

The Department of Health Care Services

Microsoft Azure User Registration Process

Version 1.0

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Introduction

The Pre-Admission Screening and Resident Review (PASRR) Screening is federally mandated and uniquely funded:

- •(Section 1919(e) (7) of the Social Security Act and Chapter 42 of the Code of Federal Regulations,
- §483.100 through 483.138)
- •Funded 75 percent Federal Financial Participation (FFP) and 25 percent State General Fund (SGF)

A Level I Preadmission screening must be administered to all individuals being discharged to a Medicaid Certified Nursing Facility (NF) and should yield a positive result if the individual has a suspected or diagnosed Mental Illness (MI). The PASRR process must be completed prior to the resident's admission to a Medicaid certified NF. If the PASRR process is not completed, FFP is not available. The PASRR process consists of a Level I Screening, Level II Evaluation, and final Determination.

The Level I Screening is submitted online by the facility and is a tool that helps identify possible Mental Illness (MI) and/or Intellectual/Developmental Disability or Related Conditions (ID/DD/RC).

The Level II Evaluation is performed via telehealth or face-to-face. The Level II Evaluation helps determine placement and the need for specialized services.

The Determination is the written outcome from the Level II Evaluation and will include the placement and specialized service recommendations for the individual.

This information was provided by the California Department of Health Care Services' (DHCS) PASRR Section which is part of the Clinical Assurance Division. The PASRR Section is responsible for ensuring the federal government's Centers for Medicare and Medicaid Services (CMS) PASRR requirements and timelines are met.

Microsoft (MS) Azure Registration Process for GACH/NF Approver/Users

Approver Role

The PASRR Approver has the ability to:

- 1. Access and monitor the list of staff enrolled in the Online PASRR system from their facility.
- 2. Access all PASRR screenings and letters for the facility and submit new Level I Screenings.
- 3. Edit Level I Screenings that are in progress.
- 4. Submit a request to DHCS through the Online PASRR System to add, inactivate, and reactivate a PASRR User.
- 5. Edit Job Title, and Cell Phone Number for PASRR Users.
- 6. Submit a request in the Online PASRR System to electronically transfer a PASRR screening to another facility.
- 7. Accept or deny requests for PASRR file transfer from another facility.
- 8. Reset their own Microsoft Account Password
- 9. Serve as the facility's point of contact for all PASRR related matters.

User Role

The PASRR User has the ability to:

- 1. Access all PASRR screenings and letters for the facility and submit new Level I Screenings.
- 2. Edit Level I Screenings that are in progress.
- 3. Reset their own Microsoft Account Password
- 4. Read-only access to the list of staff enrolled in the Online PASRR System from their facility.

Submitting an Approver Request

The GACH/NF Approver access to PASRR is provided after the facility administrator has sent the Approver Certification Appointment form to DHCS. Once approved by DHCS, the GACH/NF Approver will be added to PASRR and MS Azure user group and they will get an email notification from the DHCS PASRR system on the email address that was provided on the Approver Certification Appointment form.

Submitting a User Request

The GACH/NF Approver using the Online PASRR system submits the GACH/NF User access request. The request comes to DHCS electronically and upon approval, they will get a similar email notification as shown below:

Dear Wear Wear account has been activated for Wear activated for Wear activation of the PASRR User account has been activated for Wear activation with the PASRR Portal, <u>Click here</u> New Users will receive an email from Microsoft Azure Administrator for new user activation. For additional information and user instructions, please refer to the User Manual on the DHCS Application Portal website <u>https://portal.dhcs.ca.gov/</u> If you have any questions, please contact us by e-mail at <u>ITServiceDesk@dhcs.ca.gov</u> or by phone at <u>916-440-7000</u>.

From, CA DHCS PASRR

CONFIDENTIALITY NOTICE: This e-mail and any attachments may contain information which is confidential, sensitive, privileged, proprietary or otherwise protected by law. The information is solely intended for the named recipients, other authorized individuals, or a person responsible for delivering it to the authorized recipients. If you are not an authorized recipient of this message, you are not permitted to read, print, retain, copy or disseminate this message or any part of it. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete it from your e-mail inbox, including your deleted items folder.

