
**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:

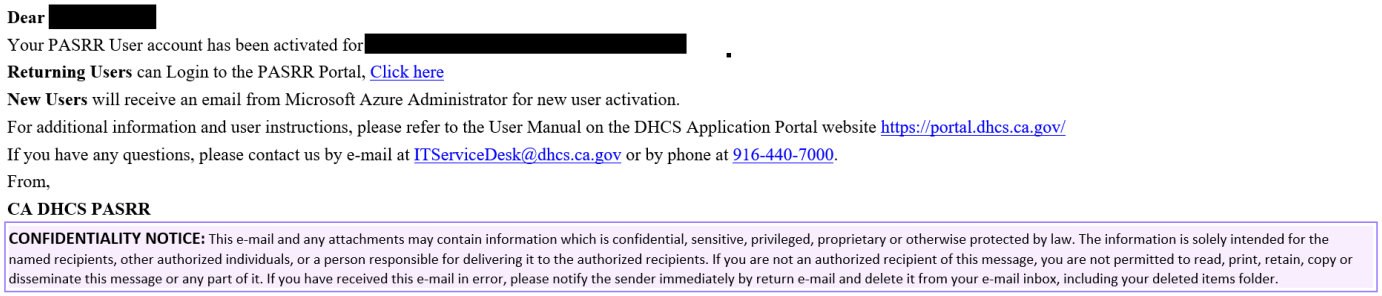
1. Access all PASRR screenings and letters for the facility and submit new Level I Screenings.
2. Edit Level I Screenings that are in progress.
3. Reset their own Microsoft Account Password
4. Read-only access to the list of staff enrolled in the Online PASRR System from their facility.

### 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** [redacted]

Your PASRR User account has been activated for [redacted].

**Returning Users** can Login to the PASRR Portal, Click here

**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 https://portal.dhcs.ca.gov/

If you have any questions, please contact us by e-mail at ITServiceDesk@dhcs.ca.gov or by phone at 916-440-7000.

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.

