

Getting Started – Complete a PASRR Level I

1. Visit the KEPTRO Provider Portal (Atrezzo) login page:
<https://portal.kepto.com/>
2. Log in with your username and password. Never share passwords!
3. Should you need to reset your password, you can do this by clicking on the “Forgot Password” link directly under the login section.

Did you know?
A Level I screen must be completed prior to admission for all applicants to a Medicaid-certified nursing facility, regardless of payer source.

1 Search Consumer & Create Case

1. Select Create Case from left navigation pane.
2. Search for consumer by entering last name and date of birth, then click Search. If found, Select Consumer, then click Next. Skip to step 4.
3. If not found, click “Add a Temporary Consumer” to add the Consumer to the system. Fill in all required (*) fields. For Contract and Plan fields, select “FL PASRR” from the drop-down menu. Click Next.
4. The Case Parameters section should automatically default to the FL PASRR values. Click Create Case.

Unable to find the consumer you are looking for?
[+ ADD TEMPORARY CONSUMER](#)

2 Enter Case Details in Required Sections

1. The Submitting Provider section will default to your facility. Skip Facility section.
2. The Request Detail section is required. Please select PASRR Level I (or PASRR Level I Resident Review for a significant change in condition).
3. The Questionnaire section will populate with the appropriate electronic form. Complete the questions in the electronic form, then mark as complete.
4. Additional sections are not required, but can be completed if desired. Click Submit for outcome and letter.

3 Review & Print Results

1. After submitting the case, the Case Summary screen will display the status and outcome of the review.
2. If the Level I resulted in a negative outcome, the individual may be admitted to the nursing facility.
3. If the Level I resulted in a **positive outcome**, please submit a new case to request a Level II evaluation if a nursing home is desired.
4. The entire case summary as well as outcome letters can be printed and saved in the individual’s file.

ATREZZO - CASE DASHBOARD

CONSUMER NAME	GENDER	DATE OF BIRTH	CONSUMER ID	CASE TYPE	CONSUMER CONTRACT
Test Test	Female	05/11/76 (44 Yrs)	TEMP017420194000001	PASRR	FL PASRR

CASE ID	CASE CONTRACT	SUBMITTED ON	REASON	OUTCOME
21050008	FL PASRR	2/24/2021 12:48:14 PM	Negative Level I	May Be Admitted

Case Overview: [Letters/Reports\(1\)](#) | [Notes\(0\)](#) | [Messages\(0\)](#)

File Name: [FLPASRR-LevelIReviewReport_21050008.pdf](#) | File Size: 207.04 KB

Need More Assistance?

- Training materials can be found by clicking on the Help icon on the left navigation pane as well as at <http://floridapasrr.kepto.com>
- For technical assistance, please call KEPTRO at **866-880-4080 x 1** Mon - Fri 8am to 5pm EST.