



NEBRASKA PREADMISSION SCREENING & RESIDENT REVIEW

Provider Portal Training

Agenda

1. Introduction
2. Provider Portal Overview
3. Registration for New Facilities
4. Logging In
5. PASRR Level I and Resident Review Screenings/Outcomes
6. PASRR Level II Reviews
7. Viewing/Printing Outcomes
8. Questions and Answers





Kepro's Nebraska PASRR Website

To initiate the registration process, visit our website at:

<https://NEPASRR.Kepro.com>

Facilities only need to be registered one time. The person chosen to register the facility will be the account administrator.

Helpful Hints

- You will need the NPI for your facility, not for a specific physician.
- The Administrator should be someone on your team who will be able to add and manage users in the system.

Ready to Register?

- You will need to designate a Provider Administrator for your facility. This person will need to add and manage all other users of the Provider Portal.
- The Provider Administrator should visit <http://NEpasrr.kepro.com> and click on the link shown below labeled “please click here to send us an email.”
- Complete the email form and click Send.
- You will receive a response email from NEadminregistration@kepro.com with your registration code.

Registration

To register as the account administrator of your facility, please [click here](#) to send us an email. Complete all of the requested information within the email before sending. You will receive a registration code to access Kepro’s Provider Portal at <https://portal.kepro.com>.

Administrat

File Message Insert Options Format Text Review Kofax PDF Tell me v

Cut Copy Paste Format Painter Clipboard Basic Text Names Attach File

To... NEAdminRegistration@kepro.com

CC...

Bcc...

Subject Administrator Registration

Kepro needs the following information in order to approve your request...

Your Full Name:
Your Title:
Facility NPI:
Facility Name:
Facility Address:
Facility Phone Number:
Facility Fax Number:

Thank you!

Administrator Registration – Create Account

Helpful Hints

- Bookmark the Provider Portal URL for future use.
- Be sure to use the same NPI that you used when requesting the Registration Code.

Brand New Facility?

- The Provider Portal is accessible at <https://portal.kepro.com>.
- Click on the **register here** link under the LOGIN section.
- Enter your facility NPI and the registration code that you received via email from Kepro.

The image displays two screenshots of the Kepro portal interface. The left screenshot shows the 'LOGIN' page with fields for 'USERNAME' and 'PASSWORD', and a 'LOGIN' button. Below the login fields, there is a link 'register here' highlighted with an orange box. The right screenshot shows the 'Create a New Account - Specify Your Organization' page with fields for 'NPI' and 'PROVIDER REGISTRATION CODE', and buttons for 'LOGIN' and 'NEXT'. An orange arrow points from the 'register here' link in the left screenshot to the 'NPI' field in the right screenshot.

Administrator Registration – Create Account

Helpful Hints

- Passwords must be 8-16 characters
 - One upper case letter
 - One lower case letter
 - One number
 - One special character
- Fields that have an asterisk (*) by them are required fields.

What to Know

- Complete your **Account Information** by creating a username, password and security question and answer. This will be used if you need to reset your password in the future.
- Complete the **Contact Information** section, click **Next**.
- Review the **Terms of Use**, click the **acknowledgement** check box, then click **Continue**.

The image displays a three-step process for creating an administrator account, connected by orange arrows.

Step 1: Create a New Account - Enter User Information

Account Information

Fields with an asterisk (*) are required:

- USERNAME *
- PASSWORD *
- CONFIRM PASSWORD *
- SECRET QUESTION *
- SECRET ANSWER *

Step 2: Contact Information

Fields with an asterisk (*) are required:

- FIRST NAME *
- LAST NAME *
- ADDRESS 1
- ADDRESS 2
- CITY
- State (dropdown menu)
- ZIP CODE
- EMAIL *
- CONFIRM EMAIL *
- Phone
- Fax *

Step 3: KEPRO Portal - Terms of Use Agreement

THE KEPRO PORTAL IS SUBJECT TO AND GOVERNED BY TERMS AND CONDITIONS OF USE. BY PROCEEDING OR USING THE KEPRO PORTAL YOU ARE AGREEING THAT YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF USE AND AGREE TO BE BOUND BY THEM. IF YOU DO NOT UNDERSTAND THE TERMS OR CONDITIONS OF USE OR DO NOT AGREE TO BE BOUND BY THEM, DO NOT PROCEED OR OTHERWISE USE THE KEPRO PORTAL. UNAUTHORIZED ACCESS TO THE KEPRO PORTAL IS PROHIBITED.

KEPRO PORTAL TERMS OF USE

1. This Terms of Use Agreement (the "Agreement") is between KEPRO, Inc. ("We", "Us" or "Our"), the group/practice entity that has been provided an ID (as defined in Section 3 below) using this Portal (as defined below) (the "Provider") and the Users (as defined in Section 2 below) (the Provider and Users shall collectively be "You" or "Your"). This Agreement governs the use of the KEPRO Portal, including without limitation, all software, insurance codes, graphics, logos, text, documentation, user guides, databases and compilations of all materials other than Patient Information (as defined in Section 6), enhancements, bug fixes, upgrades,

American Arbitration Association with such arbitration to occur in Harrisburg, Pennsylvania.