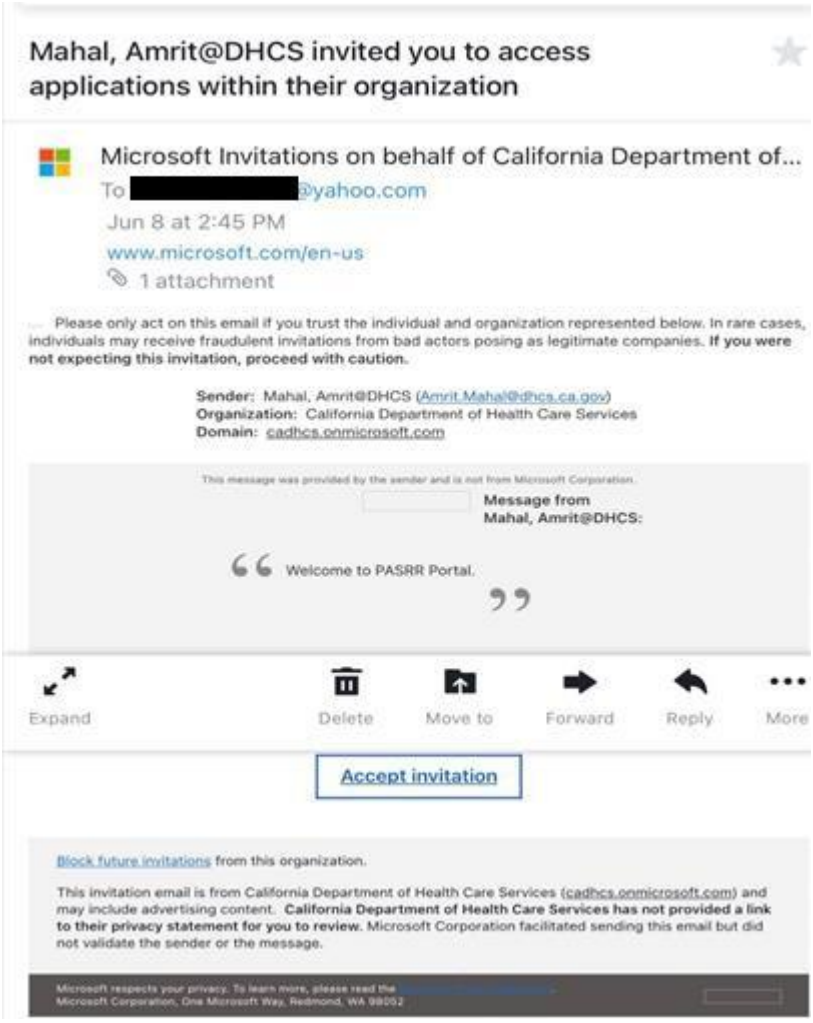



Figure 2 – Email notification from MS Azure to new GACH/NF Approver/User

**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.

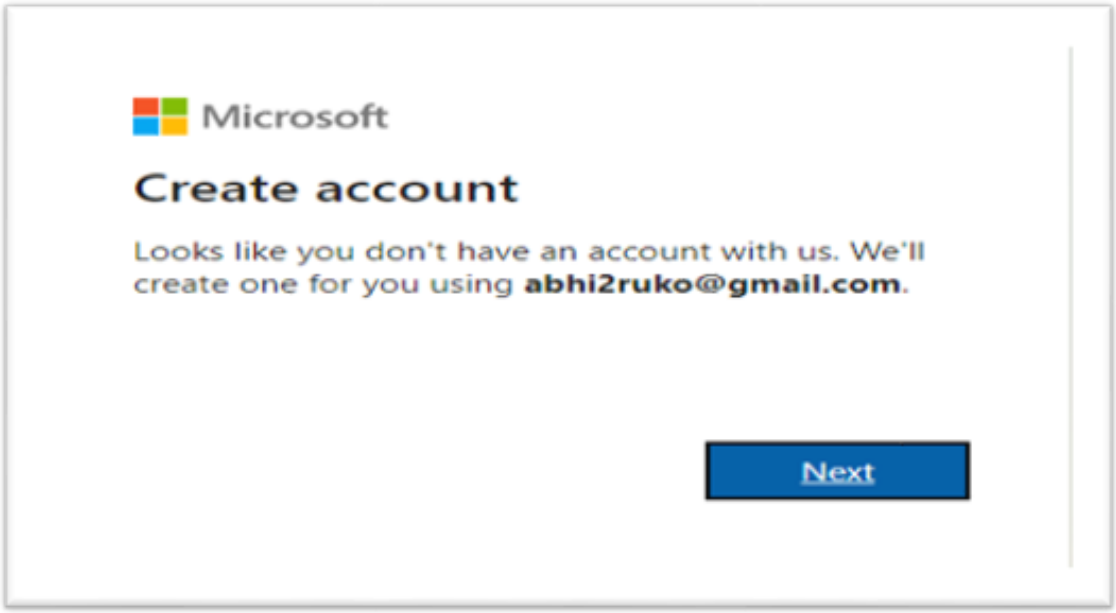



Figure 3 – New account creation step from MS Azure for new GACH/NF Approver/User

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:


Figure 4 – Password setup step from MS Azure for new GACH/NF Approver/User

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.

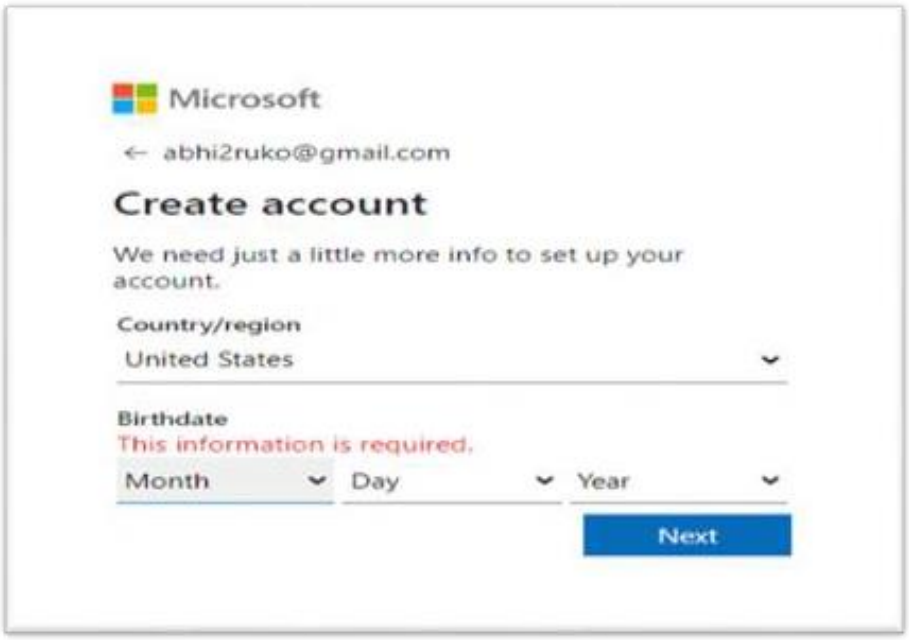



Figure 5 – Password setup step from MS Azure for new GACH/NF Approver/User

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:

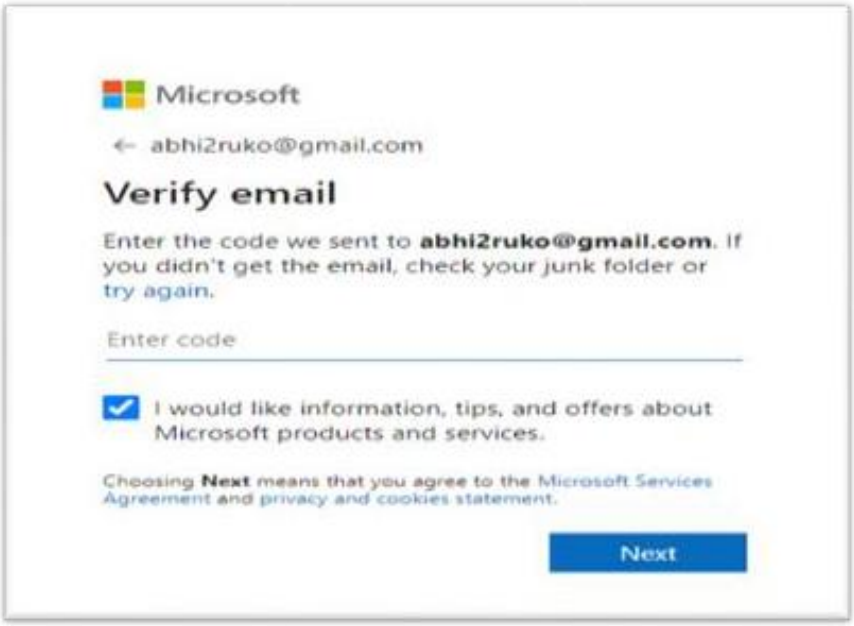



Figure 6 – Code sent to GACH/NF Approver/User from MS Azure

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

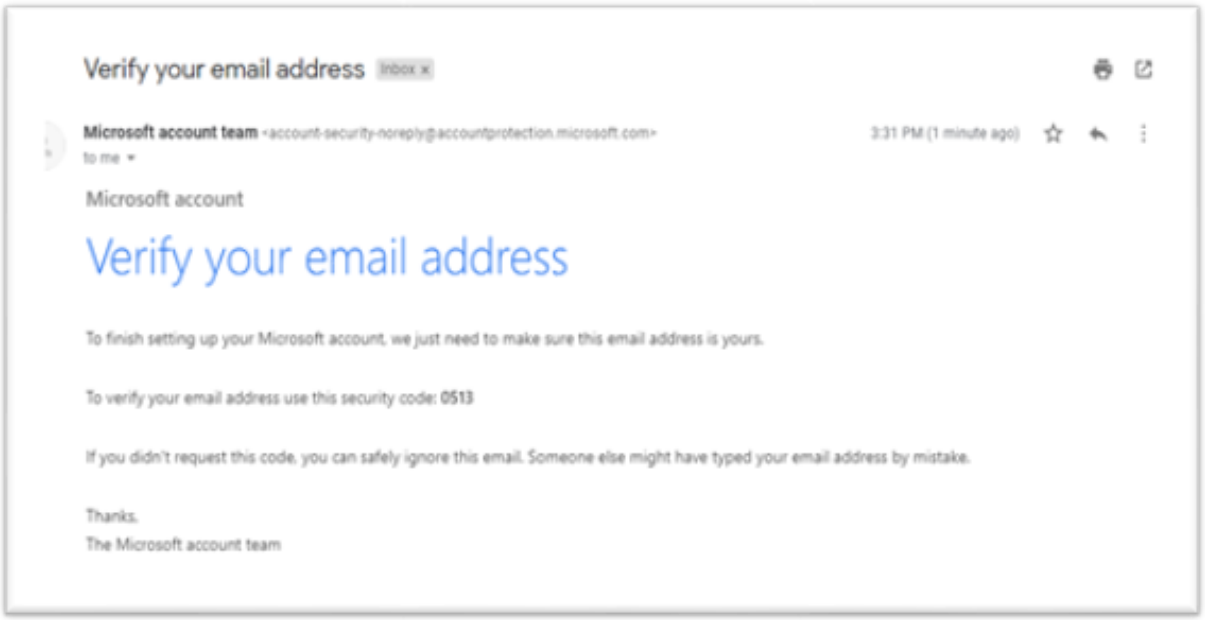



Figure 7 – Email with the Code sent to GACH/NF Approver/User from MS Azure

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

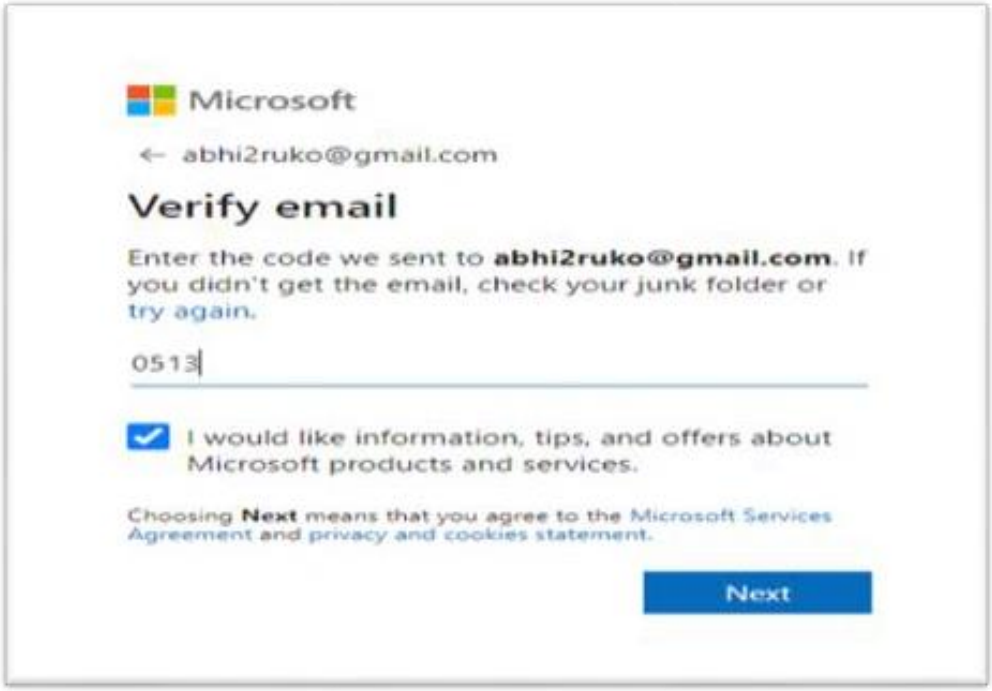



Figure 8 – Enter the Code in the MS Azure window

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.


