



Colorado PASRR

Go-Live Countdown Checklist – Review and Complete Next Steps Ahead of the July 1 Launch

The countdown continues! The Colorado Department of Health Care Policy & Financing (HCPF) and state partner, Maximus, are just a few days away from the July 1 launch of new processes for **Preadmission Screening and Resident Review (PASRR)** Level I Identification Screens and Level II Evaluations for individuals who are applying to or residents of Medicaid-certified nursing facilities. Beginning on that date, Maximus will assume management of these processes, which are critical to at-risk populations across the state.

Follow the helpful steps laid out in the **Countdown Checklist** below to ensure your team is ready for this important change and avoids any potential referral submission delays after the go-live date. This includes:

- Select the correct **AssessmentPro user role**
- Set up your **system account** in AssessmentPro
- Review **on-demand training** resources
- Register for final **webinar sessions** and **Q&A forums**
- Download helpful **PASRR guides**
- Save program **Help Desk** contacts

[Colorado PASRR Program >>> Progress Tracker](#)



GO-LIVE COUNTDOWN CHECKLIST

1

SELECT: Choose an AssessmentPro User Role

The Maximus PASRR management system, **AssessmentPro**, will be an integral tool to support your new PASRR responsibilities. There are three system roles in AssessmentPro for Colorado PASRR users, **Clinical User**, **Non-Clinical User**, and **Access Coordinator**. Most users will register as a Clinical User or Non-Clinical User.

Initial user sign-up ended on June 11. Moving forward, anyone on your team requiring an AssessmentPro user account should contact your facility's Access Coordinator to coordinate the set up and approval of your new account. Refer to the user guides for support in becoming an Access Coordinator.

- The **Clinical User** can complete and submit Level I screens and requires you to attest that you have reviewed the accuracy of the Level I screen and related documentation prior to submission within AssessmentPro.
- **Non-Clinical Users** can complete the Level I screen and upload required documentation but are not able to submit.
- **Access Coordinators** have the same access as the Clinical User along with the added responsibility of registering their facility users, assigning their user roles (Clinical vs Non-Clinical) and maintaining their agency roster within AssessmentPro. Your facility can have as many Access Coordinators as needed but should have at least two. The Access Coordinator role is typically a supervisor, the person(s) who will use the system the most, and/or the "go to" support person for technical access.

Note: Please do not choose any other role from the dropdown list except one of the three listed above, as they are not relevant to the Colorado PASRR program.

2

CREATE: Set Up Your AssessmentPro Account

A critical next step in prepping for the upcoming transition is to ensure you and others involved in PASRR processes at your facility are registered with the appropriate user role in AssessmentPro. Review the guides and videos divided by audience below, which will help to walk you through role selection and setup.

Account Creation for Case Management Agencies (CMAs):

Tip for all registrants (except those who submitted an Access Coordinator request): when you set up your account, make sure to choose a facility. This will alert your Access Coordinator to assign you a user role and approve your account. You won't be able to log back in until your Access Coordinator completes this step. This is why it's critical that every facility has an Access Coordinator.

CMAs – Setting Up an Access Coordinator Role

Use the process below if you work for a CMA only if you need to be an Access Coordinator. All other system users for CMAs will be added to AssessmentPro by their Access Coordinators.

[Download this form.](#)

Review and sign the top portion of the form. Have another member of your leadership team sign the bottom portion – you cannot sign it twice! Save a pdf copy to your computer.

[Follow this link to register for AssessmentPro.](#)

Fill out the form and attach a copy of the Access Coordinator agreement to the web form. When you submit this, Maximus will verify and, if appropriate, approve your access. You will receive a link to establish your password. If that link shows as expired, go to www.assessmentpro.com and click the forgot password link and follow the instructions on the screen.

After you are logged into AssessmentPro as a CMA Access Coordinator, you will need to add your agency's system users. Follow this process:

Click the cogwheel in the upper right, next to your name.