KEPRO, Inc. 777 East Park Drive Harrisburg, PA 17111 Toll-free: 800.222.0771 Phone: 717.564.8288 Fax: 717.564.3862 www.kepro.com

☒ I have read and agree to these terms of use.

CONTINUE

Staff User Login & Reset Password

Helpful Hints

- Passwords must contain:
 - One upper case letter
 - One lower case letter
 - One number
 - One special character.
- Your account will lock after three unsuccessful attempts.

What to Know?

- The Provider Portal is accessible at <https://portal.kepro.com>.
- An Administrator at your facility can provide you with a username and password.
- You may reset your password at any time by clicking the “**Forgot Password**” link.

<https://portal.kepro.com>

The image displays two side-by-side screenshots of the Kepro user interface. The left screenshot shows the login page with the Kepro logo, a 'LOGIN' heading, and input fields for 'USERNAME' and 'PASSWORD'. Below these fields is a 'LOGIN' button with a right arrow. At the bottom, there is a link for 'Forgot Password?' and a link for 'register here'. The right screenshot shows the password reset process. It includes a 'QUESTION' section with the text 'In which city were you born?' and an 'ANSWER' input field. Below this are 'NEW PASSWORD' and 'CONFIRM PASSWORD' input fields. At the bottom right is a 'FINISH' button with a right arrow. An orange arrow points from the 'LOGIN' button in the left screenshot to the 'FINISH' button in the right screenshot.

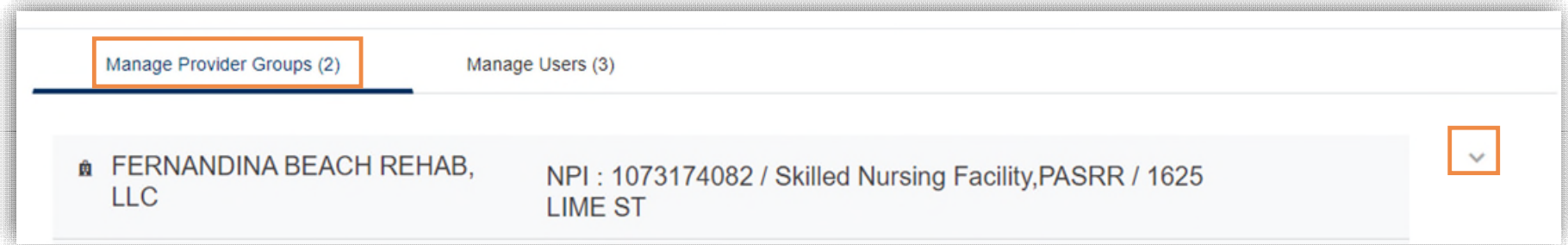
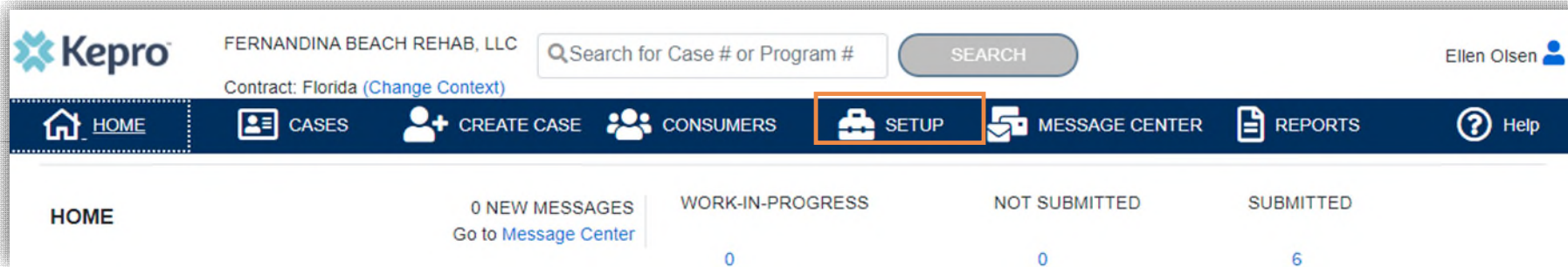
Administrator Registration – Create Account

What to Know

- Click on **SETUP** on the top navigation pane. You will see Manage Provider Groups. Always stay in this tab/section.
- Click on the **arrow** on the far right to expand the section.

Helpful Hints

- Provide each user at your facility with their new username and password.
- Always use Manage Providers Groups Tab



What to Know

- Click on **Add New User**.
- Create a **username** and **password**, complete the contact information section, click **Create**.