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:

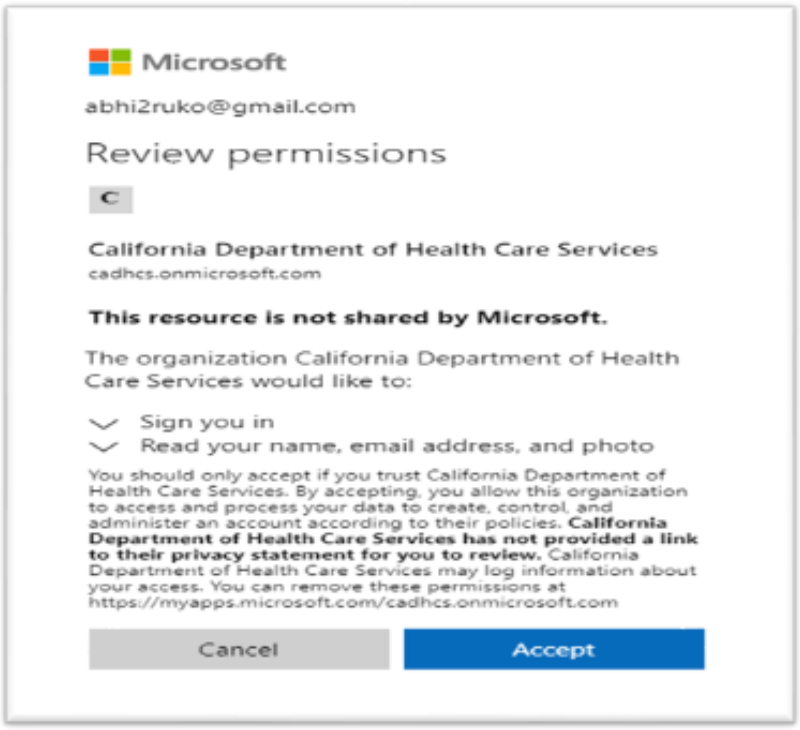



Figure 10 – Review of MS Azure permissions

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

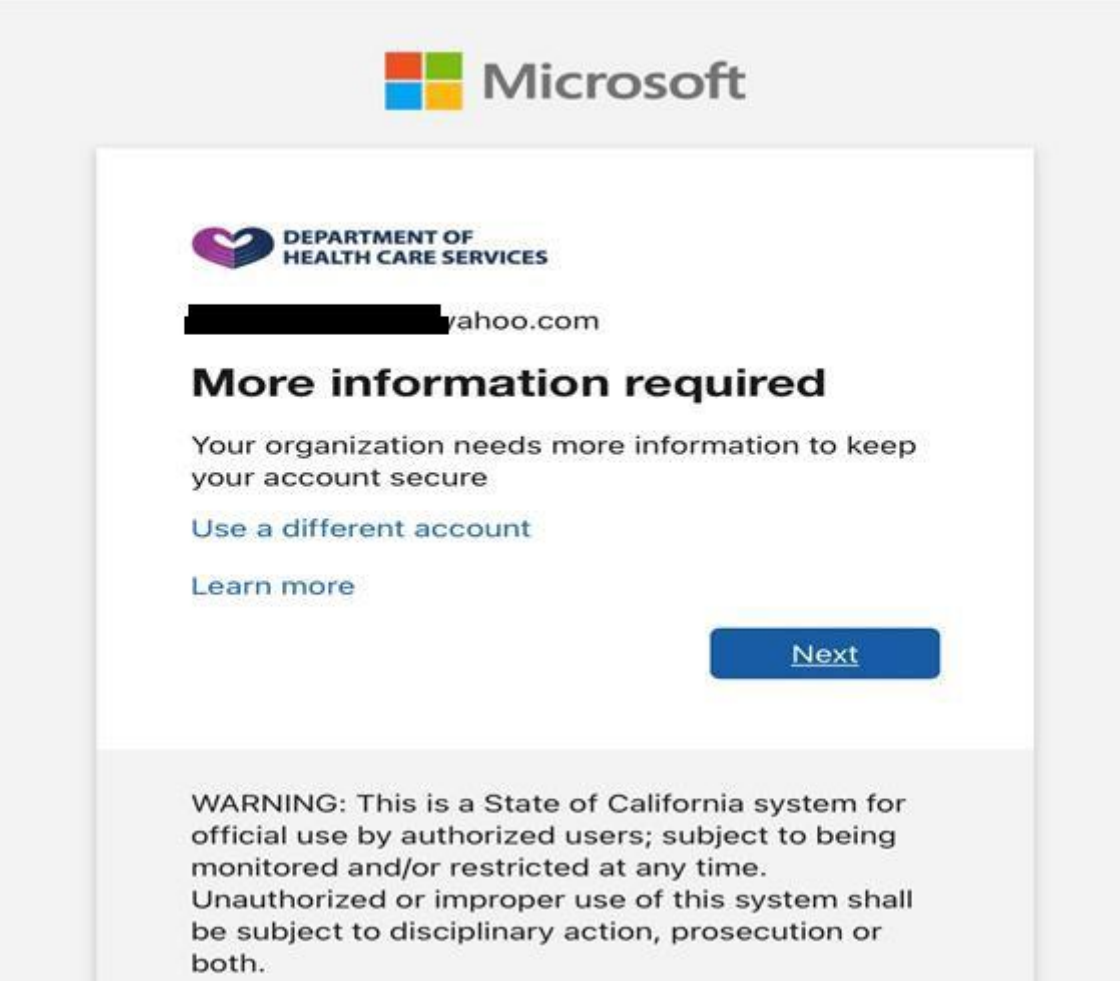



Figure 11 – MS Azure information page

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.