Figure 1 – Email notification from DHCS PASRR

MS Azure Registration Process

The GACH/NF Approver/User also gets another email from MS Azure to complete the online registration process as shown below. Click "Accept invitation" to move to the next screen.

	Microsoft Invita	tions on b	ehalf of Ca	alifornia De	partmen	t of
-	То	@yahoo.co	m			
	Jun 8 at 2:45 PM					
	www.microsoft.co	m/en-us				
	I attachment					
	Domain: <u>ca</u> This message of	dhas onimicrosio	ft.com ander and is not from 1 Mess Mah SRR Portal.	Hermoff Corporation sage from al, Amrit@DHCS		
		â	Č1	•	•	
~			a. (13) (13) a.	Forward	Reply	Mor
ی Expand	1	Delete	Move to	1.01.1101.01		
ر م Expand	1. 	Delete Accep	t invitation]		
Expand		Delete	Move to	1		

Figure 2 – Email notification from MS Azure to new GACH/NF Approver/User

If you have a Microsoft Account: it will ask you to sign in. Please sign in using your facility email and current Microsoft computer/email password. After signing in, start from Figure 11 below.

If you do not have a Microsoft Account: it will ask you to create a new account. Start from Figure 3 below.



Figure 3 – New account creation step from MS Azure for new GACH/NF Approver/User

Click the "Next" button on the above window to start the new user registration process in MS Azure by creating a password as shown below:

← abhi2ruko@omail.com	
Create a passwor	rd
Enter the password you wo account.	uld like to use with your
Show password	
	NEW



After entering the initial password, MS Azure will show a screen to enter the country and date of birth for authentication purposes in the future. Note: the date of birth of the GACH/NF Approver/User will not be used by PASRR system but it is stored in MS Azure for two-factor authentication if needed.





MS Azure will send a code to the email address used by the GACH/NF Approver/User. They will need to check that code and enter in the screen below:



Figure 6 – Code sent to GACH/NF Approver/User from MS Azure

MS Azure will send an email to the GACH/NF Approver/User on his/her email address, providing a code as shown below:



Figure 7 – Email with the Code sent to GACH/NF Approver/User from MS Azure

The GACH/NF Approver/User will need to enter the code received in their email in the MS Azure window, as shown below:



Figure 8 - Enter the Code in the MS Azure window

There will be a checkpoint from MS Azure to verify if the same user is trying to register the account as shown below. NOTE: the captcha screen can be different then the below screenshot.

← abhi2ruko@gmail.com	
Create account	
Before proceeding, we need to person is creating this account.	make sure a real
andas	New
SKIGN	Audio
Enter the characters you see VNMVL SKGYD	

Figure 9 – GACH/NF Approver/User enters the characters shown in the MS Azure window

Upon clicking the "Next" button on the previous screen, the GACH/NF Approver/User will be directed to the page to review permission as shown below:

abhi	2ruko@gmail.c	:om	
Rev	view perm	hissions	
с			
Calif cadh	fornia Departn cs.onmicrosoft.com	nent of Heal	Ith Care Services
This	resource is n	ot shared b	y Microsoft.
The Care	organization C Services would	alifornia Deg d lik e to:	partment of Health
$\stackrel{\scriptstyle \sim}{}$	Sign you in Read your nam	ne, email ad	dress, and photo
You s Healt to ac admi Depa to th Depa your https	hould only accept h Care Services. By cess and process y nister an account a rtment of Health eir privacy statem rtment of Health O access. You can rei ://myapps.microso	if you trust Cal y accepting, you our data to cre according to the Care Services nent for you to Care Services move these per ft.com/cadhcs.	ifornia Department of u allow this organization ate.control. and eir policies. California has not provided a link o review. California ay log information about missions at onmicrosoft.com
	Cancel		Accept

Figure 10 – Review of MS Azure permissions

Once user accepts the Microsoft permissions, user will see another pop up stating, "More information is required". User will select "Next".

