

# How to Download Level 1 and Level 2 PDFs

## User Guide

### Downloading Level 1 PDFs

1. Log into PASRR Portal. Navigate to “Level 1 Accepted” Tab.

The screenshot shows the PASRR Portal interface. At the top, there is a navigation bar with tabs: Home, Add New Level 1 Form, Level 1 Drafts, Level 1 Submitted, **Level 1 Accepted**, Level 1 Rejected, All Level 1 Referrals, and Level 2 Determinations. A search bar is located in the top right corner. Below the navigation bar, a red banner reads "All ID/DD positives need DDS follow up". The main content area is titled "Level 1 Referrals Accepted Referrals" and shows a list of 2 items. The table below contains the following data:

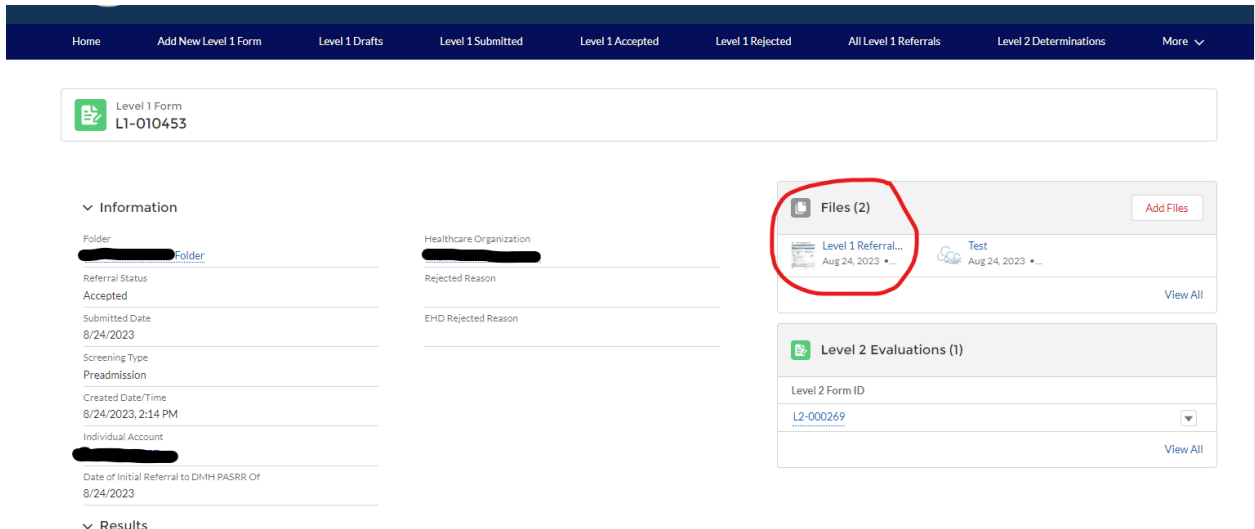
	Level 1 F...	Individual Fir...	Individu...	DOB	3. ID/DD ...	7. SMI S...	EHD Scre...	PASRR ...	Created Date	Last Modified Date
1	L1-010443	TestAc	User	1/1/1987	Negative	Positive	Negative	N/A	8/22/2023, 8:57 AM	8/28/2023, 1:29 PM
2	L1-010453	[REDACTED]	CTest	8/2/1990	Negative	Positive	Negative	N/A	8/24/2023, 2:14 PM	8/25/2023, 2:25 PM

2. Select the Level 1 form you want to access from the list by clicking the Level 1 Form ID for the file you want to download. You will be taken to the Level 1 detail screen, as shown below.

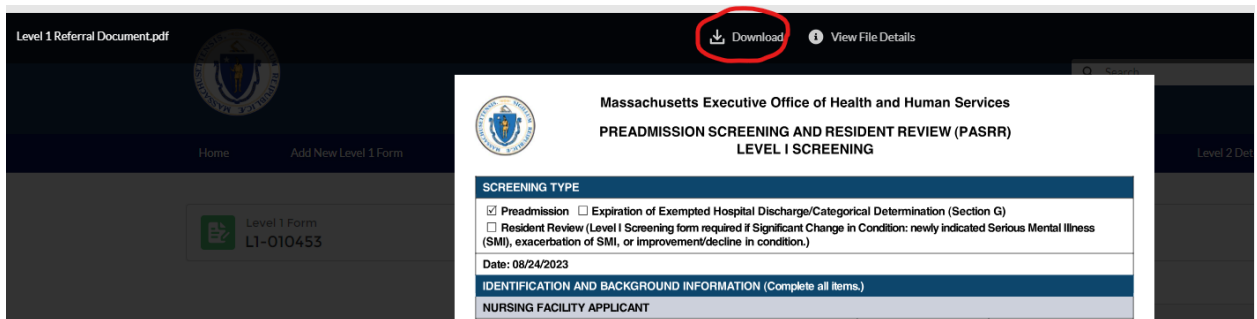
The screenshot shows the "Level 1 Form" detail screen for form ID L1-010453. The navigation bar is the same as in the previous screenshot. The main content area is divided into several sections:

- Information:**
  - Folder: [REDACTED] Folder
  - Referral Status: Accepted
  - Submitted Date: 8/24/2023
  - Screening Type: Preadmission
  - Created Date/Time: 8/24/2023, 2:14 PM
  - Individual Account: [REDACTED]
  - Date of Initial Referral to DMH PASRR Of: 8/24/2023
- Results:** (Section header, content not visible)
- Files (2):**
  - Level 1 Referral... (Aug 24, 2023)
  - Test (Aug 24, 2023)
- Level 2 Evaluations (1):**
  - Level 2 Form ID: L2-000269

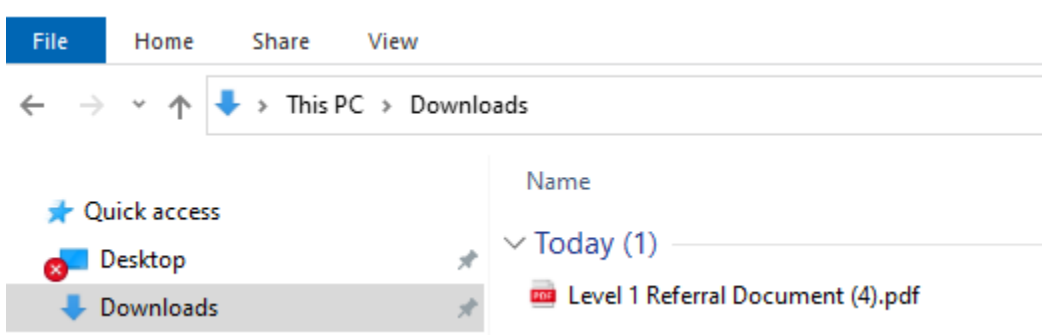
3. Click on *Level 1 Referral* in Files section.



4. Click on Download from the preview of Level 1 pdf.



5. Access downloaded file in Downloads:



6. Right click and rename the file as needed for future reference. Your Level 1 form is now downloaded to your computer.

## Downloading Level 2 PDFs

1. Log into PASRR portal. Navigate to “Level 2 Determinations” Tab. Select the Level 2 Evaluation from the list by clicking on the Level 2 Form ID for the file you would like to download.

Level 2 Form ID	Individual First Name	Individual Last Name	Individual DOB	Created Date
L2-000254	TestAc	User	1/1/1987	8/22/2023, 9:03 AM
L2-000269	[REDACTED]	CTest	8/2/1990	8/25/2023, 2:26 PM
L2-000273	TestAc	User	1/1/1987	8/28/2023, 1:29 PM

2. On the Level 2 details page, click on *Complete Determination package pdf* in Files section.

Level 2 Evaluation L2-000269

Folder: [REDACTED] CTest Folder

Individual DOB: [REDACTED]

Individual Account: [REDACTED] CTest

Files (1)

- Complete Dete... (Sep 2, 2023)

3. Click on Download from the preview of Level 2 determination pdf.

Download

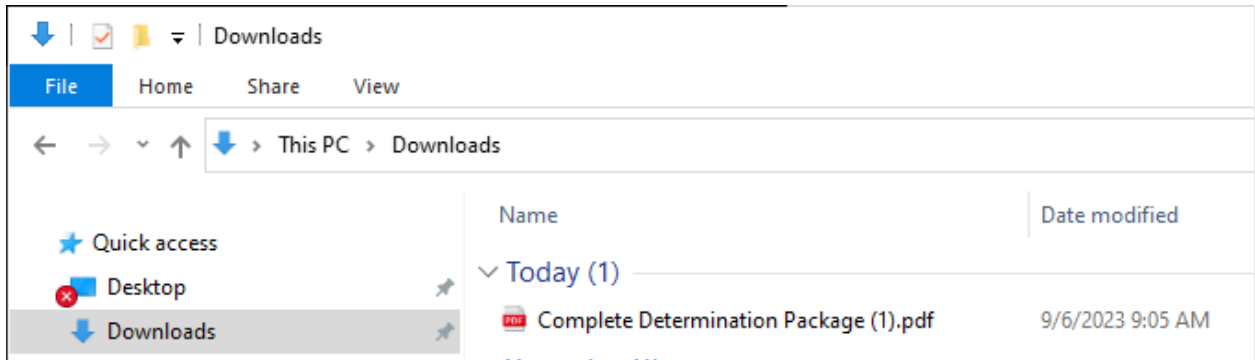
View File Details

Mass DMH  
Department of Mental Health

PASRR Unit for Department of Mental Health

Date of Determination Notice: 09/05/2023  
Date of Initial Referral to DMH PASRR Office: 08/24/2023  
Date of Complete Referral to DMH PASRR Office: 08/25/2023  
Expiration Date\*: 12/04/2023\*

4. Access downloaded file in Downloads.



5. Right click and rename the file as needed for future reference. You have now downloaded the Level 2 form to your computer.