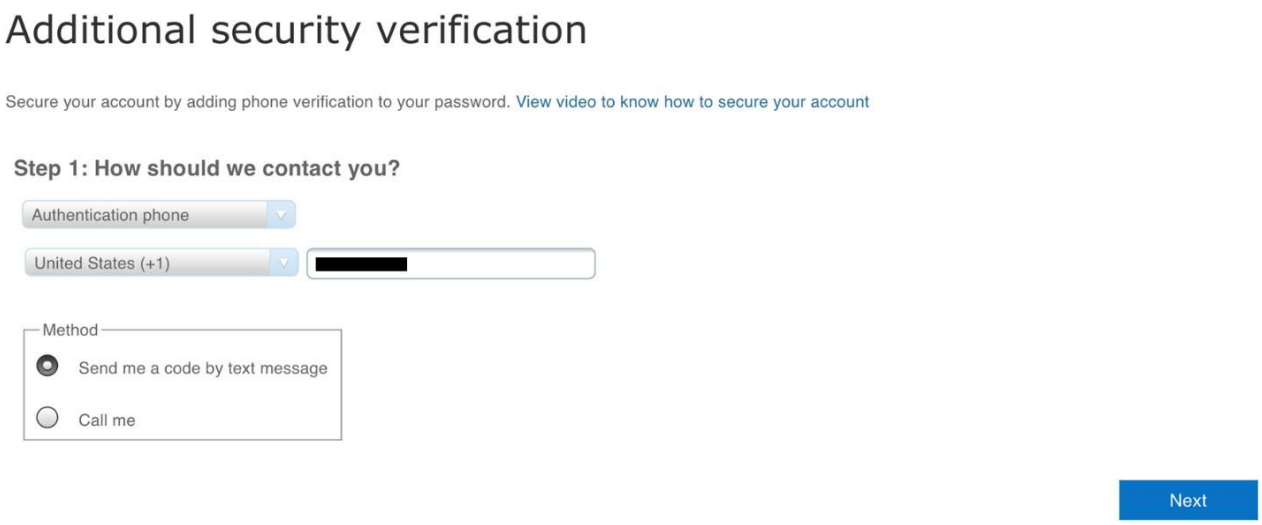



Figure 12 – MS Azure Security Verification

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

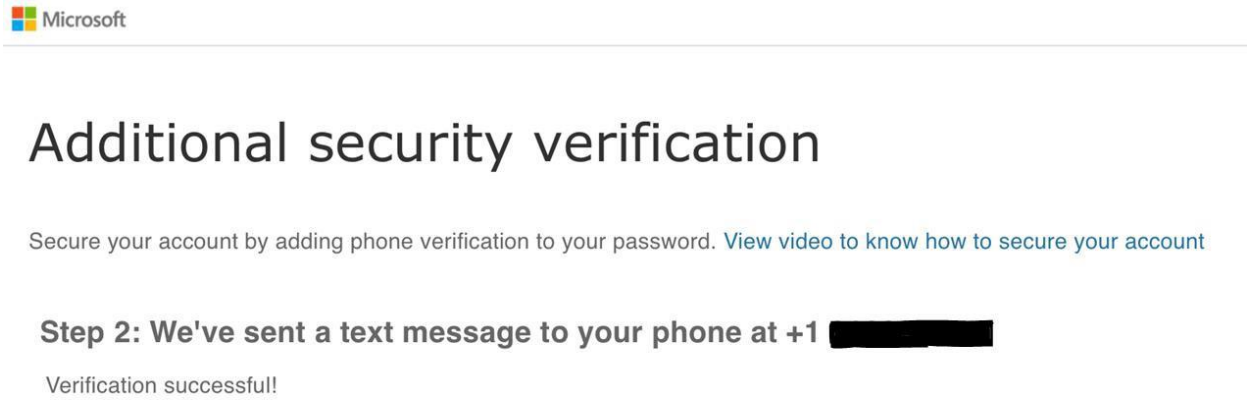



Figure 13 – MS Azure Security Verification

## 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

