



## KS PASRR Level II - Provider Portal Frequently Asked Questions (FAQ)

### Provider Portal Access for Level II

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#### How do I register my facility or organization?

To register your organization, simply [click here](#) to send us an email to initiate access to the PASRR Provider Portal. For additional information, please visit the [Acentra Kansas PASRR website](#), which provides program information and training resources.

A facility only needs to be registered one time, by one person. Once the initial email to initiate access has been sent and the registration code has been received, the account administrator would create accounts for any additional users in the system. [Acentra Portal Registration & Login](#)

### Acentra Provider Portal

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#### What if we missed the any PASRR trainings?

All of the PASRR recorded trainings can be found at: [Recorded Trainings](#) Please email us at [KSPASRR@acentra.com](mailto:KSPASRR@acentra.com) to receive the password to gain access to the recorded trainings.

Additional educational and training materials as well as information regarding future trainings can be found at Acentra's website at [Kansas Training Resources](#)

#### How do we register multiple organizations if we are an administrator over more than one account?

To register more than one organization, you will follow the steps to register the first one mentioned above, then once you are logged in as the administrator for your first organization, select the set up icon, then select Register New Provider and enter the State ID and registration code for the organization you are registering.

### Information Needed

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#### Will we need a new Release of Information (ROI)?

Yes, starting Monday, March 24th a new ROI will be required for Acentra Health. Incorrect ROIs for Level II evaluation referral packets will not be accepted. Click here for the [KDADS Release of Information with Instructions 2025](#)

#### Do new screeners still have to be trained and receive a trainer number through KDADS?

Yes, they would need to reach out to [Cindy Edwards](#), the adult inpatient coordinator through KDADS. **[Verify with Cindy if she does or does not want her name and email in the answer]**

## What information is required for a PASRR Level II evaluation prior to admission to an NF/NFMH?

### **The following documents are required for Preadmission:**

- KDADS [Current Release of Information \(ROI\)](#) dated/signed (must be current ROI listing Acentra Health)
- Current Level I Assessment
- Current Guardianship, DPOA (Durable Power of Attorney) legal documents (if applicable)
- Current History & Physical (H & P) (within the last 2 years if applicable)
- Current Medication Administration Record (MAR) (past two weeks)
- Current Medical Records (Nursing Notes, Medical Progress Notes, Psych Notes)
- Discharge summary from any General Acute Care Hospital, State Hospital, Psych Unit or Behavioral Health Unit (BHU).

## What information is required for a Level II Evaluation for a Resident Review for a significant change in condition or status change?

### **The following documents are required for a Level II Resident Review:**

- KDADS [Current Release of Information \(ROI\)](#) dated/signed (must be current ROI listing Acentra Health)
- Most Current Level I Assessment
- Current Guardianship, DPOA (Durable Power of Attorney) legal documents (if applicable)
- Current History & Physical (H & P) (within the last 2 years if applicable)
- Current Medication Administration Record (MAR) (past two weeks)
- Current Medical Records (Nursing Notes, Medical Progress Notes, Psych Notes)
- Current Minimal Data Set (MDS) for NF and NFMH residents only
- Nursing Facility Progress Notes from the last 90 days
- Discharge summary from any General Acute Care Hospital, State Hospital, Behavioral Health Unit (BHU), or Psych Unit (If applicable)