The screenshot shows the top navigation bar of the Kepro application. The user is logged in as 'FERNANDINA BEACH REHAB, LLC'. The navigation menu includes links for HOME, CASES, CREATE CASE, CONSUMERS, SETUP, MESSAGE CENTER, and REPORTS. Below the navigation bar, there is a section titled 'AVAILABLE USERS FROM YOUR GROUP' with a dropdown menu set to 'Select Any' and an 'ADD' button. To the right of this section, the 'ADD NEW USER' button is highlighted with an orange rectangular box.

The screenshot shows the 'CONTACT INFORMATION' form section. It contains several input fields for user registration: FIRST NAME, LAST NAME, EMAIL, CONFIRM EMAIL, ADDRESS LINE 1, ADDRESS LINE 2, CITY, STATE/PROVINCE (a dropdown menu), POSTAL CODE, PHONE, and FAX. Below the form fields, there is a note: 'Note: Providers in receipt of Faxed Determination Letters: Official Communication of service authorization will be sent to the fax number entered above.' At the bottom right of the form, the 'CREATE' button is highlighted with an orange rectangular box.

Helpful Hints

- Always use **Manage Providers Groups** Tab to change roles or deactivate staff
- Any role with “**Admin**” in the name works the same. These roles have access to create new accounts

Administrator Manage Users

Need to Deactivate or Change a User Role?

- On the **Manage Provider Groups** tab, you may select a user and edit a user’s information or delete the user.
- You can also assign the user to different provider groups that you manage and change his/her role.
- Each provider group that the user has access to will be listed under their name along with the access role. The standard role for users should be “**Provider Staff Account**”.
- You can create as many other admins as needed to help you to manage larger numbers of users at your facility.

The screenshot displays the Kepro web application interface for managing provider groups. The sidebar on the left contains navigation icons for HOME, CASES, CREATE CASE, CONSUMERS, SETUP, MESSAGE CENTER, and REPORTS. The main content area is titled 'FL PASRR Provider' and includes a search bar for Case # or Program #. Below the search bar, there's a 'SETUP / MANAGE PROVIDER GROUPS' section with two tabs: 'Manage Provider Groups (1)' and 'Manage Users (9)'. The 'Manage Provider Groups (1)' tab is active, showing a table with provider information. The table has columns for NPI, PROVIDER TYPE, and ADDRESS. Below the table, there's a section for 'AVAILABLE USERS FROM YOUR GROUP' with a dropdown menu and an 'ADD' button. At the bottom, the 'ASSOCIATED USERS' section shows a user named 'Bennet, Ashley' with a 'SELECT ROLE' dropdown menu set to 'Provider Staff Account' and a delete button.

NPI	PROVIDER TYPE	ADDRESS
999999999		123 Temporary Road

AVAILABLE USERS FROM YOUR GROUP

Select Any ADD ADD NEW USER

ASSOCIATED USERS SELECT ROLE

Bennet, Ashley SELECT ROLE Provider Staff Account

Prefer to register more than one facility under your one login?

- On the **Manage Provider Groups** tab, click on “Register new Provider”
- Add the facility NPI and the Registration Code from Kepro
- Search and then choose the facility once displayed
- Click **select** and the new facility will be added to your one username/account (see next slide)
- You can change between facility accounts by clicking on “**Change Context**”

The screenshot shows the 'NE PASRR | Homepage' and 'Atrezzo - User Management' tabs in a browser. The URL is 'https://portal-uat.kepro.com/UserManagement/Index'. The user is logged in as 'Ellen Olsen'. The page title is 'FERNANDINA BEACH REHAB, LLC' with a 'Contract: Florida (Change Context)' link. The navigation bar includes 'HOME', 'CASES', 'CREATE CASE', 'CONSUMERS', 'SETUP', 'MESSAGE CENTER', 'REPORTS', and 'Help'. The main content area is titled 'SETUP / MANAGE PROVIDER GROUPS' and has a 'REGISTER NEW PROVIDER +' button. Below this, there are two tabs: 'Manage Provider Groups (2)' and 'Manage Users (3)'. The 'Manage Provider Groups (2)' tab is active, showing a list of facilities:


Facility Name	NPI	Facility Type	Address
FERNANDINA BEACH REHAB, LLC	1073174082	PASRR, Skilled Nursing Facility	1625 LIME ST
PALM GARDEN OF VERO BEACH LLC	1265867212	PASRR, Skilled Nursing Facility	1755 37TH ST

At the bottom, there is a 'GO BACK' button and an 'AutoSaved' status indicator.