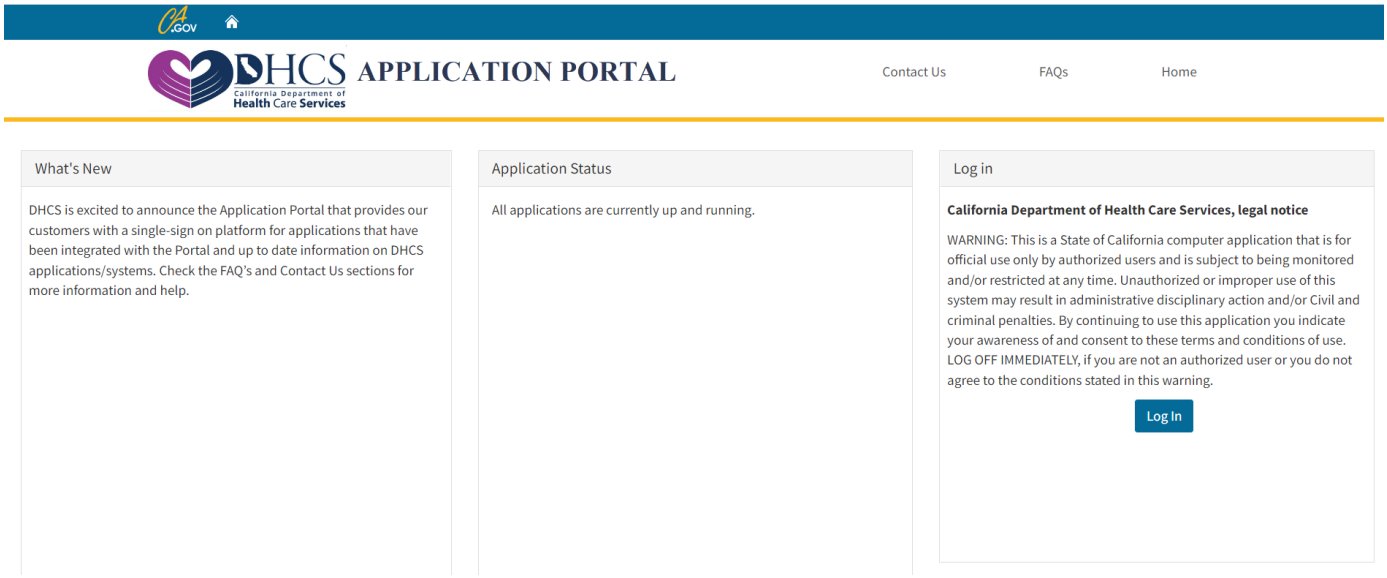



Figure 14 – DHCS Portal to login to PASRR system

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

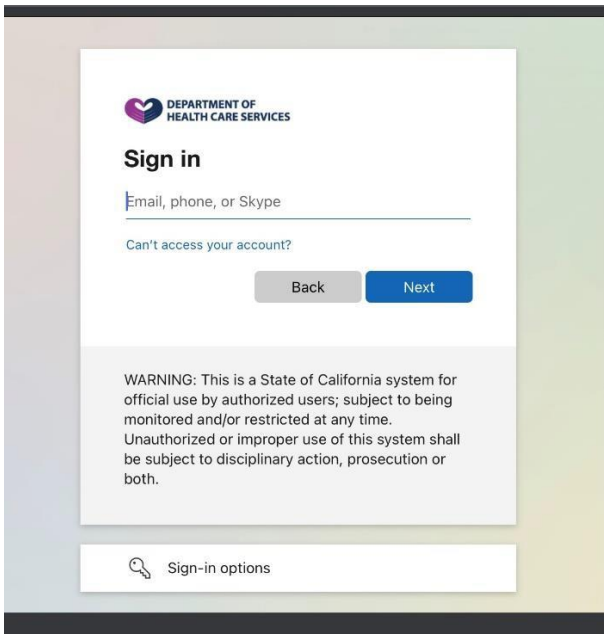



Figure 15 – MS Azure login page

After entering the email the user will enter the password.

