on the Web Based PASRR System. Please send comments and suggestions to help@ascendami.com or fax them to 877-431-9568.