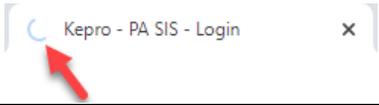
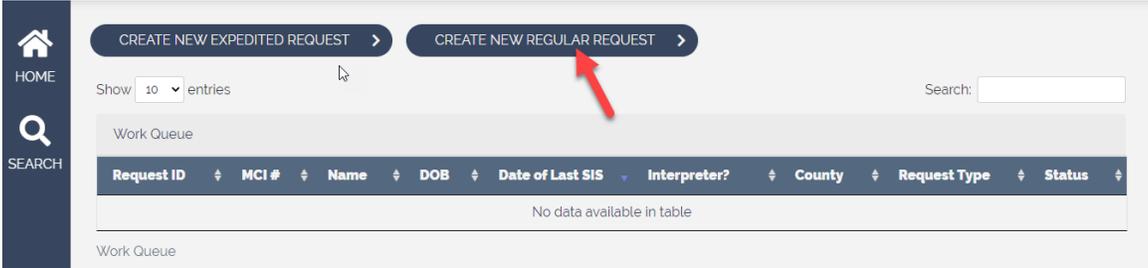
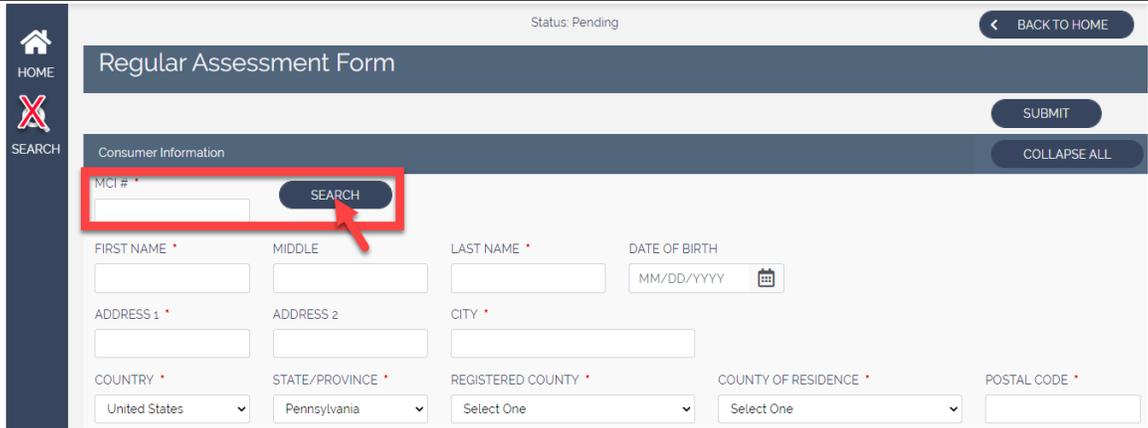


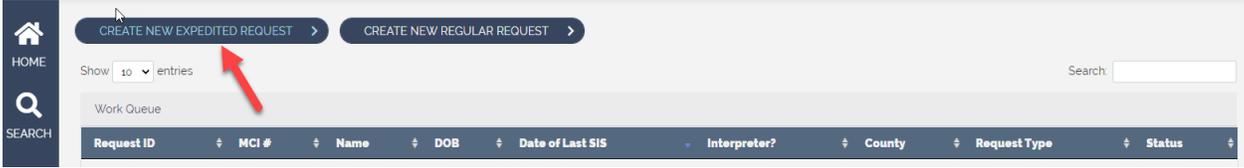
Scheduling Past Due Regular (5-year) Assessments

Supports Coordinators (SCs) and SC Supervisors can submit scheduling information for regular (5-year) **past due** assessments in Kepro SAM by following the process outlined below.

NOTE: A regular assessment is considered past due when the last SIS was conducted 60 months (5-years) or more from the current date.

Process:

<p>1.1 Log into Kepro SAM.</p>	<p style="text-align: center;">https://pasis.kepro.com/</p> <p>Note: Kepro SAM works best when using Chrome as your internet browser.</p> <p>Note: <i>Please be patient when logging into Kepro SAM as buffering may take longer than anticipated.</i> The Kepro logo symbol may stop spinning in the screen, but buffering may still be taking place. Look at the browser tab. If there is a circle that is spinning on the left side of the tab, it means the program is still buffering.</p> 
<p>1.2 Once logged in, select Create New Regular Request.</p>	
<p>1.3 On the blank Regular Assessment Form, enter MCI and hit Search.</p>	

	<p>Note: When MCI is entered and Search is selected the individual's demographics, if in the system, will auto-populate.</p>
<p>1.4 If individual is not in Kepro SAM system, an error message will display.</p> <p>Stop. Double check MCI.</p>	<div data-bbox="630 352 1195 579" data-label="Image">  </div> <p>Note: If MCI is not identified in system, check MCI to ensure it was entered correctly and retry.</p>
<p>1.5 If last assessment was less than 5-years a notification will display.</p>	<div data-bbox="293 709 1533 762" data-label="Text"> <p>The Regular Assessment Request cannot be created at this time. The last SIS for this individual was completed less than 5 years ago, or scheduling is in progress. If you need a copy of the most recent assessment, please email PAODPAssessments@kepro.com.</p> </div> <p>Note: If the last SIS assessment for the individual was LESS THAN 5 years ago, the above error message will appear at the top of the queue. If the individual is in need of an assessment because of a significant life change, a request for an Expedited Assessment can be made pending approval by the AE and Regional ODP Lead. Exit here and go back to Home screen.</p> <div data-bbox="289 976 1533 1144" data-label="Image">  </div> <p>Note: At this time, you will need to re-enter the information as an Expedited Request and select reason as Significant Life Change.</p>
<p>1.6 If individual has never had a SIS before, a notification will display.</p>	<div data-bbox="625 1291 1198 1344" data-label="Text"> <p>Please submit as an Expedited Request, first assessment.</p> </div> <p>Note: If the individual has never had a SIS assessment before, the above error message will appear at the top of the queue. An Expedited Assessment Request, for a first assessment can be made pending approval from the AE and Regional ODP Lead. Exit here and go back to the Home screen to select Create New Expedited Request.</p> <div data-bbox="289 1558 1533 1726" data-label="Image">  </div> <p>Note: At this time, you will need to re-enter the information as an Expedited Request and select reason as First SIS.</p>

