

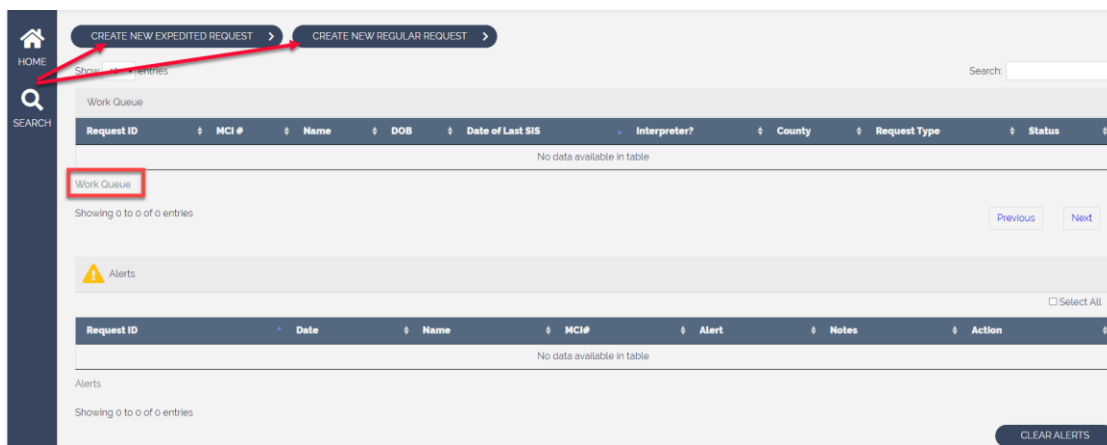


Acentra Health's Scheduling Portal – Kepro SAM

<https://pasis.kepro.com/>

SC Home Screen

Once you have successfully logged in, you will be taken to your Home Screen or queue, which looks like this:



You will note your name and status in the upper right-hand corner of the screen. You can click on the ellipses next to your name to do things such as logout, change your password, or select agency, if you are an SC assigned to more than one SCO.

You will also note that you have two options for scheduling assessments. You can create an Expedited Request by clicking on the “Create New Expedited Request” button in the upper left section of your screen or you can submit scheduling information for regular assessments by clicking on “Create New Regular Request.”

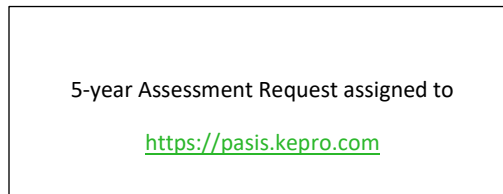


NOTE: Submitting scheduling information for routine 5-year assessments can only occur for individuals that have an assessment due. If it is less than five years since the last assessment, the request for a routine assessment cannot be submitted.

Expedited assessments requests can be submitted at any time. These requests are specifically for individuals who are new to waiver services and have not had an assessment previously (First SIS) or for individuals who have had a significant change in their level of need that is expected to be long term (Significant Life Change). All expedited requests, once submitted, require approval from both the AE and ODP before they are received by Acentra Health for scheduling.

Acentra Health may also make requests for routine assessments, requiring you to log into the Acentra Health portal to enter scheduling information. They will appear on your work queue with a status of “Pending” meaning they are pending scheduling information to be entered by you. When this occurs, you will be notified by email from PAODPAssessment@kepro.com that you have assignments to complete.

Due to HIPAA, the email notification will simply state that a 5-year assessment request has been assigned to you. Email requests will look like this and are time sensitive. It is important that you respond promptly.



For more information on requesting a routine or expedited assessment, please refer to the following job aids:

- Acentra Health - Scheduling Expedited Requests in Kepro SAM
- Acentra Health - Scheduling Routine 5-Year Assessments in Kepro SAM