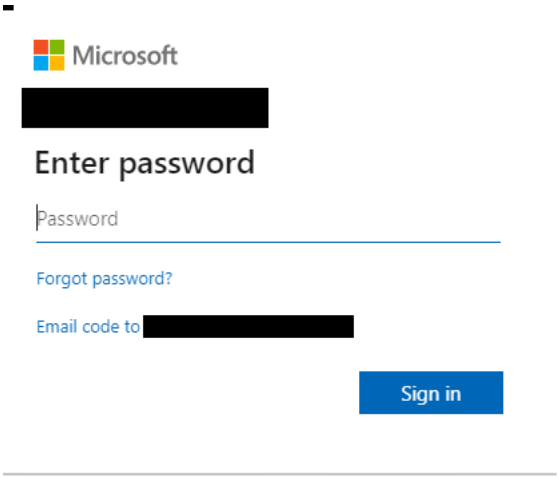



Figure 16 – MS Azure login page

**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.

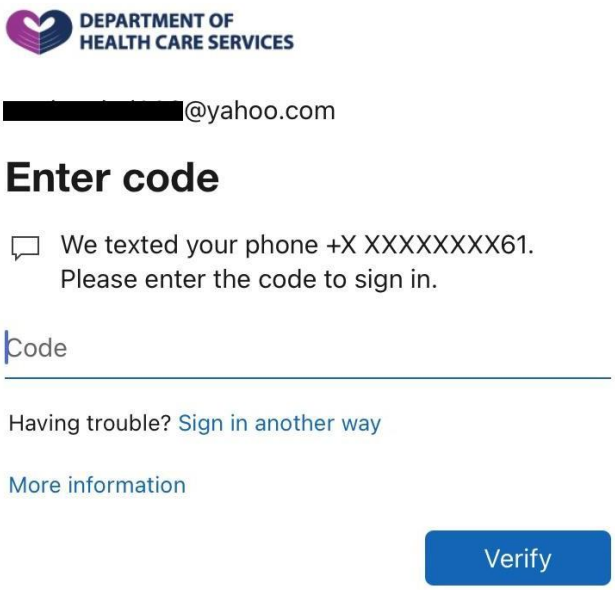



Figure 17 – MS Azure user verification page

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).

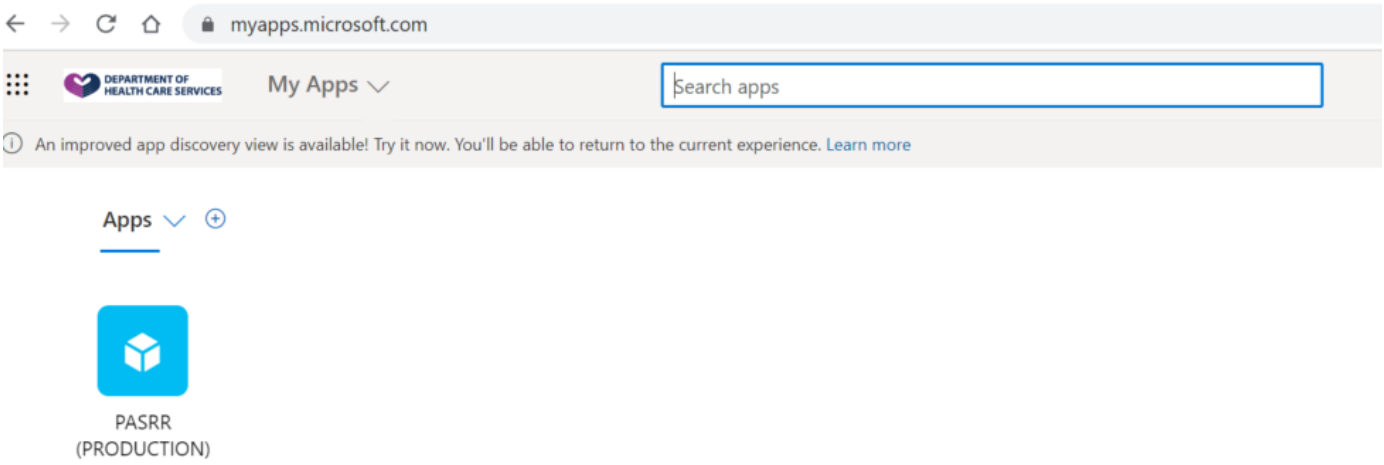



Figure 18 – MS My Apps screen

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):

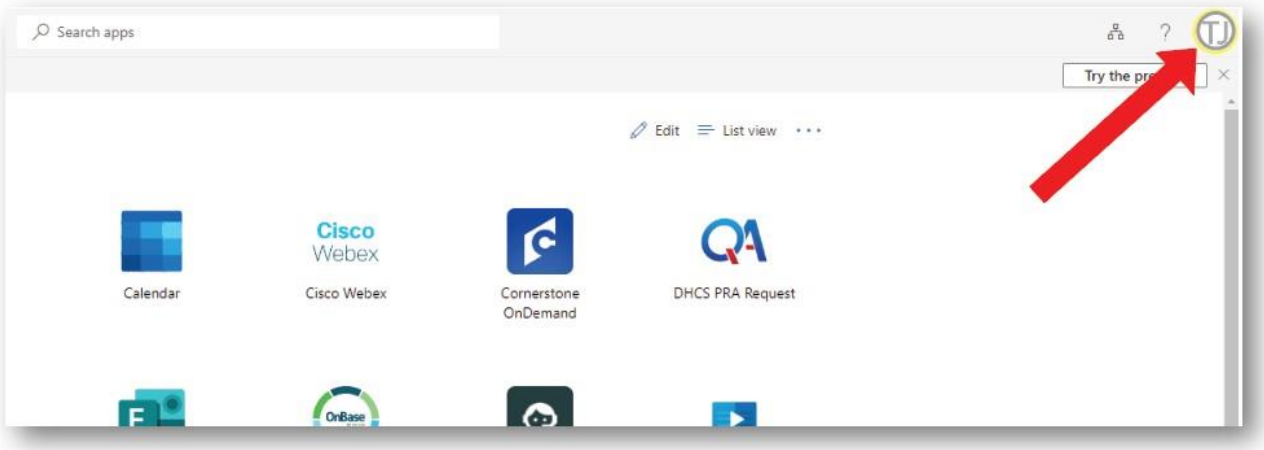



Figure 19 – MS My Apps screen

Next, click the “Switch organization” link:

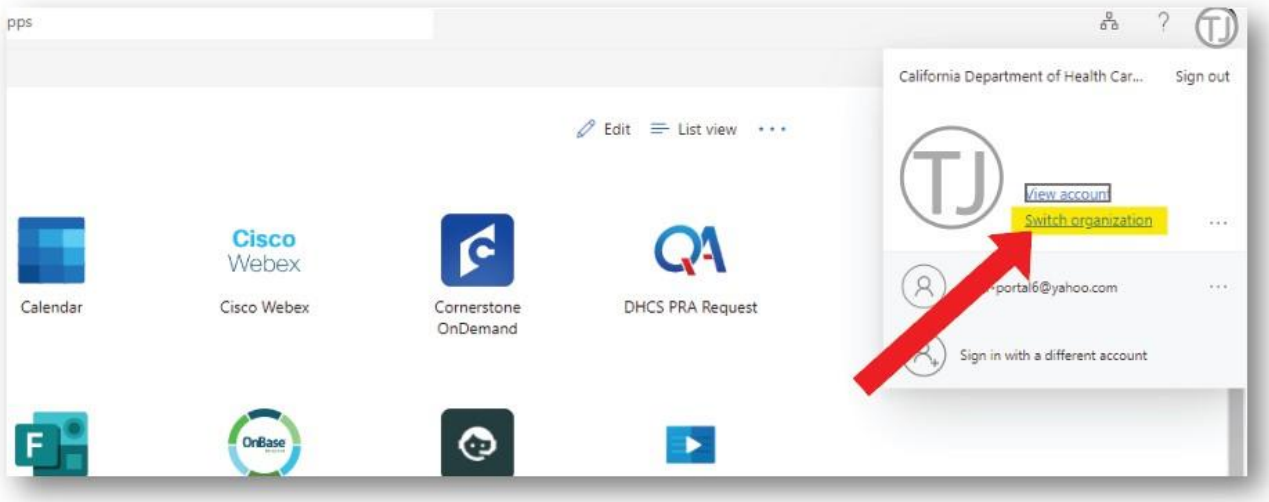



Figure 20 – MS My Apps screen

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

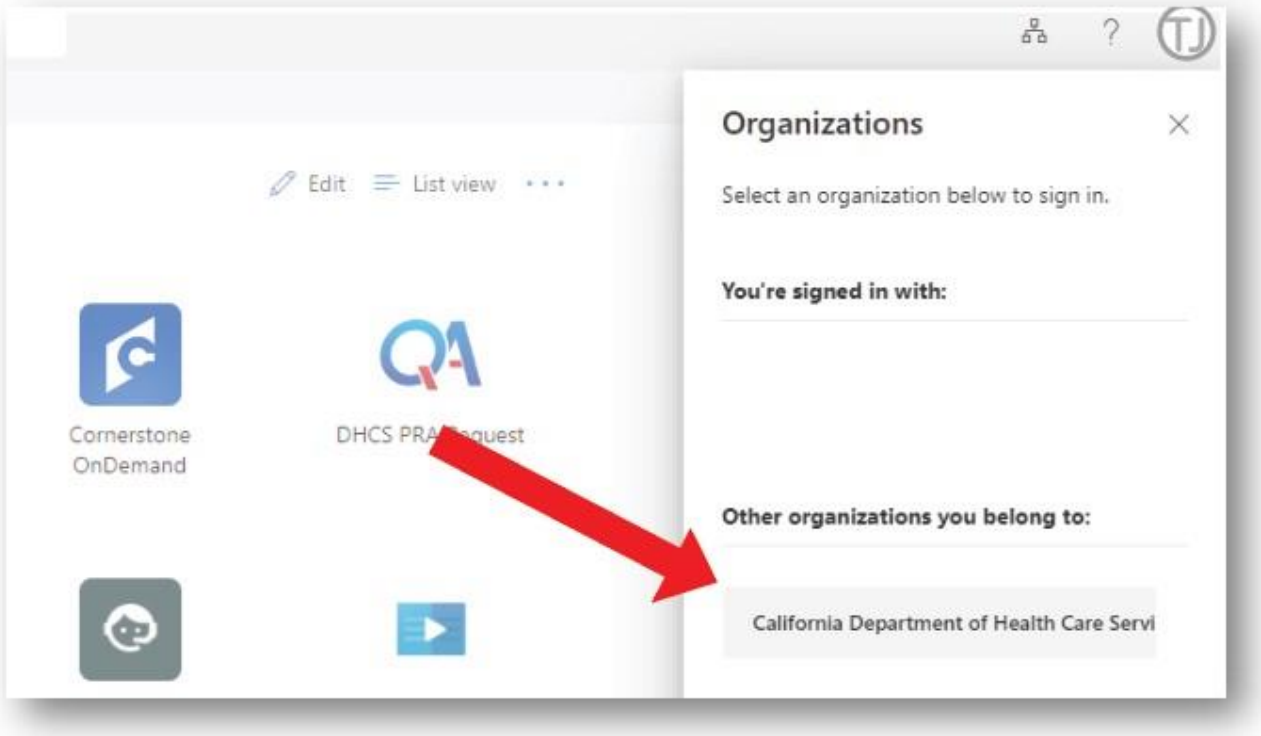



Figure 21 – MS My Apps screen