

North Dakota Web Based System

Questions about the Online Process

Instructions: Click on the question or use the scrollbar to "see all questions."

1. **What is the purpose of this application?**
 2. **What is a PASRR Level I Screen or Level II Evaluation?**
 3. **Who can submit information online?**
 4. **What if I discover that I do not have all of the required information once I have begun the screen?**
 5. **Once I log in, are there instructions to guide me through the process?**
 6. **How can I obtain login and password privileges?**
-

1. **What is the purpose of this application?**

This application helps you determine if a PASRR Level I or ND Medicaid Level of Care screen should be completed. If it is required, the web-based PASRR Level I or ND LOC screen may be completed online. In many cases, the online PASRR Level I screening process will conclude with instructions as to whether further PASRR screening is warranted. If no additional screening is required and the Level I is indicated as "approved", the database will instruct you to print the screen and provide it to the nursing home that is accepting the client.

2. **What is a PASRR Level I Screen or Level II Evaluation?**

The PASRR (*PreAdmission Screening and Resident Review*) process is a product of broad nursing home reform that occurred through the Omnibus Reconciliation Act 1987 (OBRA-87).

PASRR screening is federally required for all applicants to and residents in Medicaid certified nursing homes. A Level II evaluation is completed on individuals identified as known or suspected as having mental illness, mental retardation and/or conditions related to mental retardation (such as Autism, Cerebral Palsy, Seizure Disorder, TBI prior to age 22, Spin Bifida, or other Neurological Conditions). PASRR Level II is an evaluation to determine:

Whether a nursing home is the most appropriate place and:
Whether the person has special service needs.

The actual PASRR evaluation is also referred to as a Level II evaluation. The Level I screen is a brief screening tool to identify which applicants or residents are subject to the PASRR Level II (identifying people with mental illness, mental retardation, and developmental disabilities). The Level I can be completed online. The Web Based System will provide an outcome once you have pressed submit. If a Level II is needed, it is conducted face-to-face. For applicants to Medicaid certified nursing homes, the Level II (if indicated) is required by federal law to be performed before nursing home admission can occur.

3. **Who can submit information online?**

Information may be submitted online by a nurse, social worker, discharge planner employed by a nursing facility or hospital, a County Social Service agency or DHHS. A Login and password are required to submit a PASRR Level I or ND Medicaid Level of Care online.

4. **What if I discover that I do not have all of the required information once I have begun the screen?**

It is recommended that you obtain all information on the PASRR Level I pre-admission and resident review screening form or the ND Medicaid Level of Care form before you begin entering information into the web-based application.

- You can save the screen for up to 24 hours once all questions on the demographic section are completed.
- You are required to log into the system and locate the screen you previously started. Press “view” to complete the screen. Once you have entered all the information, press “submit to DDM”.
- If you do not resume the screen by the conclusion of that timeframe, you must begin the screening process again.

5. Once I log in, are there instructions to guide me through the process?

Yes, there are two ways to obtain instructions.

- First, you may access the tutorial, which provides you with a tour of the system. You may also print a copy of PASRR Level I form questions on the North Dakota Home Page. To access the Web Based Tutorial, [Click Here](#).
- Second, as you can access the PASRR Level I Screening Instructions or ND Medicaid Level of Care Instructions located under the Educational Information section on the ND Home page form.

6. How can I obtain login and password privileges?

Each provider assigns supervisor(s) to maintain (updates and deletes) privilege information and user passwords for their facility users through a restricted access link to this site. Supervisors [click here](#) to be directed to the Supervisor Registration Form.

- North Dakota based nursing homes, hospital and county social services staff may access the Web Based Online system by entering their unique user name and password on the Login Page. [Click here to access the Login Page](#).
- Each agency has provided a supervisor with privileges to set up agency staff with passwords and user names. To obtain access, contact your supervisor to register you through the system. If you are unsure which supervisor is registered to use the Web Based system from your agency, contact DDM at help@dd-management.com or 877-431-1388 ext 3330. Supervisors from your facility are designated to setup and maintain all facility users' access.