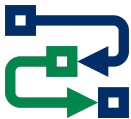




Indiana Level of Care Assessment Representative (LCAR)

AssessmentPro Updates: New Option for Assessment Submission Requests + AssessmentPro Census Tracking Tool Updates + PathTracker Admission Option Changes



PROCESS UPDATE: Option to Submit Assessment Requests Through New Digital Form

Beginning today, Wednesday, May 13, all nursing facilities will have the option to submit assessment requests using a new form available through AssessmentPro. Read through the step by step breakdown of this new process. You can also download the user guide linked below for easy reference.

[Download: AssessmentPro User Guide | Assessment Request Submissions](#)

STEP 1: Click *Create New Screen*.

Confirm your Current Facility. If you have multiple facilities associated with your profile, ensure the facility is the one associated with the person.

Confirm Indiana is showing in the dropdown as the state for which the person will be receiving services.

STEP 2: Select *I need to request a Level of Care screen to be completed by Maximus*.

STEP 3: Click *Continue to initiate the LOC request*.

STEP 4: Enter the person's **demographic information**. An asterisk will appear next to any required field:

- Name and Address – confirm the accuracy
- Social Security number – if the person does not have a confirmed SSN, select Other and indicate the unique identifier type and provide that number. If none are available, AssessmentPro can assign one.
- Phone and email address
- Date of birth
- Marital status
- Gender
- Ethnicity
- Race
- Legal status
- Legal Guardian – provide and confirm the accuracy of the guardian's name and contact information
- Current location type
- Current payment source

Click *Next>>* to proceed.

STEP 5: Select the reason for the assessment request.

Click *Next>>* to proceed.

STEP 6: Provide the **Assessment Scheduling Information**:

- Assessment point of contact
- Additional respondents – if yes, provide the name and contact information. Click Add Another to add additional rows to the table
- Primary language/means of communication
- Risk triggers
- Preference for In Person or Telehealth assessment
- Verbal consent indicator

Click *Next>>* to proceed.

STEP 7: Review the Source of Assessment Request Information. Depending on your AssessmentPro role, you may only need to enter your phone number.

Click *Next>>* to proceed.

STEP 8: Upload supporting documentation. This can include the Assessment Request Document, MAR/Med list, recent H&P, or any other document that speaks to the person's service and support needs.

Refer to the guide on uploading documentation for additional support with this process.

Click **Submit** to submit the form to Maximus.

ASSESSMENTPRO: Census Reporting Updates



Throughout the spring, the AssessmentPro development team has been working on several important changes tied to census tracking and designed to streamline processes and expand current options. These include a series of updates completed in early March to the **PathTracker Census Activity Report**, as well as a series of upgrades planned for the **Census Report** that are now in place as of today, May 13, 2026.

Continue below for details on these various changes so that you're aware of the changes and new functionalities. You can also download a helpful AssessmentPro User Guide - Running Census Reports.

PathTracker Census Activity Report | Updated March 3, 2026

Admission Activity has been added. Previously the report was focused on Discharge/Transfer Activity.

The report name changed to the PathTracker Admission and Discharge Activity Report. If this report is not visible for you now, it will be added in the coming weeks in time for the Census Report changes detailed below.

Census Report | Updated May 13, 2026

The report name has changed to PathTracker Census Report.

The focus of the report has changed to tracking the NF Census for a given period (e.g., month or week). Admission

activity can now be obtained from the PathTracker Admission and Discharge Census Activity Report.

By leaving the “Current Census Only” box unchecked, users can obtain a census from the past. By checking the box, users can obtain the current NF census.

Individuals will be included if they were present in the NF at any time during the selected date range. If they discharged during that time, the discharge date will be included in the report.

Download New User Guide

As you plan for the changes noted above, be sure to download this helpful new resource for future reference.

[Download PDF | AssessmentPro User Guide - Running Census Reports](#)

PATHTRACKER: Update to Admission Notice Options

As part of today's AssessmentPro changes noted above, there's another important update made for PathTracker. Providers previously had the ability to choose from either a Level of Care or a PASRR when admitting someone. Moving forward, they will have the ability to select a Level of Care only in the admission notice. If there is not a Level of Care, then the Facility will indicate no assessment was submitted for this admission.

Select the assessment for this admission:

AID	Type	Outcome	LOS	Determinat...	End Date	Submitting Facility
4182477	Level I	No Level II Required – No SMI/ID/RC		08/14/2024		PARKVIEW RANDALLIA HOSPITAL
4182592	LOC Short	Skilled Nursing Facility - Short Term	60	08/16/2024	10/13/2024	PARKVIEW RANDALLIA HOSPITAL

Assessment not listed
 Date of assessment not known
 No assessment was submitted for this admission

Date of determination:

Completed by: Stephanie NF Phone: (555) 555-5555 E... Date: 8/1'

Admission ID: 1868429



SUPPORT: Contact the Indiana LCAR Help Desk

Reach out to the LCAR Help Desk team about a current assessment or other questions:

- Program support – email: INLCAR@maximus.com
- Program support – phone: 833.597.2777
- Indiana LCAR website: <https://www.INLCAR.com>