Administrator – Registering Multiple Facilities

Helpful Hints

- Add each facility's NPI and then each unique registration code received from Kepro and click Find Provider and then check the provider box then "select"
- You can add as many facilities as you would like under your role
- You can add users to one or more facility account depending on access needs



Register a New Provider

PROVIDER NPI: *

PROVIDER REGISTRATION CODE: *

FIND PROVIDER

SELECT >

INNOVATIVE MEDICAL MANAGEMENT

☐ SOLUTIONS, LLC - - 1775 HOOKS ST null - CLERMONT FL

FIND PROVIDER

SELECT >

Helpful Hints

- Always use **Manage Providers Groups** Tab to update role access or add someone to a specific facility account
- New users should be created in the appropriate facility but can be added to more than one facility group once created

Kepro FERNANDINA BEACH REHAB, LLC Ellen Olsen

Contract: Florida ([Change Context](#))

HOME CASES CREATE CASE CONSUMERS SETUP MESSAGE CENTER REPORTS Help

SETUP / MANAGE PROVIDER GROUPS

SETUP

Manage Provider Groups (3)	Manage Users (3)
FERNANDINA BEACH REHAB, LLC	NPI : 1073174082 / PASRR, Skilled Nursing Facility / 1625 LIME ST
INNOVATIVE MEDICAL MANAGEMENT SOLUTIONS, LLC	NPI : 1275006504 / PASRR, Skilled Nursing Facility / 1775 HOOKS ST
PALM GARDEN OF VERO BEACH LLC	NPI : 1265867212 / PASRR, Skilled Nursing Facility / 1755 37TH ST

AutoSaved

Administrator – Adding Users to Additional Facility Group

Need to add a person to one or more of your facilities?

- On the **Manage Provider Groups** tab, click on the appropriate facility row and add the new user.
- That person will only have access to the facility in which they were added.
- To add the person to one or more other facility accounts, go to the **Manage Provider Groups** tab and click on the appropriate facility row.
- Choose the person from the “Available Users From Your Group” dropdown and then click on **Add**.

The screenshot shows the Kepro web application interface for managing provider groups. The top navigation bar includes links for HOME, CASES, CREATE CASE, CONSUMERS, SETUP, MESSAGE CENTER, REPORTS, and Help. The user is logged in as Ellen Olsen. The main content area displays a table of facilities. The first facility, FERNANDINA BEACH REHAB, LLC, is selected. Below the table, there is a section for adding users. A dropdown menu titled "AVAILABLE USERS FROM YOUR GROUP" is open, showing a search bar and two users: Fred Flinstone and DON DON. An "ADD" button is next to the dropdown. Below the dropdown, there is a "SELECT ROLE" dropdown menu with "Provider Staff Account" selected. At the bottom, there is a "GO BACK" button and a footer with links for Privacy Policy/Terms of Use, Powered by Kepro, Contact, Copyright © 2020 Kepro, All Rights Reserved, and Version 5.2.0.22085.

NPI	PROVIDER TYPE	ADDRESS
1275006504	Skilled Nursing Facility,PASRR	1775 HOOKS ST

AVAILABLE USERS FROM YOUR GROUP

Search...

- ☐ Fred Flinstone
- ☐ DON DON

ADD

SELECT ROLE

Provider Staff Account

Olsen, Ellen

SELECT ROLE

Provider Group Admin

Displaying records 1 to 2 of 2 records

Previous 1 Next Show 10 Entries

PALM GARDEN OF VERO BEACH LLC	NPI : 1265867212 / PASRR,Skilled Nursing Facility / 1755 37TH ST
-------------------------------	--

GO BACK

AutoSaved

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Nebraska PASRR Training

Homepage Overview

Helpful Hints

- Click on the **person icon** next to your name to change your security question or to log out.
- "Change Context" link is only used if you have access to submit requests under multiple provider groups.

What to Know?

- When you log in, you will see the Home Page. There are several ways to search for consumers and cases in the Provider Portal. You will most commonly want to use the **CREATE CASE** tab when creating a new request.
- You will also want to review the status of your submitted cases, which can be done from the home page or by searching the **CONSUMERS** or **CASES** tabs.

The screenshot shows the Kepro homepage for a "Temporary NE Provider". The navigation bar includes links for HOME, CASES, CREATE CASE (highlighted with an orange box), CONSUMERS, SETUP, MESSAGE CENTER, and REPORTS. A search bar is located at the top right. Below the navigation bar, there are statistics for 0 NEW MESSAGES, WORK-IN-PROGRESS (0), NOT SUBMITTED (6), and SUBMITTED (28). A message "Request Saved But Not Submitted" is displayed. A table of cases is shown with columns: CONTRACT, CASE TYPE, CONSUMER ID, CONSUMER NAME, DATE OF BIRTH, and LAST MODIFIED. The table contains 6 records for NE PASRR cases. At the bottom, it says "Displaying records 1 to 6 of 6 records" and includes pagination controls.