Select *Manage Users*. This will bring you to a page with a list of your agency's users – it will be an empty table until users are added.

Click *Create User*. Fill out the form and click submit. This will send a link for the new user to establish their password. Again, if the link shows as expired, go to Assessmentpro.com and click forgot password. Follow the instructions on the screen.

Supportive Resources for CMA Registration

- [Register as an Access Coordinator video – 1:53 mins](#)
- [Access Coordinator Agreement](#)
- [Add System Users guide](#)
- [Add System Users \(video\) – 0:56 mins](#)
- [Create Password after Access Coordinator Establishes System Access guide](#)
- [Create Password after Access Coordinator Establishes System Access \(video\) – 1:16 mins](#)

Account Creation for Hospitals/Hospice/Nursing Facilities/PACE Providers:

Use this process to register for AssessmentPro if you work with any facility or agency other than a Case Management Agency (CMA).

Go to assessmentpro.com

Click *Don't have an account?* [Sign up now](#)

Complete the initial form. This will bring you to a profile form. Complete the profile form. *Note: No CMAs will appear in the facility table. If your facility is not listed and you do not work for a CMA, contact the Maximus help desk: COPASRR@maximus.com. We will have additional questions and can add your facility to the list.*

If you need to be an Access Coordinator, be sure to check the box under the facility selection. You will need to upload the facility Access Coordinator Agreement to obtain this access level.

After you submit the registration information, return to assessmentpro.com. Here you can download the Access Coordinator agreement if you need to be an Access Coordinator. [You can also access it here.](#)

Maximus will receive your registration request, review the Access Coordinator agreement, and approve access accordingly. You will receive an emailed link to activate your profile. If the link shows as expired, go to [Assessmentpro.com](https://assessmentpro.com) and click forgot password. Follow the instructions on the screen.

If you do not need the Access Coordinator role, your registration is complete when you submit the registration request. Your Access Coordinator will need to assign your access role before you are able to login. Any login attempt will show "pending approval". When your role is assigned by your facility's access coordinator, you will receive an emailed link to establish your password. Again, if the link shows as expired, go to [Assessmentpro.com](https://assessmentpro.com) and click forgot password. Follow the instructions on the screen.

Supportive Resources for Facility (Non-CMA) Registration

- [Establishing Access as an AssessmentPro System User How to Register guide](#)
- [How to Register \(video\) – 1:53 mins](#)
- [Register as an Access Coordinator guide](#)
- [Register as an Access Coordinator \(video\) – 2:27 mins](#)
- [Approving Access as an AssessmentPro Access Coordinator for System Users guide](#)
- [Approving Access as an AssessmentPro Access Coordinator for System Users \(video\) – 1:03 mins](#)

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REVIEW: On-Demand Training Resources

Thanks to everyone who attended the recent learning sessions. If you were unable to attend or would like a refresher on the topics presented, **use the links below to review the presentation materials.** *Note: on-demand learning materials will continue to be provided for other sessions for those unable to attend them.*

- On-Demand Learning - Case Management Agencies (CMAs) Only – Training and Registration: [Project Overview | Video – 52:33 mins](#)
- On-Demand Learning – Hospitals/NFs Training and Registration: [Project Overview | Video – 57:34 mins](#)

- On-Demand Learning Session 1: [Intro to Maximus and AssessmentPro | Slides](#)
- On-Demand Learning Session 2: [PASRR Foundations | Video - 61:39 mins](#)
- On-Demand Learning Session 2: [PASRR Foundations | Guide](#)

The system training videos below are password protected. To access these files, please contact the CO PASRR Help Desk and share your name and facility name: COPASRR@maximus.com or 833.588.7787.

