

Step 1: Log in and Select Create Case.

Acentra	Home Cases	Create Case Cor	rsumers Setup	Message Center e	Reports	Preferences		۹ (	
hange Context VERO BE	ACH OPERATIONS LLC, Florida								
HOME				WORK-IN-PROGR	195	NOT SUBMITTED	SUBMITTED		
	Messages for review or action	Go to Message Center		0		79	48		

**Step 2**: Confirm contract and case type information is correct then select *Go to Consumer Information*.

Acentro	Home C	ases Cre	ate Case	Consumers	Setup	Message Center	Reports	Preferences		Ð	4
Change Context VERO BI	ACH OPERATIONS L	.C, Florida									
New Assessment Case	VERO BEACH OP	BRATIONS LLC	FL PASER PASER	:							
aup 1 Jase Parameters	ting 2 Consumer Informatio	1									
Case Parameters / Choose	Assessment Case T	ype									
Case Type *											
Case Contract *		Assessment	t Case Type *								
FL PASRR	v	PASRR		~							
						10 Consumer Information					
Cancel											

Step 3: At a minimum, enter consumer's full last name and date of birth and then select Search.

Acentra Home Cas	ses Create Case Consume	ers Setup Message Center o	Reports Preferences	Search by # Q 🕐 💄
Change Context VERO BEACH OPERATIONS LLC	, Florida			
New Assessment Case VERO BEACH OPER Requesting Provider	ATIONS LLC FL PASRR - PASRR -			
Step 1 Step 2 Case Parameters Consumer Information				
Consumer Information/ Search Consumer				
CONSUMER ID	LAST NAME *	FIRST NAME (MIN 1ST LETTER)	DATE OF BIRTH *	
	Training		05/01/1976	
Cancel			Search	



**Step 4**: If you see your consumer, select *Choose* on the consumer's row under the Action column. Then follow steps 4a through 4b. If consumer is not found, select *Add temporary consumer* and skip to step 5.

			Contract @	Case Count 🕀	Actions
Contractor Training 05	5/01/1976	TEMP001742022062900001	FL PASRR	5	Choose
Incoming 15 - of 1 act finding what you're looking for Back	consumer				Previous Page 1 of 1 Next

**Step 4a**: If you found and chose an existing consumer, review the current location/mailing address and ensure accuracy. If address is no longer accurate, edit by clicking on the pen icon, update the address, and save. Then, select *Create Case*. This confirms the consumer information.

Acentro	Home Cases	Create Case	Consumers	Setup	Message Center	Reports	Preferences					Ð 🕹
hange Context VERO BEA	ACH OPERATIONS LLC, Fiorida											
New Assessment Case	VERO BEACH OPERATIONS LI Requesting Provider	LC FL PASRR PASRR	Contractor Training 05/01/1976	(M)								
eo 1 Sono Parameters C	ter 1 consumer information											
Consumer Information												
CONSUMER NAME	ADDRESS		DATE OF BIRTH		SSN	CONSUMER MEM	ICR ID	CITY	STATE	COUNTRY	COUNTY	
Contractor Training	1310 37TH ST	2	05/01/1976		222 22 2222	TEMP0017420220	62900001	VERD BEACH	п.	US	Gadsden	
						Once you cli	ck Create Case, your changes i	will be saved and the case w	ill be created but	not submitted.	cd Crea	te Case

**Step 4b**: No other steps have changed. As before, expand the **Request Detail** row to select the **Assessment Type** for the case and complete the remaining steps to submit the case.

ONSUMER NAME	DATE OF BIRTH	Member ID		CASE TYPE	
Contractor Training	05/01/1976 (48 Yrs)	TEMP001742022062900001		PASAR	
					EXPAND ALL 👻
Contacts / Legal Representative					×
Submitting Provider				VERO BEACH OPERATIONS LLC / 1881357721 / / FL	×
Facility					×
Attending Physician					~
Request Detail				PASRR Level 2	^
fields are mandatory					
ISESSMENT TYPE *	ASQUEST TYPE		CURRENT LOCATION		
PASRR Level 2	<ul> <li>Select Or</li> </ul>	é	* Select One	~	



**Step 5**: If you choose **Add Temporary Consumer**, enter required demographic information including a valid SSN, Medicaid ID and/or Medicare MBI, select **Create Temporary Consumer**.

OTHER INFORMATION SSN (2001-201-20202)			
SELF PAY	MEDICAID ID/SUBSCRIBER ID		
PRIVATE INSURANCE	OTHER ID		
MEDICARE HICN	MEDICARE MBI		
			Cancel Create Temporary Conea

## Step 5a: Select Create Case.

Acentro	Home Cases C	wate Case	Consumers	Setup	Message Center	Reports	Preferences					Ð 4
Change Context VERO BEA	CH OPERATIONS LLC, Florida											
New Assessment Case	VERO BEACH OPERATIONS LLC Requesting Provider	FL PASER PASER	Contractor Training 05/05/1975	1(9)								
ase Parameters C	ng 2 onsumer Information											
Consumer Information												
CONSUMER NAME	ADDRESS		DATE OF BIRTH		55N	CONSUMER MEMO	ER ID	CITY	STATE	COUNTRY	COUNTY	
Contractor Training	1310 37TH ST 🖊		05/01/1976		222-32-2222	TEMP00174202405	2900000	VERO BEACH	R.	US	Baker	
						Once you clic	k Create Case, your changes w	ill be saved and the case w	li be created <b>but</b>	not submitted. Care	el Cer	te Case

**Step 5b**: No other steps have changed. As before, expand the **Request Detail** row to select the **Assessment Type** for the case and complete the remaining steps to submit the case.

INSUMER NAME	DATE OF BIRTH	Member ID		CASE TYPE	
Contractor Training	05/01/1976 (48 Yrs)	TEMP001742022062900001		PASRR	
					IXPAND ALL 👻
Contacts / Legal Representative					×
Submitting Provider				VERO BEACH OPERATIONS LLC / 1881357721 / / FL	~
Facility					×
Attending Physician					~
Request Detail				PASRR Level 2	^
fields are mandatory					
KISESSMENT TYPE *	REQUEST TYPE	1	CURRENT LOCATION		
PASRR Level 2	<ul> <li>Select Or</li> </ul>	ne .	* Select One	v	