CONTRACT	CASE TYPE	CONSUMER ID	CONSUMER NAME	DATE OF BIRTH	LAST MODIFIED
NE PASRR	PASRR	TEMP001962020120100000	December First	12/01/2020	12/1/2020 4:43:24 PM
NE PASRR	PASRR	TEMP001962020110400000	Wayne Bolton	12/03/1978	11/17/2020 12:22:39 PM
NE PASRR	PASRR	TEMP001962020110400000	Wayne Bolton	12/03/1978	11/16/2020 1:08:30 PM
NE PASRR	PASRR	TEMP001962020110400000	Wayne Bolton	12/03/1978	11/16/2020 11:25:58 AM
NE PASRR	PASRR	TEMP001962020110400000	Wayne Bolton	12/03/1978	11/16/2020 10:57:30 AM
NE PASRR	PASRR	TEMP001962020110400000	Wayne Bolton	12/03/1978	11/16/2020 8:41:56 AM

Search all Cases



Create a new Case (Level I or Resident Review Screen)



Search all Consumers for your Facility



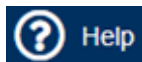
Manage users (Administrators)



Messages from Kepro about submitted cases



Coming soon to all Admins! Run reports for your facility



Training materials & other resources

Create Case – Search Consumer

What to Know?

- To add a new case in order to complete a Level I screening, click **CREATE CASE** from the top navigation pane. Case Type is always Assessment.
- Search for the consumer using last name and date of birth.
- If the correct consumer match is found, you can click on the button left of **SELECT MEMBER** and click **NEXT** to proceed with the case.
- If a consumer match is not found, you will be able to add the consumer to the system by clicking on **+ADD TEMPORARY CONSUMER**.

Helpful Hints

- Enter the full last name when you search.
- If you do not find the person in your facility account, you will add them to the system.

The screenshot displays the Kepro web application interface. At the top, the user is logged in as a 'Temporary NE Provider'. The navigation bar includes links for HOME, CASES, CREATE CASE (highlighted with an orange box), CONSUMERS, SETUP, MESSAGE CENTER, REPORTS, and Help. Below the navigation bar, the 'CREATE CASE / SELECT CASE TYPE' section is active. It features a 'NEW CASE REQUEST' header and an 'EXPAND ALL' button. The 'CASE TYPE' section is expanded, showing a dropdown menu with 'Assessment' selected. The 'Consumer Information' section is also expanded, showing a 'SEARCH CONSUMER' form. This form includes fields for 'CONSUMER ID', 'LAST NAME' (with 'Olsen' entered and highlighted by an orange box), and 'DATE OF BIRTH' (with '12/01/2020' entered and highlighted by an orange box). A 'SEARCH' button (also highlighted by an orange box) is located to the right of the date field.

Create Case – Add Consumer

The screenshot shows a web interface for adding a consumer. At the top right is a button labeled "+ ADD TEMPORARY CONSUMER". Below it is a table with the following headers: "SELECT MEMBER", "NAME", "DATE OF BIRTH", "CONSUMER ID", "CONTRACT", and "CASE COUNT". The table body contains the text "No records found." Below the table, a message reads: "Unable to find the consumer you are looking for? Please refine search to continue."

What to Know?

- After you click on **+ADD TEMPORARY CONSUMER**, add all required fields.
- Contract and Plan dropdowns will always be **Nebraska**
- **Complete** consumer information for all required fields

The screenshot shows the "CONTRACT INFORMATION" section. It contains two dropdown menus. The first is labeled "CONTRACT *" and has "Nebraska" selected. The second is labeled "PLAN *" and also has "Nebraska" selected.

Helpful Hints

- Selecting “**Use Facility Address**” will populate the address information to match your facility.
- Once you add a **Consumer**, you will be able to find them for future requests.
- All fields with a red asterisk are required.

Create Case – Add New Consumer

What to Know?

- The contact address that you enter will print on the Level I form so feel free to use the current location (your facility address) by clicking the box next to **Use Facility Address** or enter in a mailing address for the person.
- You must add a third identifier, Social Security Number, **SSN**
- When finished, click on **Next** to load information and then click on **Create Case**

CONTACT INFORMATION

☐ USE FACILITY ADDRESS

ADDRESS LINE 1 * ADDRESS LINE 2 CITY * COUNTRY *
[Text Box] [Text Box] [Text Box] [Select One]

STATE/PROVINCE * COUNTY * POSTAL CODE * PHONE NUMBER
[Select One] [Select One] [Text Box] [Text Box]

OTHER INFORMATION

SSN (XXX-XX-XXXX) SELF PAY PRIVATE INSURANCE MEDICAID ID/SUBSCRIBER ID MEDICARE HICN
[Text Box] [Text Box] [Text Box] [Text Box] [Text Box]

MEDICARE MBI OTHER ID
[Text Box] [Text Box]

< CANCEL NEXT >

Helpful Hints

- The sections that are complete will show a green check mark and the section in progress will show a yellow check mark.
- Your updates in each section are auto-saved as you move through the case.