- On-Demand Learning Session 3: [AssessmentPro Walkthrough | Video – 60:12 mins](#)
- On-Demand Learning Session 4: [All About Level I and PathTracker | Video - 93:06 mins](#)

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REGISTER: Attend Program Refresher and Q&A Forum Sessions

It's critical that your team is ready for the changes coming with this transition to avoid any delays in the submission of PASRR screens. Be sure to join the Maximus – Colorado program support team for the remaining program training series to learn more about key topics related to the PASRR transition including guidance on new and updated program processes, as well as important training on using AssessmentPro, the program's assessment management system.

Choose a date to attend each of the remaining sessions. Review and click the links below to register for the date/time that works best with your schedule for each of the five topics listed.

After registering, you will receive a confirmation email for each session which contains information about joining the webinars.

SESSION 5: Program Refresher – Pre-Transition Walkthrough of AssessmentPro and PASRR Processes

Do you have more questions ahead of go-live about PASRR processes or AssessmentPro, such as user set up or system use? This is a critical refresher of the information provided throughout May and June. This session is for all people who will be working with PASRR.

- **Register: Session 5 – Option #1 | 12:00 p.m. MT Tuesday, June 24, 2025**
- **Register: Session 5 – Option #2 | 10:00 a.m. MT Wednesday, June 25, 2025**
- **[Register: Session 5 – Option #3 | 12:00 p.m. CT Thursday, June 26, 2025](#)**

Q&A SESSIONS

After the July 1 launch, providers are encouraged to attend one or more of the upcoming open-forum **Q&A sessions** coming in early July to support Colorado PASRR stakeholders. These optional hour-long sessions provide an opportunity to

ask any remaining questions you have about new processes. Choose the date(s) that will work best with your schedule.

- [Register: Q&A Session #1 | 11:00 a.m.MT Wednesday, July 2, 2025](#)
- [Register: Q&A Session #1 | 11:00 a.m.MT Thursday, July 3, 2025](#)
- [Register: Q&A Session #1 | 11:00 a.m.MT Tuesday, July 8, 2025](#)
- [Register: Q&A Session #1 | 11:00 a.m.MT Thursday, July 10, 2025](#)

Note: All PASRR stakeholders are encouraged to attend these informative live sessions. For those unable to join, links to on-demand training videos will be provided in future communications and hosted on the new CO PASRR website.

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DOWNLOAD: Explore Program Resource Guides

The Maximus Colorado PASRR team has developed several helpful provider resources to aid you through the program transition and beyond. Be sure to check back often to the recently launched website for access to other guides, important announcements or other timely program updates:

- <https://www.copasrr.maximusclinicalservices.com>

Explore the **Frequently Asked Questions (FAQs) Guide**, covering common topics you may need in your role. PASRR program-related topics you may find helpful.

- [Download: Frequently Asked Questions \(FAQs\)](#)

Walk through a **Glossary of Common Terms** that you might encounter in your work supporting PASRR processes.

- [Download: PASRR Glossary of Common Terms](#)

Review the **PASRR Process Overview** which gives an insightful look through the PASRR workflow.

- [Download: PASRR Process Overview](#)

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ASK A QUESTION: Contact the Maximus - Colorado PASRR Help Desk

Do you have questions on Colorado PASRR policy or procedures?

As of June 23, the Maximus – Colorado PASRR Help Desk team is now available to assist you by email and phone with any questions about the upcoming transition and after go-live, specific referrals and assessments.

- Email: COPASRR@maximus.com
- Phone: 833.588.7787
- Colorado PASRR Tools and Resources Site:
<https://www.copasrr.maximusclinicalservices.com>

Sign up for the PASRR Communications Mailing List: If you received this communication then you're already on the program mailing list. If there are others on your team involved in PASRR processes who would also like to be kept up to date with the upcoming transition, you can contact the Maximus – CO PASRR Help Desk

at: COPASRR@maximus.com with the subject line "Please add to the Colorado PASRR contact list." Be sure to include full name, title, facility/organization name and email address in the body of the message.

Maximus | 2555 Meridian Blvd. Suite 350 | Franklin, TN 37067 US

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