



## CDASS Allocation Increase Workflow Process

CDASS participant allocations are receiving the following increases effective January 1, 2019:

- An increase of 1% for Health Maintenance services and 5.25% for Homemaker and Personal Care services.

Please note these increases are for the following waivers:

- Elderly, Blind and Disabled
- Brain Injury
- Spinal Cord Injury
- Community Mental Health Supports

### What are Single Entry Point (SEP) case managers required to do?

#### Review:

- Each Financial Management Service (FMS) vendor has developed instructions for case management agencies on how to revise a participant's prior authorization request (PAR) in their FMS portal. Included will be instructions on locating the participant's allocation prior to the 1/1/2019 rate increase and the participant's increased allocation effective 1/1/2019.
- Determine how a participant's current PAR was created and approved:
  - Participant's PAR was created by the case manager in the FMS portal and sent to the Department for manual keying. The case manager did **not** create the PAR in the Bridge using the CDASS task worksheet.

#### OR

- Participant's PAR was created by the case manager in the Bridge by entering the CDASS task worksheet hours to calculate the allocation and PAR. The PAR was also created in the FMS portal. \*Please note there will be limited PARs that have been completed in this manner as the Bridge has recently become operational for the case manager to create a PAR in the Bridge.

#### PAR Revision:

- For CDASS participants who have a current PAR created by the case manager in the FMS portal and manually keyed by the Department, the case manager will send the participant's revised PAR (completed in FMS portal) encrypted to [LTHHpars@state.co.us](mailto:LTHHpars@state.co.us) for processing by **12/10/2018**. Please follow the instructions provided by the FMS vendors on how to revise a PAR in their FMS portal.



- For CDASS participants with a current PAR created by the case manager in the Bridge (case manager created the PAR in the Bridge by entering the CDASS task worksheet hours to calculate the allocation and PAR), the case manager will not send the PAR to the LTHH email inbox. The case manager will complete the following steps to revise the PAR:
  - The case manager will revise the PAR in the FMS portal following the instructions provided from the FMS vendor.
  - The case manager will complete the rate increase change by following the process for a CDASS task worksheet revision in the Bridge. The case manager will revise the PAR in the Bridge to end date the current CDASS task worksheet effective 12/31/2018. The case manager will then add a new CDASS task worksheet with a start date of 1/1/2019. The task worksheet hours entered by the case manager for 1/1/2019 will match the hours entered on the previous task worksheet unless the case manager is also completing a revision based on increased client needs. This will automatically calculate the allocation reflecting the rate increase as the case manager completes the steps for a CDASS revision. **The case manager must follow the revision process and should not end date the PAR's T2025 line item.**

Detailed instructions for the CDASS revision process in Bridge are available at <https://www.colorado.gov/pacific/hcpf/long-term-services-and-supports-training>.

**Please note: The case manager must ensure the task worksheet hours entered are accurate as they cannot be modified once the PAR is approved through the Bridge.**

- A PAR with a 1/1/2019 start date will be completed by the case manager using the Bridge and FMS portal. Case managers will not create a PAR starting 1/1/2019 before 11/6/2018 to allow the Bridge and FMS portals to be updated with the new CDASS rates.

#### Send:

- Case managers must complete and send a 10-day notice by **12/10/2018** to all participants enrolled in CDASS in your agency. The notice must indicate the CDASS participant's monthly and annual allocation before the 1/1/2019 rate change and after the 1/1/2019 rate change.
  - FMS vendors have provided instruction on how to locate allocation amounts for the 10-day notice to be completed by the case manager. In addition to this information, the 10-day notice to track all participants notified of their allocation change will be provided to each case management agency during training tentatively scheduled for **November 6-16, 2019.**



- Each SEP agency must complete the attached spreadsheet titled “CDASS Client Allocation Notification for Rate Increase Effective 1.1.19.” with the **date each participant was mailed** the 10-day notice regarding the change to their CDASS allocation. **This report must be sent via encrypted email to [katherine.mcguire@state.co.us](mailto:katherine.mcguire@state.co.us) at the Department by 12/10/2018.**

- Example table from the 10-day notice to the client:

	Allocation Amount Prior to this Change	NEW Allocation Amount Effective January 1, 2019
Monthly Allocation Amount	\$ 0,000.00	\$ 0,000.00
Yearly Allocation Amount	\$ 0,000.00	\$ 0,000.00

- Notify the FMS vendor of the PAR approval by **12/21/2018**.

Please follow the instructions above and contact Consumer Direct Colorado or the participant’s FMS vendor for any questions or assistance needed.