Create Case – Enter Case Details

What to Know?

- Once you have created a case, you must complete required sections in order to submit for an outcome.
Level I Required Sections:
 - Request Details (See Next Slide)
 - Questionnaires (See Next Slide)
- To open the sections, click the **down arrow** on the right side of the section row and begin.
- Once all required sections are completed, click **Submit**.

The screenshot shows the Kepro web application interface for creating a case. The top navigation bar includes the Kepro logo, user information (Temporary NE Provider), a search bar, and various menu items (HOME, CASES, CREATE CASE, CONSUMERS, SETUP, MESSAGE CENTER, REPORTS, Help). The main content area is titled 'CREATE CASE / CASEID' and displays a table with consumer information: CONSUMER NAME (December First), DATE OF BIRTH (12/01/2020 (1 Days)), MEMBER ID (TEMP001962020120200000), and CASE TYPE (PASRR). Below this, there is a list of sections to be completed, each with a dropdown arrow on the right. The 'Request Detail' section is highlighted with an orange box, and an orange arrow points to its dropdown arrow. The 'Submit' button at the bottom right is also highlighted with an orange box.

CONSUMER NAME	DATE OF BIRTH	MEMBER ID	CASE TYPE
December First	12/01/2020 (1 Days)	TEMP001962020120200000	PASRR

EXPAND ALL ▾

- Contacts / Legal Representative ▾
- ✓ Submitting Provider Temporary NE Provider / 9999999999 / NE ▾
- Facility ▾
- Attending Physician ▾
- Request Detail ▾
- Diagnosis ▾
- Documents(0) ▾
- Questionnaires(0 of 0) ▾
- Notes ▾

CANCEL CASE AutoSaved SUBMIT

Helpful Hints

- The questionnaire is auto-saved as you progress through the questions.
- Required questions are marked with an asterisk (*).
- Review all answers carefully, once you mark as complete, answers cannot be changed.

Create Case – Request Detail & Questionnaire

Level I & Resident Review

- In the **REQUEST DETAIL** section, select **PASRR Level I**
- In the **QUESTIONNAIRE** section, click on the blue link to complete the assessment:

[PASRR Level I and RR Screening](#)

Request Detail PASRR Level 1

* fields are mandatory

ASSESSMENT TYPE * REQUEST TYPE CURRENT LOCATION

PASRR Level 1 Select One Select One

NAME * STATUS

PASRR Level I and RR Screening Not Started

Helpful Hints

- The questionnaire is auto-saved as you progress through the questions.
- Required questions are marked with an asterisk (*).
- Review all answers carefully, **once you mark as complete, answers cannot be changed.**

Create Case – Request Detail & Questionnaire

Level I & Resident Review

- Complete each section of the required questionnaire by answering a series of questions and inputting information where needed.
- When finished, click **Mark as Complete**.

The screenshot displays a web-based questionnaire interface. On the left, a sidebar lists five sections, each with a checkmark icon: Section I: Demographic, Section II: Request Type, Section III: PASRR Conditions, Section IV: Other Indications for PASRR Condition, and Section V: PASRR Screen Completion. The main content area shows the first four questions of Section I. Question 1, 'Prior Living Situation: *', is a required question marked with a red asterisk and features a dropdown menu currently set to 'Select One'. Question 2, 'Legal Representative? *', is also a required question marked with a red asterisk and includes radio button options for 'Yes' and 'No'. Question 3, 'Requesting Admission to Nursing Facility (Name)', is followed by a text input field. Question 4, 'Address of Nursing Facility', is followed by another text input field. At the bottom of the form, there is a navigation bar containing a button labeled '< RETURN TO CASE', a status indicator 'Autosaved' with a checkmark, and a button labeled 'MARK AS COMPLETE >'.

Helpful Hints

- Once the case is submitted, you can still add additional documents, notes and send messages to the Kepro team, this is especially critical if the case requires a Level I review or a Level II evaluation.
- If a Level II is required, Kepro will initiate a new case for you.

Submit Case & Review Outcomes

Almost Done

- After completing the electronic Level I/Resident Review questionnaire, you have completed all of the case details. Next, click **Submit** for your results.
- You will be redirected back to the **Case Summary** page with all information submitted with the case as well as the status and outcome of the request.
- You will also be able to view, print letters, and the entire case summary from this screen under the **Letters/Reports** tab.

