



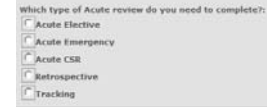




Getting Started- North Dakota Web Based Under 21 System For Agency Staff

Welcome to the North Dakota Web Based Under 21 System
Please read the following information to begin using the Web Based System. If you have any questions, please contact
help@dd-management.com or 877-431-1388 ext 3330.

Step 1	Agency staff is registered by their supervisor. <u>DDM 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 Acute or Residential form into DDM at 877-431-9568.</i>	<i>Contact your supervisor to register you.</i>
Step 2	Once your supervisor has requested privileges for you, an email with a link from DDM will be sent to your email address. The email will contain a link which you will need to click on or copy and paste the link into your address bar. <u>Once you click or copy and paste the link, you will be directed to a screen where you can change your password.</u>	<i>Check your email for an address link.</i>
Step 3	After you have reset your password, you are ready to begin using the Web Based Under 21 System. Go to www.pasrr.com . Locate the link on the right labeled "North Dakota Web Based Under 21 System" and click the link to get started.	
Step 4	Once on the North Dakota 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 Under 21 Tutorial</i>• <i>ND Under 21 Forms (Acute or Residential)</i>	
Step 5	It is helpful to print the paper copy of the <i>North Dakota Acute or Residential Form</i> and complete before you enter them on the web.	
Step 6	Once you are ready to log in and locate the icon on the North Dakota Home Page labeled " <u>Log In</u> ". To log in, you will be required to use enter your username and password. <u>Remember to read the User Agreement section and if you agree check the "I Agree" box.</u>	
Step 7	Choose either Acute or Residential Review <ul style="list-style-type: none">• <i>Then determine which type you need to submit</i> <i>- Elective, Emergency, CSR, Retrospective, or Tracking-</i>	
Step 8	The selected form will appear. Enter the information and press "submit" at the bottom of the screen or if completing two forms, press next page and then submit. You also have the option to "save" the information for up to 24 hours. If you choose this option, you will need to gather the remaining information and login to complete the screen.	
Step 9	Once you have submitted The completed form(s) is received by DDM once you press submit DDM will process your request within 4-6 business hours and call you with the determination.	DDM will call with the outcome. 
Step 10	To check the status of the review, you can log in and verify the status on activity up to 2 weeks. <u>You will only see the activity on the reviews which you have entered.</u> Once approved, you can print out the screen for your records.	<i>Login to www.pasrr.com to check the status or print outcome</i>



DDM welcomes your feedback on the Web Based Under 21 System. Please send comments and suggestions to help@dd-management.com or fax them to 877-431-9568.