1.7 If MCI is identified in system, demographic information will auto-populate and can be edited.

Status: Pending ← BACK TO HOME

Regular Assessment Form

SUBMIT

COLLAPSE ALL

Consumer Information

MCI # * **SEARCH**

DEMOGRAPHICS CAN BE EDITED AS NEEDED

FIRST NAME * MIDDLE LAST NAME * DATE OF BIRTH

ADDRESS 1 * ADDRESS 2 CITY *

COUNTRY * STATE/PROVINCE * REGISTERED COUNTY * COUNTY OF RESIDENCE * POSTAL CODE *

1.8 Enter all scheduling information requested.

PHONE EMAIL INTERPRETER NEEDED? * Yes No IF YES, LANGUAGE

RECEIVING RESIDENTIAL SERVICES? * Yes No IF YES, PLEASE DESCRIBE. *

CONTACT NAME CONTACT PHONE CONTACT EMAIL

Scheduling Information

BEST TIME FOR SCHEDULING

DESIRED MEETING LOCATION

SPECIAL NOTES

Respondent Information

ADD RESPONDENT Please include a minimum of two Respondents with your submission.

Consumer is receiving Residential Services. Please include Residential Provider as a Respondent.

FIRST NAME *	LAST NAME *	EMAIL	PHONE *	RELATIONSHIP *	AGENCY	
<input type="text" value="John"/>	<input type="text" value="Watson"/>	<input type="text" value="j.watson@livingwell"/>	<input type="text" value="(111)211-3221"/>	<input type="text" value="Service Provider"/>	<input type="text" value="Living Well"/>	DELETE
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="jdoe@mysupport.cc"/>	<input type="text" value="(111)212-4621"/>	<input type="text" value="Support Coordin"/>	<input type="text" value="My Support"/>	DELETE

SUBMIT

Note: All information marked with a red asterisk (*) must be completed for the scheduling information to be submitted.

Note: At least two respondents are required for the assessment to be scheduled/completed. Additional considerations:

- If the individual receives residential services, a representative of the residential agency **MUST** be present, preferably the person(s) who know the individual the best.

	<ul style="list-style-type: none"> • The SC should include ALL persons to be invited to the assessment, including legal guardians and/or family, or others they wish to attend. • The individual MUST be met virtually prior to or at the time of the assessment. Individuals are not required to stay for the assessment, but are encouraged to do so. 																					
<p>1.9 When all required scheduling information has been entered, select Submit.</p>	<div data-bbox="289 373 1534 709"> <p style="background-color: #90EE90; padding: 2px;">Respondent Information</p> <p>ADD RESPONDENT  Please include a minimum of two Respondents with your submission.</p> <p> Consumer is receiving Residential Services. Please include Residential Provider as a Respondent.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">FIRST NAME *</th> <th style="width: 15%;">LAST NAME *</th> <th style="width: 15%;">EMAIL</th> <th style="width: 15%;">PHONE *</th> <th style="width: 15%;">RELATIONSHIP *</th> <th style="width: 15%;">AGENCY</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="John"/></td> <td><input type="text" value="Watson"/></td> <td><input type="text" value="j.watson@livingwell"/></td> <td><input type="text" value="(111)211-3221"/></td> <td><input type="text" value="Service Provider"/></td> <td><input type="text" value="Living Well"/></td> <td><input type="button" value="DELETE"/></td> </tr> <tr> <td><input type="text" value="Jane"/></td> <td><input type="text" value="Doe"/></td> <td><input type="text" value="jdoe@mysupport.cc"/></td> <td><input type="text" value="(111)212-4621"/></td> <td><input type="text" value="Support Coordin"/></td> <td><input type="text" value="My Support"/></td> <td><input type="button" value="DELETE"/></td> </tr> </tbody> </table> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="SUBMIT"/></p> </div> <p>Note. <u>Please be patient after submitting as it may take a moment to search the data base.</u></p>	FIRST NAME *	LAST NAME *	EMAIL	PHONE *	RELATIONSHIP *	AGENCY		<input type="text" value="John"/>	<input type="text" value="Watson"/>	<input type="text" value="j.watson@livingwell"/>	<input type="text" value="(111)211-3221"/>	<input type="text" value="Service Provider"/>	<input type="text" value="Living Well"/>	<input type="button" value="DELETE"/>	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="jdoe@mysupport.cc"/>	<input type="text" value="(111)212-4621"/>	<input type="text" value="Support Coordin"/>	<input type="text" value="My Support"/>	<input type="button" value="DELETE"/>
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<p>2.0 If submission is accepted, a Request ID will be assigned.</p>	<div data-bbox="787 850 1036 1008" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9; text-align: center;"> <p>Your request has been submitted. The Request ID is 28920.</p> <input type="button" value="OK"/> </div> <p>Note. When a Request ID is assigned, it means that the submission was successful and that it has been at least 59 months since the last completed SIS assessment for that individual. The assessment will move to SISOnline and will be available for scheduling by Kepro staff.</p>																					