Contacts / Legal Representative

Submitting Provider Temporary NE Provider / 999999999 / NE

Facility

Attending Physician

Request Detail PASRR Level 1

Diagnosis

Documents(0)

Questionnaires(1 of 1) PASRR Level I and RR Screening

Notes

CANCEL CASE SUBMIT

Completed	CASE ID	CASE CONTRACT	SUBMITTED ON	REASON	OUTCOME
	203370012	NE PASRR	12/2/2020 4:51:11 PM	Negative Level I PAS	May Be Admitted
Case Overview Letters/Reports(0) Notes(0) Messages(0)					
EXPAND ALL					

Positive Level I – Requires Clinical Review

Level I Clinical Review

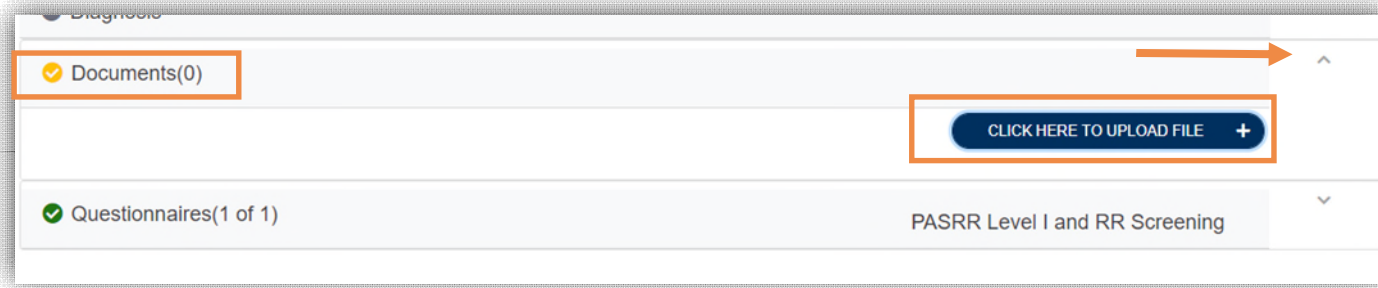
- The Outcome and Reason sections and the printable Level I form will tell you if the outcome is positive and if a Level I Clinical Review is required.
- Make sure to send supporting documentation if the individual has dementia or if you think a Level II evaluation is not required due to a serious medical condition. Also provide information if you believe that an individual does not meet criteria for a related condition. This will assist us in making the determination quickly and avoid delays in nursing home admissions.
- Documents can be uploaded or faxed to us at 844-421-3626.
- The status of the case will remain **“In Review”** until the determination has been made. Once it has been made, the status will change to green and show **Completed**.

<div>IN-REVIEW</div>	CASE ID	CASE CONTRACT	SUBMITTED ON	REASON	OUTCOME
	203370016	NE PASRR	12/2/2020 5:07:48 PM	Positive Level 1 PAS	Level I Clinical Review Required

Uploading Documents to the Level I Case

Level I Clinical Review Required

- Go to the Documents section, expand the row by clicking on the down arrow at the right side of the row and then click on “**CLICK HERE TO UPLOAD FILE**”.
- Browse your files for the correct document to upload.
- Choose the file and then click on **Upload**



Helpful Hints

- Multiple file types are acceptable up to 12 MB
- You can upload as many documents as you would like

FILE UPLOAD

* fields are mandatory

SELECT FILE *

BROWSEMAX FILE SIZE: 12 MB

Acceptable File Types: doc, docx, jpg, jpeg, mdi, pdf, png, tif, tiff, txt, xls, xlsx, xps .

All files uploaded will be encrypted and stored in a secure location in accordance to HIPAA standards, please do not password protect or personally encrypt any files you wish to upload.

Larger files will take longer to upload/download. Please be patient.

CLOSE

UPLOAD +

Level II Evaluation

- The Outcome and Reason sections and the printable Level I form will tell you if the outcome is positive and if a Level II Evaluation is required.
- We have **3 business days** to complete the Level II Evaluation and Determination.
- Make sure to send all required and supporting documentation. This will assist us in making the determination quickly and avoid delays in nursing home admissions. If missing, you will receive a Pend letter from Kepro detailing what is needed to complete the case. You will have five business days to send. Please note turnaround time does not start until all required documentation is received.
- Documents can be uploaded or faxed to us at 844-421-3626.
- The status of the case will remain **“In Review”** until the determination has been made. Once it has been made, the status will change to green and show **Completed**.

	CASE ID	CASE CONTRACT	SUBMITTED ON	REASON	OUTCOME
IN-REVIEW	203370013	NE PASRR	12/2/2020 5:03:56 PM	Positive Level 1 PAS	May Not Be Admitted: Level II Required

Level II

- When a Level II is required, Kepro will create a new case for the individual. Required documents can be faxed or uploaded to either the original Level I case or the new Level II case, whichever is preferred.
- Browse your computer files and then click on the document(s) from your computer to upload. Once chosen, click **UPLOAD**. You can attach most types of files, up to 12MB, as shown below.

