Ascend provides this user guide as an overview of system operations. Ascend will always support the current and most recent versions of Internet Explorer, Microsoft Edge, and Mozilla Firefox. Ascend recommends Adobe Reader 10 or later.

Ensure that your firewall does not block our URL.

Contact the Tier 1 Helpdesk for assistance: Pasrr@fssa.in.gov

To maintain proprietary content protection, this user guide does not capture all system fields.
All information appearing in this guide does not represent true and actual individuals.

Printing Outcome Letters

Access completed records using the Recent Outcomes tab, the Search feature, or the Nursing Facility Census.

From the Recent Outcomes Tab:

STEP 1:
Click the *Recent Outcomes* tab to access recent screens.

STEP 2:
Click the **row** of the individual for whom you need to print letters. This will open the completed screen.
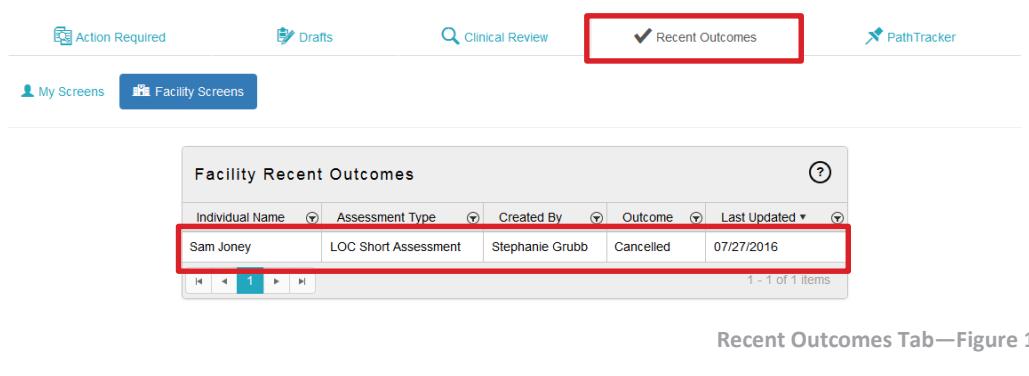
Recent Outcomes Tab—Figure 1

From the Search Feature:

STEP 1:
Enter the individual's name in the **Search bar** to run the search query.

STEP 2:
Select the name of the individual to access their record.

Search Bar—Figure 2

STEP 3:
Click the Episodes tab to access the person's completed screens.

Charles Jones

Demographics Episodes PathTracker Forms

Individual Information

Individual ID: 2262

Individual Record-Demographics—Figure 3

STEP 4:

Click the **Assessment ID** of the screen for which you need to print letters.

This will open the completed screen.

Charles Jones

Demographics | Episodes | PathTracker Forms

Episode ID	Assessment ID	Type	Status	Outcome	Started By	Start Date
2265	2499	LOC Short Assessment	Completed	Skilled Nursing Facility	Stephanie Grubb	6/9/2016
2265	2494	Level I Assessment	Technical Deny	Cancelled, type 1	Stephanie Grubb	6/9/2016

Individual Record-Episodes—Figure 4

From the NF Census:

STEP 1:

Click the *PathTracker* tab to access your census.

Click the *Census* button.

STEP 2:

Click the **name** of the individual for whom you need to print letters.
This will open the completed screen.

Unapproved Users | Action Required | Drafts | Clinical Review | Recent Outcomes | PathTracker

Admittance Queue | Census

PathTracker Census

Search names...

Name	Identification Type	Last 4 of Identification Number	Date of Birth	Date of Admission	In Compliance?		
Jones, Stephanie	Social Security Number	2136	06/30/1966	07/06/2016	Not In Compliance		Discharge/Transfer/Deceased

PathTracker Tab—Figure 5

STEP 3:

Click the **Episodes** tab to access the person's completed screens.

Stephanie Jones

Demographics | Episodes | PathTracker Forms

Individual Information

Individual ID: 2388

Individual Record-Demographics—Figure 6

STEP 4:

Click the **Assessment ID** of the screen for which you need to print letters.

This will open the completed screen.

Stephanie Jones

Demographics | Episodes | PathTracker Forms

Episode ID	Assessment ID	Type	Status	Outcome	Started By	Start Date
2400	2729	Level I Assessment	Expired	Cancelled, type 1	Stephanie Grubb	6/21/2016

Individual Record-Episodes—Figure 7

Use the following instructions to complete the printing process from the open record:

| STEP 1: Click the *Print Outcome Letters* button.	
	Completed Screen—Figure 8
STEP 2: Select one or more **recipients** from the *Select Letter Recipients…* field.	
	Print Letters window—Figure 9
STEP 3: Click *Print Outcome Letters* to print the letters for the selected recipient(s).	
	Print Letters window—Figure 10
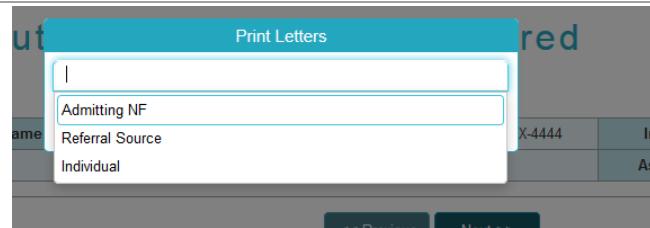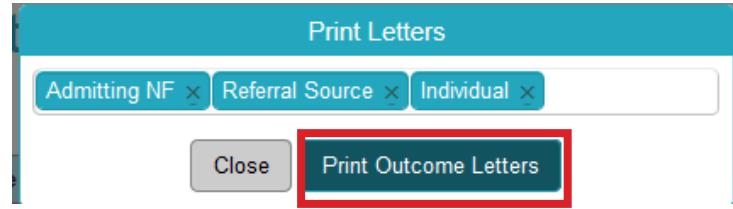
The outcome letter will have a watermark until the receiving facility
prints a copy for the individual's record.
Federal and State laws require the individual/legal guardian and the Admitting facility
receive copies of the Level I outcome notification.