DEPARTME HEALTH CA	ENT OF ARE SERVICES
	vahoo.com
More info	ormation required
Your organizat your account s	ion needs more information to keep secure
Jse a different	account
earn more	
	Next
WARNING: Thi	s is a State of California system for authorized users: subject to being
monitored and	/or restricted at any time.
be subject to c	disciplinary action, prosecution or

Figure 11 – MS Azure information page

After the user clicks "Next", the Microsoft security page will open.

- 1. From the first dropdown, the user must select "Authentication phone" option
- 2. From the second dropdown, the user must select the country.
- 3. Enter the cell phone number on which the user will be receiving the multi factor authentication code (MFA). The user can select only one method to get the MFA code.
- 4. Select "Send me a code by text message" option.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Auth	entication phone	V			
Unit	ed States (+1)			_	
—Me	thod				
0	Send me a code by	text mess	age		

Next

Figure 12 – MS Azure Security Verification

Once the user has entered all the information, click "Next" to finish the verification process. The user will see the screen below.

Hicrosoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: We've sent a text message to your phone at +1

Verification successful!

Figure 13 – MS Azure Security Verification

Accessing PASRR System after successful MS Azure Process

Once the GACH/NF Approver/User accepts the above permissions, the user will be directed to DHCS portal as shown below and can log in by clicking the "Log In" button. Note: If the below link to the portal does not work please try https://PASRR.dhcs.ca.gov link to login to PASRR.

https://portal.dhcs.ca.gov

Cleov 🎓		
Centerain according of APPLIC.	ATION PORTAL Contra	act Us FAQs Home
What's New DHCS is excited to announce the Application Portal that provides our customers with a single-sign on platform for applications that have been integrated with the Portal and up to date information on DHCS applications/systems. Check the FAQ's and Contact Us sections for more information and help.	Application Status All applications are currently up and running.	Log in California Department of Health Care Services, legal notice WARNING: This is a State of California computer application that is for official use only by authorized users and is subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or Civil and criminal penalties. By continuing to use this application you indicate
		your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY, if you are not an authorized user or you do not agree to the conditions stated in this warning. Log In

Figure 14 – DHCS Portal to login to PASRR system

Once the user clicks login on the DHCS portal, user will see the below pop up message where user must enter their email address.

CO DEPAR HEALT	RTMENT OF TH CARE SERVICES
Sign in	n
Email, pho	ne, or Skype
Can't acces	is your account?
	Back Next
WARNING:	This is a State of California system for
official use monitored	by authorized users; subject to being and/or restricted at any time.
Unauthoriz be subject	zed or improper use of this system shall to disciplinary action, prosecution or
both.	
~	2

Figure 15 – MS Azure login page

After entering the email the user will enter the password.

Sign in

Figure 16 – MS Azure login page

PASSWORD RESET: If the user gets an error message while entering the password. Please click the "forgot password" link as shown in figure 16 to reset the password. If the user is not able to reset the password on its own then please contact your facility IT department.

After entering the Password, the user will receive a MFA code on the phone number provided during the security verification (Figure -12). Please enter the MFA code and click verify.



Figure 17 – MS Azure user verification page

Once the user enters the MFA code and clicks verify, they will see the Azure app screen. Please click on the PASRR (Production) icon to access the PASRR portal (Figure - 18).



Figure 18 – MS My Apps screen

Note: If PASRR account holders are missing their PASRR icon, here are the steps to make sure the correct organization is being displayed.

Login to the Azure apps page and click the profile image (the account holder's initials if they have no image):



Figure 19 – MS My Apps screen

Next, click the "Switch organization" link:

pps				å ? D
			Ø Edit ≡ List view ···	California Department of Health Car Sign out
Calendar	Cisco Webex Cisco Webex	Cornerstone OnDemand	DHCS PRA Request	View account Switch organization Switch organization Operate Sign in with a different account
F	OrBase	٥	Þ	

Figure 20 – MS My Apps screen

Click the DHCS organization under "Other organizations you belong to:" to reveal the PASRR app icon:



Figure 21 – MS My Apps screen