



**California Department of Health Care Services
Preadmission Screening and Resident Review (PASRR)**

Online System User Guide

January 12, 2023

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How an Approver can “Add User” in the PASRR System

1. Click the User List (either from “Admin” dropdown menu or "User List" quick link).
2. Click “Add User” button (top right).
3. Fill in required User Information (Email, First Name, Last Name, Title, etc.).
4. Click the “Save” button.


Please note: E-mails cannot be reassigned to new staff. Each staff must have their own unique e-mail address.

The screenshot shows the PASRR system interface for adding a new user. The top navigation bar includes the PASRR logo, user level (Level 1), and the user's name (Rose Gold). The main content area is titled "User Information" and contains the following fields:

- Basic Details:**
 - Email *
 - First Name *
 - MI
 - Last Name *
 - Status *
 - Job Title *
 - Cell Phone
- Role & Facility Details:**
 - Role Category *
 - Role *
 - Facility *
- User Information:**
 - Last Name
 - First Name
 - Email
 - Status (Active)
 - Last Login (MM/DD/YYYY)
 - Inactive Date (MM/DD/YYYY)
 - Role (-- Select --)
 - Job Title

Buttons for "Search", "Reset", "Save", and "Cancel" are visible.

How an Approver can “Add User” in the PASRR System

Last Name	First Name	Email	Status	Last Login	Inactive Date	Role	Job Title	Action
Yellow	Mellow	MellowYellow@demo.com	Active	N/A	N/A	- GACH/NF User	RN	
Yellow	Mellow	MellowYellowDemo@yahoo.com	Active	N/A	N/A	- GACH/NF User	DON	

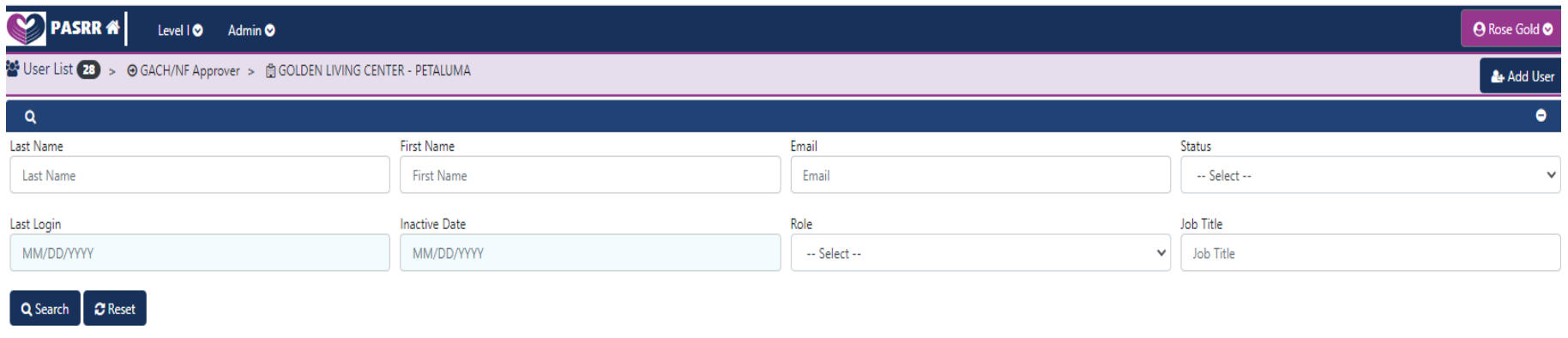
The **red bell icon** indicates the request is pending approval from DHCS. An email is automatically generated to the DHCS IT Service Desk and sent to PASRR staff for approval. Once approved, the bell icon will disappear, and an email will be sent to the user. They will need to accept the Microsoft invite to register before they can login.

How a User/Approver can view their facility PASRR accounts

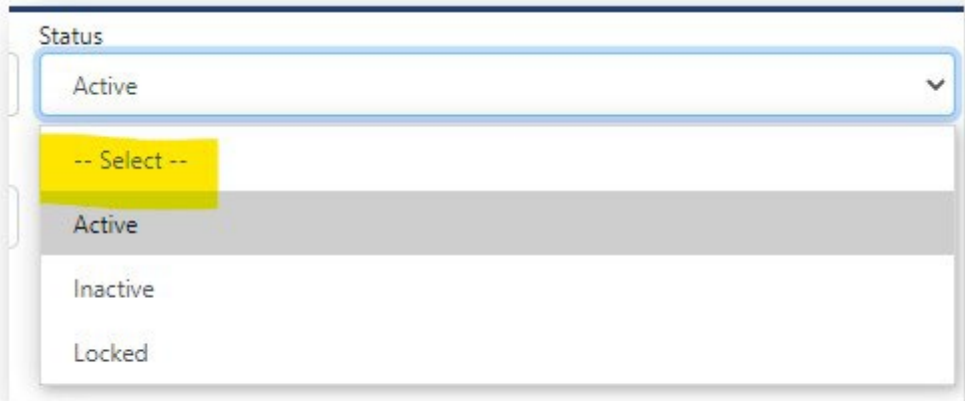
1. Click the User List (either from “Admin” dropdown menu or “User List” quick link).
2. Click on the “Status” field (far right top) and choose the “Select” option.

Please note:

- This allows User/Approvers to view all “Inactive” or “Active” accounts in the PASRR system.
- Only Approvers can edit the User’s information.



