

# LA PASRR Program: Thank You for Making the PASRR Level I Process Transition and AssessmentPro Launch a Success! | Review Form 142 Process Guide, User Resources, Training Videos, and Best Practice Reminders | Register for Final Q&A Sessions

The Louisiana Department of Health (LDH), Office of Aging and Adult Services and new partner, Maximus, officially launched management of the new **Preadmission Screening and Resident Review (PASRR)** Level I screens process to Maximus on March 10. Continue reading below to review some important best practice reminders, register for one of this week's remaining post-launch Q&A sessions, and download several helpful resources to ensure your PASRR team has the critical skills and supports necessary to align with new processes and effectively maximize the AssessmentPro system.

**Thank you for playing an important role in making this program transition a reality.** We look forward to partnering with you in the months ahead to help support the needs of individuals in your community.



## BEST PRACTICES: Assessment Tips & Reminders

1. Keep in mind that **all new Level I Screens (including all preadmission screens and Status Changes for anyone experiencing a significant change in condition) should be submitted through AssessmentPro.** Maximus will not accept any Level I referrals received via fax submissions or email. Please note

that Nursing Facility Resident Review/Status Change (RR/SC) should also be submitted through AssessmentPro.

2. In every Level I screen, please be sure to **always add ALL mental health and intellectual disability and/or related condition diagnoses, including ICD10 codes for any of these disorders, any related behaviors and symptoms, and the person's psychiatric medications**. Neglecting to include these items can result in a "No Level II required" and may delay the completion of the Form 142.

Throughout all sections, if none, indicate this. Do not skip any required questions (as indicated by an asterisk).

### **Diagnoses**

Select all that apply and indicate if current or suspected. If depression (any of the depression options), enter the corresponding ICD-10 code to further define the depression/depressive disorder.

### **Behaviors and Symptoms**

For any identified symptom or behavior related to:

- Interpersonal Behaviors
- Concentration/Task Completion
- Mental Health Symptoms

Indicate the presence of the issue and the recency of the behavior or symptom

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### **Medications**

Include any psychotropic medications used for the treatment of a psychiatric condition currently or within the past 6 months. Enter the medication name, the total dosage per day, indicate if it is current or discontinued, and the diagnosis for which the person is prescribed the medication. Ensure the diagnoses listed in the medication table correspond to the indicated diagnoses listed in the diagnosis section earlier in the Level I.

3. Please **confirm ALL demographic data is correct** before submitting the Level I. We have received several requests to update demographic data for Level I screens, specifically related to the spelling of a person's name, their date of birth, and social security number. All requests for demographic updates will delay receipt of a Form 142 due to the need for reprocessing with updated information.

4. Be sure to **upload your training certificates and complete your training attestation**. You can access all training materials via the [LA PASRR Tools & Resources site](#).
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## ASSESSMENTPRO REMINDERS: Role Types Overview and Process Tips

There are three Role Types in AssessmentPro:

- **Access Coordinator** – This user is responsible for the review and approval of your facility’s other users. They must assign the appropriate user role. This role must be set up first before any others can be set up and completed. The Access Coordinator may also begin and submit a Level I screen.
- **Clinical User** – This role applies to individuals who can begin and submit a Level 1 screen. This user is responsible for reviewing the Level I for clinical accuracy before submitting.
- **Non-Clinical User** – This role applies to individuals who can begin but cannot submit a Level 1 screen.

**The Access Coordinator and Clinical user must have one or the following State approved credentials:**

<ul style="list-style-type: none"><li>• Advanced Practice Registered Nurse (APRN)</li><li>• Licensed Addiction Counselor (LAC)</li><li>• Licensed Clinical Social Worker (LCSW)</li><li>• Licensed Masters Social Worker (LMSW)</li><li>• Licensed Professional Counselor (LPC)</li></ul>	<ul style="list-style-type: none"><li>• Licensed Psychologist (PhD)</li><li>• Medical Psychologist (PhD)</li><li>• Nurse Practitioner (NP)</li><li>• Physician (MD)</li><li>• Physician Assistant (PA)</li><li>• Registered Nurse (RN)</li><li>• Registered Social Worker (RSW)</li></ul>
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**Note:** *If you request to be an Access Coordinator, you must complete the AssessmentPro Access Coordinator Role Agreement form and upload it to Assessment Pro when you sign up for this role.*

**AssessmentPro Process Tips:**

1. It's strongly suggested to have a minimum of two Access Coordinators per facility.
  2. To ensure optimum system performance and maintain HIPAA-compliant data security standards, the AssessmentPro system supports the two most recent versions of Microsoft Edge and Google Chrome. If you don't have the right browser, contact your IT Department for assistance ahead of the upcoming training sessions to ensure you can get access.
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## PROCESS GUIDE: Accessing Form 142

Some providers have contacted the LA PASRR Maximus team with questions on how to access Form 142 in AssessmentPro. A handy guide has been created to walk you through this process.

- Download guide here: [Accessing Form 142](#)
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## TOOLKIT: Review AssessmentPro and PASRR Resources

### AssessmentPro Process Guides

The Maximus assessment management system, **AssessmentPro**, will be an integral tool to support your new responsibilities with Louisiana PASRR. Be sure to **review some important resource guides below** to better understand how to set up your AssessmentPro account and establish access for your facility.

- [Establishing Access as an AssessmentPro System User](#)
- [Becoming an AP Administrator](#)
- [Approving System User Access](#)

### PASRR Guides and On-Demand Training

The Maximus Louisiana PASRR support team has developed some helpful resources and training materials to support your team with recently updated processes.

Use the links below to review and download these resources, and keep in mind that you can access these any time at the new [Louisiana PASRR Provider Tools & Resources site](#).

- [System Training Checklist](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Glossary of Terms](#)
- [LA PASRR Process Overview](#)
  
- [Who is Maximus | AssessmentPro System Registration | Intro to PASRR Process – Slides](#)
- [Who is Maximus | AssessmentPro System Registration | Intro to PASRR Process – Recording \(35:24 mins\)](#)
- [PASRR Foundation & AssessmentPro Walkthrough - Slides](#)
- [PASRR Foundation & AssessmentPro Walkthrough – Recording \(57:23\)](#)
- [How To's- Submit a Level 1 Screen | Using PathTracker | Printing Outcomes – User Guide](#)
- [How To's- Submit a Level 1 Screen | Using PathTracker | Printing Outcomes – Recording \(16:58\)](#)

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**SUPPORT: Contact the Maximus Louisiana PASRR Help Desk**

**Do you have questions about the new online system to process a Level I PASRR screen?**

With the upcoming program transition to Maximus, you will now have additional resources. You may access the Louisiana PASRR Help Desk for technical assistance on specific referrals and assessments.

Email: [LAPASRR@maximus.com](mailto:LAPASRR@maximus.com)

Phone: **833.571.4466**

Louisiana PASRR Tools and Resources:

[https://maximusclinicalservices.com/svcs/louisiana\\_pasrr](https://maximusclinicalservices.com/svcs/louisiana_pasrr)

**For questions on Louisiana PASRR policy and procedure**, contact the OAAS Nursing Facility Admissions (NFA) Unit by calling **337.262.1664**.

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## LEARNING OPPORTUNITY: Post-Implementation Q&A Session

The LA PASRR – Maximus training team is hosting one more open-forum Q&A session. We understand that once AssessmentPro users have a chance to familiarize themselves with the system and new processes, there may be several questions – please bring your questions when you attend this session.

**Use the link below to register for the remaining session.**

- [PASRR Q&A Forum | 12 p.m. CT on Friday, March 21, 2025](#)