Required documents include:

- OBRA-8
- History and Physical
- Relevant case notes or records of treatment
- Medication administration records (MAR)
- Psychiatric or psychological evaluation, if available
- Minimum Data Set A-Z (MDS) (Nursing Homes Only)

The screenshot shows a 'FILE UPLOAD' modal window. At the top, it says 'FILE UPLOAD' with a close button. Below that, a red asterisk indicates '* fields are mandatory'. The main section is titled 'SELECT FILE *' and contains a 'BROWSE...MAX FILE SIZE: 12 MB' button. To the right of this button, it lists 'Acceptable File Types: pdf, tiff, tif, doc, docx, xls, txt, rtf, gif, jpg, jpeg.' Below this, a text box states: 'All files uploaded will be encrypted and stored in a secure location in accordance to HIPAA standards, please do not password protect or personally encrypt any files you wish to upload.' At the bottom, there are two buttons: 'CLOSE' and 'UPLOAD +'. The 'BROWSE' button, the file type list, the security notice, and the 'UPLOAD' button are highlighted with orange boxes.

Level II

- It's always a good idea to add a note or send a message to let us know additional details on the case. **Need an expedited review?** Adding it to the note section works as well as a phone call or an email.
- Once the review is completed, the status changes from **"In Review"** to **"Completed"** and you will be able to immediately see the outcome in the **OUTCOME** section and access determinations and notices in the Letters/Reports tab.

✓ Documents(1)

● Questionnaires(0 of 0)

✓ Notes

ADD NEW NOTE

This individual is independent and does not have a legal representative. Call me directly with questions at 123-456-7890.

Notes cannot be modified or deleted after being saved

ADD NOTE +

ATREZZO - CASE DASHBOARD

CONSUMER NAME: Jon Doe | GENDER: Female | DATE OF BIRTH: 06/01/1948 (72 Yrs) | MEMBER ID: TEMP001742020061100000 | CASE TYPE: PASRR | CONSUMER CONTRACT: FL PASRR

CASE ID	CASE CONTRACT	SUBMITTED ON	REASON	OUTCOME
201630004	FL PASRR	6/11/2020 3:42:31 PM		

Case Overview | Letters/Reports(0) | Notes(1) | Messages(0)

Review Case Status & Messages

Helpful Hints

- For Level I cases, you will receive an automatic determination.
- For Level I clinical review and Level II cases, you will be able to check the status of Kepro's review by entering the case.

What to Know?

- Messages from Kepro about the case will be accessible from the **MESSAGE CENTER** on the top navigation pane as well as directly within the **CASE** in the Messages tab.
- You can add additional documents within the **Case Overview** section and add notes within the **Notes** section.

The screenshot displays the Kepro web application interface for a 'Temporary NE Provider'. The top navigation bar includes a search bar, a 'MESSAGE CENTER' link with a red notification badge, and other menu items like HOME, CASES, CREATE CASE, CONSUMERS, SETUP, and REPORTS. Below the navigation bar, a notification box states '1 NEW MESSAGES' and 'Go to Message Center'. The main content area shows a table with columns for CONTRACT, CASE TYPE, CONSUMER ID, CONSUMER NAME, DATE OF BIRTH, and LAST MODIFIED. The table is currently empty, and a message 'Request Saved But Not Submitted' is visible above it.

CONTRACT	CASE TYPE	CONSUMER ID	CONSUMER NAME	DATE OF BIRTH	LAST MODIFIED
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Level I, Resident Review, & Level II Requests

What to Know?

Within the **Provider Portal**, a separate case is required for each review. The same basic case structure and process is used for each type of review. **Here are some tips for how the different types of Reviews are processed:**

	LEVEL 1	Level I Clinical Review	LEVEL II
Completed By	Provider Staff	Kepro Staff	Kepro Staff
Request Type	PASRR Level I	PASRR Level I	PASRR Level I
Questionnaire	PASRR Level I Questionnaire completed when submitting the case.	None required.	Kepro will complete PASRR Level II Questionnaire when completing the review.
Required Documents	None	Informed Consent, H&P, MAR, Nursing Notes, Psych, MDS	Informed Consent, MC-OBRA-8, H&P, MAR, Nursing Notes, Psych, any relevant treatment notes
Outcome Determination	Completed by the system based on Questionnaire results and state's algorithm	Completed by Kepro reviewer. If not enough information is received to support a Level I Clinical Review, a Level II Evaluation will be required.	Completed by Kepro reviewer during Level II review only after all required documents are received
Next Steps	<ul style="list-style-type: none">• Positive Determination: Kepro submits a Level II Case if the individual is discharging into a Nursing Facility• Negative Determination: Consumer may be admitted to Nursing Facility	<ul style="list-style-type: none">• Recommendation determined by Kepro based on Level I clinical review.• May result in admission to Nursing Facility or require a Level II evaluation.	<ul style="list-style-type: none">• Recommendation determined by Kepro based on Level II review.• May result in admission to Nursing Facility with recommendations for services.

Additional Resources & Support

Contact Info



Toll-free 833.840.9945



nepasrr@kepro.com



<http://nepasrr.kepro.com>