The screenshot shows the PASRR system interface. At the top, there is a navigation bar with the PASRR logo, a home icon, and user information: "Level I" and "Admin". On the right, there is a "Rose Gold" button. Below the navigation bar, there is a breadcrumb trail: "User List 28 > GACH/NF Approver > GOLDEN LIVING CENTER - PETALUMA". On the far right of this breadcrumb trail is an "Add User" button. Below the breadcrumb trail is a search bar with a magnifying glass icon and a close icon. The main filter area contains several input fields and dropdown menus: "Last Name" (text input), "First Name" (text input), "Email" (text input), "Status" (dropdown menu with "-- Select --"), "Last Login" (text input with "MM/DD/YYYY" placeholder), "Inactive Date" (text input with "MM/DD/YYYY" placeholder), "Role" (dropdown menu with "-- Select --"), and "Job Title" (text input). At the bottom left of the filter area, there are "Search" and "Reset" buttons.



How an Approver can “Inactivate” User accounts in the PASRR System

1. Click the User List (either from “Admin” dropdown menu or “User List” quick link).
2. Ensure the User List is showing “Active” accounts. You can do this by clicking on the “Status” field (far right top) and selecting “Active”. Click on the “Edit” button under the Action column.



3. Click “Request to Inactivate User from the Facility”.
4. A red bell icon will appear under the Action column on the “User List”. Once the request is approved by DHCS, the red bell icon will disappear.

[User Information](#) | [User History](#) | [Role History](#) | [Facility History](#)

Basic Details

Email *
 First Name *
 MI
 Last Name *

Status *
 Job Title *
 Cell Phone

Role & Facility Details

Role Category *
 Role *
 Facility *

Last Name	First Name	Email	Status	Last Login	Inactive Date	Role	Job Title	Action
Yellow	Mellow	MellowYellow@demo.com	Active	N/A	N/A	- GACH/NF User	RN	
Yellow	Mellow	MellowYellowDemo@yahoo.com	Active	N/A	N/A	- GACH/NF User	DON	

How an Approver can “Reactivate” an Inactive User’s account

1. Click the User List (either from “Admin” dropdown menu or “User List” quick link).
2. Click on the “Status” field (far right top) and select “Inactive”.
3. Click on the “Edit” button under Action column.
4. Click “Submit Reactivation Request”.
5. Once the request is approved by DHCS, the red bell icon will disappear and they will receive their Microsoft invite to register. If they are already registered, they should login using the direct portal site: <https://portal.dhcs.ca.gov>

Basic Details

Email * antman@mahvel.coom First Name * Ant MI Last Name * Man

Status * Inactive Job Title hero Cell Phone () _ - _

Role & Facility Details

Role Category * Facility Role * GACH/NF User Facility * GOLDEN LIVING CENTER - PETALUMA (101 MONROE STREET, , PETALUMA, CA, 94952)

Save Submit Reactivation Request Cancel

Last Name	First Name	Email	Status	Last Login	Inactive Date	Role	Job Title	Action
Yellow	Mellow	MellowYellow@demo.com	Active	N/A	N/A	• GACH/NF User	RN	
Yellow	Mellow	MellowYellowDemo@yahoo.com	Active	N/A	N/A	• GACH/NF User	DON	

How an Approver can change an email address for a User account in the PASRR System

1. Follow instructions to “Inactivate” current account.
2. Follow instructions to “Add New User”.

Please note: The current account must be inactivated before a new account is added.

How an Approver can initiate an Electronic File Exchange

Facilities can electronically transfer completed PASRR screenings and documents from one facility to another. **Only Approvers may initiate or accept/decline an electronic file transfer.**

1. Click on the “File Exchange List” (either from “Admin” dropdown menu or “File Exchange” quick link).
2. Select most recent PASRR for the resident. Please note the case must be **closed** to transfer the screening to a different facility.
3. Click on the file exchange button under action to initiate the exchange to a different facility.

Action



4. Select the facility that you are sending the Level I Screening to (please verify the name of the facility/address is correct) and click the “**Ok**” button. An email confirmation is generated to the Approver role of the sending facility and the Approver role of the receiving facility.

↔ File Exchange **200-008-339** ✕

Required fields are marked with an asterisk (*).

🏠 From Facility **GOLDEN LIVING CENTER - PETALUMA**

🏠 To Facility *

A & C CONV HOSPITAL OF MILLBRAE ▼ ✔ Ok ✖ Cancel


📍 To Facility Address **33 MATEO AVENUE, MILLBRAE, CA, 94030**

👤 Approvers

- NFAdmin1@intra.dhs.ca.gov | NFAdmin1 NFAdmin1
- pasrr-Approver@yahoo.com | Viridian Green
- pasrr-portal6@yahoo.com | Rose Gold

How an Approver can initiate an Electronic File Exchange

- The Approver in the receiving facility will receive an email and see an “Incoming File Exchange Requests” widget on their dashboard. **A file exchange should only be accepted after the resident is admitted to the SNF.** The Approver can accept, or decline the file exchange under the “Action” column in the “Incoming File Exchange Requests” dashboard widget. The file exchange request will expire in five calendar days if not accepted by the receiving facility. If the file exchange request expires, the Approver (sender) can initiate it again.

 Incoming File Exchange Requests -				
PASRR CID	Resident Name	From Facility	Days Left	Action
200-008-386	Tester, Phife	GOLDEN LIVING CENTER - PETALUMA 101 MONROE STREET PETALUMA CA 94952	5	