

## Getting Started

1. Visit the Acentra Provider Portal (Atrezzo) login page: <https://portal.kepro.com/>
2. Log in with your email address and password. Never share passwords!
3. Should you need to reset your password, you can do this by clicking on the “Forgot Password” link directly under the login section. You will be prompted to send/verify TWO separate verification codes, then the system will prompt you to enter a new password.

Did you know? A Level I screen must be completed prior to admission for all applicants to a Medicaid certified nursing facility regardless of payer

## Submitting a Level I PASRR Request

### Search Consumer & Create Case

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1. Select Create Case from left navigation pane.
2. Select Go To Consumer Information.
3. Search for consumer by entering last name and date of birth, then click Search. If found, Select Choose, then click Create Case
4. If not found, click “Add a Temporary Consumer” to add the Consumer to the system. Fill in all required (\*) fields. Click Create Temporary Consumer.

### Enter Case Details

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1. The Submitting Provider should be defaulted to your facility.
2. The Request Detail section is required. Please select PASRR Level I (or PASRR Level I Resident Review if this review is for an existing nursing facility resident with a significant change in condition).
3. The Questionnaire section will populate with the appropriate electronic form. Complete the questions in the electronic form, then mark as complete.
4. Additional sections are not required but can be completed if desired. Click Submit for outcome and letter.

### Review & Print Results

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1. After submitting the case, the Case Summary screen will display the status and outcome of the review.
2. If the Level I resulted in a **negative outcome**, the individual may be admitted to the nursing facility.
3. If the Level I resulted in a **positive outcome**, please submit a new case to request a Level II evaluation if a nursing home is desired.
4. The outcome letters can be printed and saved in the individual’s file.

## Need More Assistance?

- Training materials can be found by clicking on the Help icon on the left navigation pane as well as at <http://floridapasrr.acentra.com>
- For technical assistance, please call Acentra at **866-880-4080** Monday through Friday 8am to 5pm EST.